

**STOW-MUNROE FALLS PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR BOARD MEETING  
Monday December 16, 2024**

**CALL TO ORDER**

The meeting was called to order at 6:34 pm by President Shubert.

**PRESENT**

Tom Shubert, President; Craig Mancuso, Vice President; David Renninger, Secretary; Emily Hegner, Rich Bedell, Angela Daniel, Carla Wyckoff

**ABSENT**

**OTHERS PRESENT**

Gale Koritansky, Director; Jennifer Hale, Fiscal Officer; Katie Allen, HR Specialist

**PUBLIC**

**MOTION NO. 241216-1 APPROVE NOVEMBER 18, 2024 MINUTES**

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Renninger moved, Wyckoff seconded:

RESOLVED: That the Board Minutes of November 18, 2024 regular board meeting be accepted and approved.

The roll being called on its adoption, the vote resulted as follows:

AYES: Bedell, Daniel, Hegner, Mancuso, Wyckoff, Renninger, Shubert

NAYS:

Motion carried.

## FINANCE

### **MOTION NO. 241216-2 APPROVE NOVEMBER TREASURER'S REPORT**

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Renninger moved, Bedell seconded:

RESOLVED: That the Board of Trustees approves the Treasurer's Report for November 2024.

#### **MTD Bank Report for Year 2024 Month 11 - STOW MUNROE FALLS PUB LIB**

Bank	Description	Beg Mo Bal	Deposits	Withdrawals	Trans In	Trans Out	Balance
0001	MAIN CHECKING ACCOUNT	787,256.30	121,527.44	311,951.16	0.00	0.00	596,832.58
0002	PAYROLL CHECKING ACCOUNT	0.00	0.00	0.00	0.00	0.00	0.00
0004	BUILDING PROJECT CHECKING ACCT	0.00	0.00	0.00	0.00	0.00	0.00
0009	IMPREST FUNDS	300.00	0.00	0.00	0.00	0.00	300.00
0020	CERTIFICATES OF DEPOSIT	0.00	0.00	0.00	0.00	0.00	0.00
0021	STAR OHIO - INVESTMENTS	1,599,337.31	6,379.35	0.00	0.00	0.00	1,605,716.66
0024	STAR OHIO BLDG - INVESTMENTS	90,081.48	359.31	0.00	0.00	0.00	90,440.79
0029	STAR PLUS OHIO - INVESTMENTS	0.00	0.00	0.00	0.00	0.00	0.00
0030	US BANK - REDTREE INVESTMENTS	722,929.18	1,039.58	0.00	0.00	0.00	723,968.76
0206	US BANK - FROEBE ENDOWMENT	516,627.38	742.92	0.00	0.00	0.00	517,370.30
<b>10 Banks</b>		<b>3,716,531.65</b>	<b>130,048.60</b>	<b>311,951.16</b>	<b>0.00</b>	<b>0.00</b>	<b>3,534,629.09</b>

The roll being called on its adoption, the vote resulted as follows:

AYES: Daniel, Hegner, Mancuso, Wyckoff, Bedell, Renninger, Shubert

NAYS:

Motion carried.

### **MOTION NO. 241216-3 SET BOND FOR FISCAL OFFICER AND DEPUTY FISCAL OFFICER**

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Bedell moved, Mancuso seconded:

RESOLVED: That the Board of Trustees set bond for the Fiscal Officer and Deputy Fiscal Officer at \$150,000 each for 2025.

The roll being called on its adoption, the vote resulted as follows:

AYES: Daniel, Hegner, Renninger, Wyckoff, Mancuso, Bedell, Shubert

NAYS:

Motion carried.

**MOTION NO. 241216-4 APPROVE INTRAFUND TRANSACTION**

Mancuso moved, Wyckoff seconded

RESOLVED: That the Board of Trustees authorizes the Fiscal Officer to move:

\$5,000 from 101.0.53310 Building/Grounds Repair  
\$5,000 from 101.0.53315 Service Agreements  
\$5,000 from 101.0.53620 Natural Gas  
\$5,000 from 101.0.53820 C.M.I.  
to 101.0.55500 Furniture/Equipment

For necessary updates to our projector system in the meeting room.

The roll being called on its adoption, the vote resulted as follows:

AYES: Bedell, Daniel, Hegner, Renninger, Wyckoff, Mancuso, Shubert

NAYS:

Motion carried.

**PROGRAM**

**DIRECTOR'S REPORT**

**MOTION NO. 241216-5 ACCEPT DIRECTOR'S REPORT**

Renninger moved, Mancuso seconded:

RESOLVED: That the Board of Trustees accepts the written Director's report for the month of November/December 2024.

The roll being called on its adoption, the vote resulted as follows:

AYES: Bedell, Daniel, Hegner, Wyckoff, Mancuso, Renninger, Shubert

NAYS:

Motion carried.

**DISCUSSION ITEMS**

**BOARD COMMITTEES**

**BUILDING & GROUNDS**

Ms. Hegner stated nothing to report.

## FINANCE

Mr. Bedell stated the Finance Committee met this evening and reviewed the reports and everything is in order and they adjourned at 6:31pm. Mr. Bedell stated the Finance Committee recommends:

### **MOTION NO. 241216-6    ACCEPT THE 2025 GENERAL FUND REVENUE AND APPROPRIATIONS BUDGET**

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RESOLVED:                    That the Board of Trustees adopt the 2025 General Fund Revenue and Appropriations Budget as follows:

	<b>UNENCUMBERED FUNDS</b>	<b>12/31/2024</b>
<b>A</b>	<b>BALANCE ALL UNENC FUNDS</b>	<b>\$2,941,975</b>
	<b>GENERAL FUND REVENUE</b>	<b>PROPOSED 2025 BUDGET</b>
	PLF	\$1,442,326
	REAL ESTATE TAXES	\$1,726,706
	PERSONAL PROPERTY TAX	\$0
	HOMESTEAD ROLLEBACK	\$212,000
	<b>TOTAL TAXES/ROLLBACK</b>	<b>\$1,938,706</b>
	PATRON FINES	\$0
	COPIERS	\$8,000
	INTEREST ON INVESTMENTS	\$25,000
	INTEREST ON CHECKING	\$0
	GIFTS/DONATIONS	\$1,000
	MEETING ROOM	\$0
	MISCELLANEOUS	\$5,000
	PASSPORT/PHOTOS	\$55,000
	TRANSFER	
	<b>FROEBE ENDOWMENT FUND REVENUE</b>	<b>PROPOSED 2025 BUDGET</b>
	FROEBE INTEREST	\$22,000
<b>B</b>	<b>TOTAL REVENUE</b>	<b>\$3,497,032</b>
<b>A+B</b>	<b>REVENUE + UNENC. BALANCE</b>	<b>\$6,439,007</b>
	<b>EXPENDITURES</b>	<b>PROPOSED 2025 EXPENDITURES</b>
	<b>SALARIES/BENEFITS</b>	
	Total salaries/benefits	\$2,396,673
	<b>SUPPLIES</b>	

	Total supplies	\$63,500
	<b>PURCHASED/CONTRACTED SVC.</b>	
	Total purchased/contracted svc.	\$531,859
	<b>MATERIALS</b>	
	101 Materials	\$420,000
	801 Froebe Materials	\$13,000
	<b>CAPITAL OUTLAY</b>	
	101 Total capital outlay	\$50,000
	801 Froebe - capital outlay	\$9,000
	<b>DEBT SERVICE</b>	
	Total debt service	\$0
	<b>OTHER OBJECTS</b>	
	Total other objects	\$13,000
	<b>CONTINGENCY</b>	\$0
<b>C</b>	<b>TOTAL ALL EXPENDITURES</b>	<b>\$3,497,032</b>
	<b>RESERVE FOR BUILDING FUND</b>	<b>\$50,523</b>
	<b>FROEBE ENDOWMENT</b>	<b>\$506,780</b>

The roll being called on its adoption, the vote resulted as follows:

AYES: Bedell, Daniel, Hegner, Mancuso, Renninger, Wyckoff, Shubert

NAYS:

Motion carried.

## HUMAN RESOURCES

Mr. Mancuso stated the Human Resources committee recommends:

### **MOTION NO. 241216-7 AMEND JOB DESCRIPTIONS**

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RESOLVED: That the Board of Trustees amends the Job Descriptions (see packet attached).

The roll being called on its adoption, the vote resulted as follows:

AYES: Bedell, Daniel, Hegner, Mancuso, Renninger, Wyckoff, Shubert

NAYS:

Motion carried.

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**MOTION NO. 241216-8 SET SALARY HEAD OF SYSTEMS ADMINISTRATION**

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RESOLVED: That the Board of Trustees sets the yearly salary for the Head of Systems Administration at \$97,280.00 starting Pay #1, 2025.

The roll being called on its adoption, the vote resulted as follows:

AYES: Bedell, Daniel, Hegner, Mancuso, Renninger, Wyckoff, Shubert

NAYS:

Motion carried.

**LEGISLATION/RULES**

Mrs. Daniel stated the Legislation and Rules Committee recommends the following:

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**MOTION NO. 241216-9 AMEND THE EMPLOYEE POLICY: JOB CLASSIFICATIONS**

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RESOLVED: That the Board of Trustees amend the Employee Policy: Job Classifications (Wage Increase, Pay Grades, and Staff Position Titles) as follows:

Effective January 1, 2024 The Stow-Munroe Falls Public Library will move to a longevity step scale with increases given on the employee's anniversary dates with the percentage being determined by the Board of Trustees for that calendar year.

Grade	Position	Minimum	Midpoint	Maximum
1	Shelving Page	\$12.75	\$12.75	\$12.75
2	Custodian Public Services Assistant Technical Services Processor	\$13.00 \$27,040.00	\$16.49 \$34,278.40	\$20.91 \$43,451.20
3	Maintenance Associate Public Services Assistant II	\$15.10 \$31,408.00	\$19.15 \$39,811.20	\$24.29 \$50,460.80
4	Childrens Services Associate Development Officer <del>Human Resources Specialist</del> Marketing and Public Relations Coordinator Information Services Associate Technical Services Senior Processor	\$17.31 \$36,004.80	\$21.94 \$45,635.20	\$27.82 \$57,865.60
5	Children Services Librarian Graphic Design Coordinator & Media Specialist <b>Human Resources Specialist</b> Information Services Librarian Local History Librarian Outreach Librarian - Children Services	\$18.86 \$39,228.80	\$23.91 \$49,732.80	\$30.31 \$63,044.80

	Outreach Librarian - Information Services Teen Librarian			
6	Assistant Head Children Services Assistant Head Information Services	\$20.49 \$42,619.20	\$25.97 \$54,017.60	\$32.93 \$68,494.40
7	Head of Information Services Head of Children Services Head of Circulation Services Head of Technical Services Head of Collection Development Marketing & Public Relations Manager	\$23.34 48,547.20	\$29.59 \$61,547.20	\$37.51 \$78,020.80
99	Executive Director Fiscal Officer Head of Library Systems Administrator	<i>Board Determined</i>		

\*Salaries are based on full time hours.

The roll being called on its adoption, the vote resulted as follows:

AYES: Bedell, Daniel, Hegner, Mancuso, Renninger, Wyckoff, Shubert

NAYS:

Motion carried.

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**MOTION NO. 241216-10      ADOPT THE BOARD POLICY: PHOTOGRAPHY AND VIDEO RECORDING POLICY**

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RESOLVED:            That the Board of Trustees adopt the Board Policy: Photography and Video Recording Policy as follows:

To minimize distractions, safeguard the rights of Library patrons and staff, and ensure safety, the photographing and filming of the Library are subject to restrictions as outlined in this policy.

Although the Library is a public facility, it is classified as a "limited public forum" under federal law. Public libraries are authorized to impose reasonable restrictions on the exercise of free speech within their premises, particularly when such actions may disrupt or interfere with other visitors or staff, or when they are inconsistent with the Library's mission.

The Stow-Munroe Falls Public Library (SMFPL) will, during regular business hours, accommodate requests for photography or filming, provided that these activities do not interfere with the normal operations of the Library. This includes protecting patrons' rights to privacy and ensuring their ability to engage in traditional library activities, such as reading, studying, conducting research, enjoying quiet time, or participating in Library-organized or authorized seminars and book discussions.

Photography and video or audio recording are generally permitted for the following purposes: Library promotion, student projects, or educational activities.

The use of additional equipment, such as tripods or lighting, is prohibited due to safety, liability, and other concerns, unless prior approval is obtained from the Library Director. All photography and video or audio recording in the Library must be conducted in a manner that is visible to other patrons, ensuring that they can exercise informed consent regarding their rights to be included or excluded from photographs or recordings. Commercial photography or filming is prohibited without prior written approval from the Library Director or their designee. Requests for commercial photography or filming must be submitted in writing to the Library Director at least five business days in advance.

In accordance with this policy, the Library Director is empowered to take necessary actions, including limiting, or prohibiting photography, filming, and audio recording by individuals whose activities disrupt the Library environment, compromise public safety, or cause disturbances.

For the purposes of this policy, "photography or filming" refers to all forms of static, still, or video imaging, both current and future.

Under no circumstances may members of the public or media take photographs, video recordings, or live streams without explicit written consent from any Library patrons or staff prominently featured in such media. The capture of identifiable images of individuals, their computer screens, books, documents, or any other materials, including registration and circulation records, is prohibited without written consent. If a minor under 18 years of age is to be photographed or filmed, written permission must be obtained from a parent or legal guardian on behalf of the minor. Individuals engaged in photography or filming within the Library must respect the requests of patrons and staff who do not wish to be included in photos or recordings.

#### Failure to Comply

Those not following this policy may be asked to put away their equipment and/or asked to leave the Library.

The roll being called on its adoption, the vote resulted as follows:

AYES: Bedell, Daniel, Hegner, Mancuso, Renninger, Wyckoff, Shubert

NAYS:

Motion carried.

#### **MOTION NO. 241216-11      AMEND THE BOARD POLICY: BACKGROUND CHECK FOR VOLUNTEERS**

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RESOLVED:                      That the Board of Trustees amends the Board Policy: Background Check for Volunteers as follows:

That the Board of Trustees approves a background check is to be completed on all **Regular** Volunteers\*, volunteering for the ~~Homebound Service provided by~~ Stow-Munroe Falls Public Library. The Library is responsible for the cost of the background check. The background **check** is to be completed at the Stow-Munroe Falls Board of Education. The Stow-Munroe

Falls Public Library adopts the disqualifying crimes listed on the Stow Schools Criminal Records Check Policy.

*\*Regular Volunteers is defined as those performing duties for the library on a regular, re-occurring basis. For example, homebound delivery volunteers, weekly or monthly volunteers, etc.*

The roll being called on its adoption, the vote resulted as follows:

AYES: Bedell, Daniel, Hegner, Mancuso, Renninger, Wyckoff, Shubert

NAYS:

Motion carried.

## LONG RANGE PLANNING

Mr. Renninger stated the the committee will meet tomorrow to discuss plans for the upcoming strategic plan.

## TECHNOLOGY

Mr. Shubert stated nothing to report.

## RECORDS COMMISSION

Mr. Shubert stated nothing to report.

## NEW BUSINESS

### **MOTION NO. 241216-12      RESOLUTION FOR DAVID RENNINGER**

Mancuso moved, Bedell seconded:

RESOLVED:            That the Stow-Munroe Falls Public Library Board of Trustees present the following resolution to David Renninger. Please see copy attached.

The roll being called on its adoption, the vote resulted as follows:

AYES: Bedell, Daniel, Hegner, Renninger, Wyckoff, Mancuso, Shubert

NAYS:

Motion carried.

### **MOTION NO. 241216-13      MOTION TO ADJOURN INTO EXECUTIVE SESSION**

Mancuso moved, Hegner seconded:

RESOLVED: The Board of Trustees moves to adjourn into executive session to discuss the Director and Fiscal Officer's evaluations.

The roll being called on its adoption, the vote resulted as follows:

AYES: Bedell, Daniel, Hegner, Wyckoff, Renninger, Mancuso, Shubert

NAYS:

Motion carried.

**MOTION NO. 241216-14 MOTION TO RETURN TO OPEN SESSION**

Mancuso moved, Renninger seconded:

RESOLVED: That the Board of Trustees moves to return to open session.

All were in favor.

Motion carried.

Mr. Mancuso stated the Human Resources Committee recommends:

**MOTION NO. 241216-15 CONTRACT - DIRECTOR**

RESOLVED: That the Board of Trustees hereby employs, and the Director, Gale Koritansky hereby accepts, employment in that position for a period commencing January 1, 2025, and ending December 31, 2025 at a salary of \$98,800.

The roll being called on its adoption, the vote resulted as follows:

AYES: Bedell, Daniel, Hegner, Mancuso, Renninger, Wyckoff, Shubert

NAYS:

Motion carried.

**MOTION NO. 241216-16 CONTRACT – FISCAL OFFICER**

RESOLVED: That the Board of Trustees hereby employs, and the Fiscal Officer, Jennifer Hale hereby accepts, employment in that position for a period commencing January 1, 2025, and ending December 31, 2025 at a salary of \$71,000.

The roll being called on its adoption, the vote resulted as follows:

AYES: Bedell, Daniel, Hegner, Mancuso, Renninger, Wyckoff, Shubert

NAYS:

Motion carried.

**MOTION NO. 241216-17    ADJOURNMENT**

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Renninger moved, Mancuso seconded to adjourn the meeting at 8:04pm.

All were in favor.

Motion carried.

Secretary

Board President

Jennifer Hale  
Fiscal Officer

# Resolution

Whereas David R. Renninger has served diligently and faithfully as a member of the Stow-Munroe Falls Public Library Board of Trustees since 2004;

Whereas he has served as President 2011-2015,  
Vice-President 2009-2010,  
Secretary 2008, 2016-2024,

Whereas he has served on the Finance Committee 2004-2005, 2019-2024,  
Human Resources Committee 2006-2023,  
Long-Range Planning Committee 2004-2024 (Chair 2006-2024),  
Legislation and Rules Committee 2024,  
Records Commission 2007-2024 (Chair 2011-2015),  
Ad Hoc Committee To Review Levy Needs 2010: 2009-2010,

Whereas he has freely shared his wisdom, leadership, steadfastness, and counsel with the Board and, during his service as one of its members, devoted himself to the betterment of the library for the good of the communities of Stow and Munroe Falls.

Therefore be it resolved that the Board of Trustees of the Stow-Munroe Falls Public Library hereby commends David for his service as a library trustee during his term of twenty years and extends its gratitude to him for his efforts on behalf of the library, staff, and patrons.

Approved by the Board of Trustees of the Stow-Munroe Falls Public Library on this Sixteenth day of December, Two Thousand and Twenty-Four.

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Gale Koritansky,  
Director

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Thomas Shubert,  
President of the Board of Trustees



### **2024 Job Description updates:**

All positions were thoroughly evaluated, with a focus on identifying key responsibilities, skills, and performance expectations. The findings were then distilled into a clear and concise format, ensuring that each job description accurately reflects its core functions and requirements. This streamlined approach not only enhances clarity but also allows for easier comparison and alignment across roles.

A “Working Conditions and Physical Requirement” section was also added to each job description. For positions like maintenance roles and outreach, this section also includes wording about driving records. All management positions also received a “Managerial Duties” section. A big change to note is that Collection Development is now Head of Collection Development and Technical Services, this change was made to accommodate the news of Ellie retiring.

All positions were evaluated by HR, the department heads, and then selected staff members for editing. HR and the library director also reviewed the information in multiple meetings throughout the project.

Positions are lumped together in the general format of Department Head, Assistant Head, and then following down the organizational chart.

\*\* Please note that there may be some formatting issues in this document that are not in the original position document. These changes happened when jobs were transferred into this document. Each Job description is also on our letterhead, I did not see the need to add this graphic to the top of each one for editing purposes.

#### **General Index:**

1. Information
2. Childrens
3. Community Outreach
4. Collection Development and Technical Services
5. Circulation
6. Marketing
7. Finance



Job Title:	Head of Information Services
Department:	Information Services
Pay Grade:	7
Supervises:	Assistant Head of Information Services, Information Services Associate, Information Services Librarian, Local History Librarian, Teen Librarian
Reports to:	Director

**Position Summary:**

Under general direction, the Head of Information Services supervises the Information Services staff and directs the library's services to adults and teens.

**Duties and Responsibilities:** *This list is illustrative, but not exhaustive for this position.*

- Checks out materials to patrons
- Coordinates the development of publicity for programs and services with the Marketing and Public Relations Manager
- Develops, evaluates, and updates procedures relating to the Information Services Department
- Gathers requested library materials and/or assists patrons in reserving library materials
- May serve as a committee chair
- Orders and maintains the adult and teen collection
- Performs Reader's Advisory services
- Provides general information services to patrons in a variety of formats
- Required to act as a building supervisor
- Responsible for continuous professional development through attendance at meetings, conferences, in-service training sessions and committee assignments
- Serves as a Notary Public
- Serves as a Passport Acceptance Agent
- Performs additional duties as assigned

**Managerial Duties:**

- Assists in the interview and selection of employees, trains, and monitors the work of employees and ensures understanding of policies and procedures
- Conducts departmental staff meetings
- Determines necessary staffing and recommends staffing levels to the Director
- Develops and implements new services
- Ensures effective communication of information to all employees
- Evaluates employee performance and maintains proper records
- Oversees and Conducts Adult Programming
- Oversees and recommends purchase of supplies and equipment for the department

- Participates in long-range planning for the department
- Prepares departmental records and reports
- Prepares staff schedules, reviews employee time sheets and approves leave requests
- Provides leadership and guidance to staff in fulfilling their responsibilities as well as mentoring
- Serves as representative of the library in the local and the library communities

## **Qualifications:**

### **Education and Experience:**

- MLIS from an American Library Association accredited school
- Minimum of 3 years of professional library experience
- Must be a US Citizen (As per requirement to be a Passport Acceptance Agent)

### **Knowledge, Skills, Abilities:**

- Ability to be discreet with personal information
- Ability to plan, assign, and/or supervise the work of others
- Ability to provide programs and services to patrons
- Communicate effectively in written and oral form
- Develop and maintain effective working relationships with community partners
- Develop and maintain effective working relationships with the Director and co-workers
- Extensive knowledge of adult and teen authors and pop culture
- Interact and communicate appropriately with all patrons and staff
- Organize, prioritize, and schedule work duties
- Present a positive, professional image to the public
- Proficient in Microsoft Office Suite and related library software

### **Working Conditions and Physical Requirement:**

- This job operates in a professional environment with exposure to central climate control, overhead lighting, and low- to- moderate noise levels. The environment involves everyday risks or discomforts that require normal safety precautions typical of offices, which include the need for general safe workplace practice with office equipment, avoidance of trips and falls, and observance of fire regulations. Employee is occasionally exposed to minor cuts and other injuries.
- While performing the duties of this job, the employee regularly interacts with the public. The employee is required to speak and hear, sit for extended periods of time, stand, walk, bend, stoop, use hands and fingers to perform repetitive motions, climb ladders to reach high shelves, squat to reach low shelves, reach for materials at various angles and locations, and to lift, push, or pull objects weighing up to 25 pounds. It requires the ability to use standard office equipment including computers.
- Some travel by personal automobile for off-site meetings in various settings may occur. Occasional overnight travel may be required.

- Working hours vary based on community service event schedules and when the Library is open to the public. Includes evenings and weekends.

Job Title:	Assistant Head of Information Services
Department:	Information Services
Pay Grade:	6
Supervises:	Information Services Associates
Reports to:	Head of Information Services

**Position Summary:**

Under the general direction of the Head of Information Services, the Assistant Head of Information Services assists in the direction of library services to adults and teens and supervises the Information Services associates.

**Duties and Responsibilities:** *This list is illustrative, but not exhaustive for this position.*

- Checks out materials to patrons
- Gathers requested library materials and/or assists patrons in reserving library materials
- Maintains department files and records
- May serve as committee chair
- Orders and maintains the adult and teen collection
- Performs Reader's Advisory services
- Provides general information services to patrons in a variety of formats
- Required to act as building supervisor
- Required to act as department supervisor
- Responsible for continuous professional development through attendance at meetings, conferences, in-service training sessions and committee assignments
- Serves as a Notary Public
- Serves as a Passport Acceptance Agent
- Performs additional duties as assigned

**Managerial Duties:**

- Acts as a mentor to employees
- Assists in the interview and selection of employees, trains, and monitors the work of employees and ensures understanding of policies and procedures
- Conducts departmental staff meetings
- Determines necessary staffing and recommends staffing levels to the Director
- Develops and implements new services
- Ensures effective communication of information to all employees
- Evaluates employee performance and maintains proper records
- Oversees and Conducts Adult Programming
- Oversees and recommends purchase of supplies and equipment for the department
- Participates in long-range planning for the department
- Prepares departmental records and reports
- Prepares staff schedules, reviews employee time sheets and approves leave requests
- Provides leadership and guidance to staff in fulfilling their responsibilities as well as mentoring
- Serves as representative of the library in the local and the library communities

**Qualifications:**

**Education and Experience:**

- MLIS from an American Library Association accredited school

- Minimum of 3 years of professional library experience
- Must be a US Citizen (as per requirement to be a Passport Acceptance Agent)

**Knowledge, Skills, Abilities:**

- Ability to be discreet with personal information
- Ability to plan, assign, and/or supervise the work of others
- Ability to provide programs and services to patrons
- Communicate effectively in written and oral form
- Develop and maintain effective working relationships with community partners
- Develop and maintain effective working relationships with Supervisor and co-workers
- General knowledge of adult and teen authors and pop culture
- Interact and communicate appropriately with all patrons and staff
- Organize, prioritize, and schedule work duties
- Present a positive, professional image to the public
- Proficient in Microsoft Office Suite and related library software

**Working Conditions and Physical Requirement:**

- This job operates in a professional environment with exposure to central climate control, overhead lighting, and low- to- moderate noise levels. The environment involves everyday risks or discomforts that require normal safety precautions typical of offices, which include the need for general safe workplace practice with office equipment, avoidance of trips and falls, and observance of fire regulations. Employee is occasionally exposed to minor cuts and other injuries
- While performing the duties of this job, the employee regularly interacts with the public. The employee is required to speak and hear, sit for extended periods of time, stand, walk, bend, stoop, use hands and fingers to perform repetitive motions, climb ladders to reach high shelves, squat to reach low shelves, reach for materials at various angles and locations, and to lift, push, or pull objects weighing up to 25 pounds. It requires the ability to use standard office equipment including computers.
- Some travel by personal automobile for off-site meetings in various settings may occur. Occasional overnight travel may be required.
- Working hours vary based on community service event schedules and when the Library is open to the public. May include evenings and weekends.

Job Title:	Information Services Librarian
Department:	Information Services
Pay Grade:	5
Supervises:	None
Reports to:	Head of Information Services

**Position Summary:**

Under general direction, an Information Services Librarian provides excellent customer service while staffing the Information Desk. An Information Services Librarian assists in collection development and in the planning and implementation of programs for adults.

**Duties and Responsibilities:** *This list is illustrative, but not exhaustive for this position.*

- Develops and conducts adult programming
- Coordinates the development of publicity for programs and services with the Marketing and Public Relations Department
- Checks out materials to patrons
- Creates monthly reports
- Gathers requested library materials and/or assists patrons in reserving library materials
- Responsible for continuous professional development through attendance at meetings, conferences, in-service training sessions and committee assignments
- Maintains knowledge of adult and teen collection
- Maintains department files, statistics, and records, as assigned
- May be required to act as department supervisor
- May create book displays
- Orders, maintains, and evaluates a portion of the adult collection
- Provides Reader's Advisory services
- Provides general information services to patrons in a variety of formats
- Required to act as building supervisor
- Serves as a Passport Acceptance Agent
- Serves as Notary Public
- Performs additional duties as assigned

**Qualifications:**

**Education and Experience:**

- MLIS from an American Library Association accredited school or equivalent.
- Must be a US Citizen (As per requirement to be a Passport Acceptance Agent)

**Knowledge, Skills, Abilities:**

- Ability to provide programs and services to patrons on a consistent basis
- Communicate effectively in written and oral form
- Develop and maintain effective working relationships with Supervisors and co-workers
- Extremely organized and meticulous with details
- General knowledge of adult books, authors, and pop culture
- Interact and communicate appropriately with all patrons and staff
- Present a positive, professional image to the public
- Proficient in Microsoft Office Suite and related library software

**Working Conditions and Physical Requirement:**

- This job operates in a professional environment with exposure to central climate control, overhead lighting, and low- to- moderate noise levels. The environment involves everyday risks or discomforts that require normal safety precautions typical of offices, which include the need for general safe workplace practice with office equipment, avoidance of trips and falls, and observance of fire regulations. Employee is occasionally exposed to minor cuts and other injuries.
- While performing the duties of this job, the employee regularly interacts with the public. The employee is required to speak and hear, sit for extended periods of time, stand, walk, bend, stoop, use hands and fingers to perform repetitive motions, climb ladders to reach high shelves, squat to reach low shelves, reach for materials at various angles and locations, and to lift, push, or pull objects weighing up to 25 pounds. It requires the ability to use standard office equipment including computers.
- Some travel by personal automobile for off-site meetings in various settings may occur. Occasional overnight travel may be required.
- Working hours vary based on community service event schedules and when the Library is open to the public. May include evenings and weekends.

Job Title:	Local History Librarian
Department:	Information Services
Pay Grade:	5
Supervises:	None
Reports to:	Head of Information Services

### **Position Summary:**

Under general direction, the Local History Librarian provides library reference and programming services to patrons and develops and maintains the local history collection. This position also performs the duties of an Information Services Librarian at the Information Desk

### **Duties and Responsibilities:** *This list is illustrative, but not exhaustive for this position.*

- Accept appropriate donations for the Local History Collections, adhering to the policy
- Be familiar with the library's genealogy databases
- Checks out materials to patrons
- Conducts community programming promoting our local history
- Coordinates the development of publicity for programs and services with the Marketing and Public Relations Department.
- Creates monthly reports
- Develops and maintains the Local History Collection using accepted preservation techniques
- Develops, evaluates, and updates procedures for local history
- Evaluates and maintains equipment for Local History collections
- Gathers requested library materials and/or assists patrons in reserving library materials
- Maintains department files, statistics, and records, as assigned
- May be required to act as a department supervisor
- Orders, maintains, and evaluates a portion of the adult and teen collection
- Provides Reader's Advisory services
- Provides general information services to patrons in a variety of formats
- Record oral histories of community members, producing a copy for the interviewee and the library
- Required to act as a building supervisor
- Responsible for continuous professional development through attendance at meetings, conferences, in-service training sessions and committee assignments
- Serves as a liaison to the Stow Historical Society and other community groups
- Serves as a Notary Public
- Serves as a Passport Acceptance Agent
- Works with Technical Services and Collection Development Departments on cataloging issues pertaining to the Local History collection
- Performs additional duties as assigned

### **Qualifications:**

#### **Education and Experience:**

- MLIS from an American Library Association accredited school or equivalent.
- Must be a US Citizen (As per requirement to be a Passport Acceptance Agent)

**Knowledge, Skills, Abilities:**

- Ability to provide programs and services to patrons on a consistent basis
- Communicate effectively in written and oral form
- Develop and maintain effective working relationships with Supervisors and co-workers
- General knowledge of adult books, authors, and archival trends
- Interact and communicate appropriately with all patrons and staff
- Present a positive, professional image to the public
- Proficient in Microsoft Office Suite and related library software

**Working Conditions and Physical Requirement:**

- This job operates in a professional environment with exposure to central climate control, overhead lighting, and low- to- moderate noise levels. The environment involves everyday risks or discomforts that require normal safety precautions typical of offices, which include the need for general safe workplace practice with office equipment, avoidance of trips and falls, and observance of fire regulations. Employees are occasionally exposed to minor cuts and other injuries. Employees are also occasionally exposed to dust and mold.
- While performing the duties of this job, the employee regularly interacts with the public. The employee is required to speak and hear, sit for extended periods of time, stand, walk, bend, stoop, use hands and fingers to perform repetitive motions, climb ladders to reach high shelves, squat to reach low shelves, reach for materials at various angles and locations, and to lift, push, or pull objects weighing up to 25 pounds. It requires the ability to use standard office equipment including computers.
- Some travel by personal automobile for off-site meetings in various settings may occur. Occasional overnight travel may be required.
- Working hours vary based on community service event schedules and when the Library is open to the public. Includes evenings and weekends.

Job Title	Teen Librarian
Department	Information Services
Pay Grade	5
Supervises	None
Reports to	Head of Information Services

**Position Summary:**

Under general direction, the Teen Librarian provides reference services, programming, and collection maintenance and serves as an Information Services Librarian at the Information Desk.

**Duties and Responsibilities:** *This list is illustrative, but not exhaustive for this position.*

- Checks out materials to patrons
- Creates monthly reports
- Coordinates the development of publicity for Teen programs and services with the Marketing and Public Relations Department
- Develops and conducts Teen programming
- Develops and implements new services for teens
- Gathers requested library materials and/or assists patrons in reserving library materials
- Responsible for continuous professional development through attendance at meetings, conferences, in-service training sessions and committee assignments
- Maintains department files, statistics, and records, as assigned
- Maintains knowledge of the adult and teen collection
- May be required to act as Department Supervisor
- May create book displays
- Orders, maintains, and evaluates a portion of the adult and teen collection
- Provides Reader's Advisory services
- Provides general reference services to patrons in a variety of formats
- Required to act as Building Supervisor
- Serves as a Notary Public
- Serves as a Passport Acceptance Agent
- Performs additional duties as assigned

**Qualifications:**

**Education and Experience:**

- MLIS from an American Library Association accredited school or equivalent.
- Must be a US Citizen (As per requirement to be a Passport Acceptance Agent)

**Knowledge, Skills, Abilities:**

- Ability to provide programs and services to teens
- Communicate effectively in written and oral form
- Develop and maintain effective working relationships with Supervisor and co-workers
- Extremely organized and meticulous with details
- General knowledge of teen and adult books and authors
- General knowledge of teen pop culture and materials
- Interact and communicate appropriately with all patrons and staff

- Present a positive, professional image to the public
- Proficient in Microsoft Office Suite and related library softwares

**Working Conditions and Physical Requirement:**

- This job operates in a professional environment with exposure to central climate control, overhead lighting, and low- to- moderate noise levels. The environment involves everyday risks or discomforts that require normal safety precautions typical of offices, which include the need for general safe workplace practice with office equipment, avoidance of trips and falls, and observance of fire regulations. Employee is occasionally exposed to minor cuts and other injuries
- While performing the duties of this job, the employee regularly interacts with the public. The employee is required to speak and hear, sit for extended periods of time, stand, walk, bend, stoop, use hands and fingers to perform repetitive motions, climb ladders to reach high shelves, squat to reach low shelves, reach for materials at various angles and locations, and to lift, push, or pull objects weighing up to 25 pounds. It requires the ability to use standard office equipment including computers.
- Some travel by personal automobile for off-site meetings in various settings may occur. Occasional overnight travel may be required.
- Working hours vary based on community service event schedules and when the Library is open to the public. May include evenings and weekends.
- Willing to maintain a clean driving record and report driving incidents to employer.

Job Title:	Information Services Associate
Department:	Information Services
Pay Grade:	4
Supervises:	None
Reports to:	Head of Information Services

**Position Summary:**

Under general direction, the Information Services Associate provides information to patrons; may provide or assist with programs and with the development and maintenance of the Adult Collection.

**Duties and Responsibilities:** *This list is illustrative, but not exhaustive for this position.*

- Assists and provides programs for patrons
- Assists in the maintenance of the adult and teen collections
- Checks out materials to patrons
- Gathers requested library materials for patrons and/or assists patrons in reserving library materials
- Responsible for continuous professional development through attendance at meetings, conferences, in-service training sessions and committee assignments
- Maintains department files, statistics, and records, as assigned
- May create book displays
- May order and maintain a portion of the information services collection, as assigned
- May recommend the purchase of new or replacement materials for the department
- Provides general information services to patrons in a variety of formats
- Provides Reader's Advisory services
- Serves as a notary public
- Serves as a Passport Acceptance Agent
- Performs additional duties as assigned

**Qualifications:**

**Education and Experience:**

- Bachelor's degree in any field
- Must be a US Citizen (As per requirement to be a Passport Acceptance Agent)

**Knowledge, Skills, Abilities:**

- Ability to provide programs to the public
- Communicate effectively in written and oral form
- Develop and maintain effective working relationships with supervisors and co-workers
- General knowledge of pop culture and popular authors
- Interact and communicate appropriately with all patrons and staff
- Present a positive, professional image to the public
- Proficient in Microsoft Office suite and related library software

**Working Conditions and Physical Requirement:**

- This job operates in a professional environment with exposure to central climate control, overhead lighting, and low- to- moderate noise levels. The environment involves everyday risks or discomforts that require normal safety precautions typical of offices, which include the need for general safe workplace practice with office equipment, avoidance of trips and falls, and observance of fire regulations. Employees are occasionally exposed to minor cuts and other injuries.
- While performing the duties of this job, the employee regularly interacts with the public. The employee is required to speak and hear, sit for extended periods of time, stand, walk, bend, stoop, use hands and fingers to perform repetitive motions, climb ladders to reach high shelves, squat to reach low shelves, reach for materials at various angles and locations, and to lift, push, or pull objects weighing up to 25 pounds. It requires the ability to use standard office equipment including computers.
- Some travel by personal automobile for off-site meetings in various settings may occur. Occasional overnight travel may be required.
- Working hours vary based on community service event schedules and when the library is open to the public. Includes evenings and weekends.

Job Title:	Head of Children Services
Department:	Children Services
Pay Grade:	7
Supervises:	Assistant Head of Children Services, Children Services Librarian
Reports to:	Director

**Position Summary:**

Under general direction, the Head of Children Services supervises the library's Children Services Department and directs the library's services for children.

**Duties and Responsibilities:** *This list is illustrative, but not exhaustive for this position.*

- Checks out materials to patrons
- Coordinates the development of publicity for programs and services with the Marketing and Public Relations Department
- Develops and implements new services
- Develops and maintains the children services collection
- Develops, evaluates, and updates procedures relating to the Children Services Department
- Gathers requested library materials and/or assists patrons in reserving library materials
- Responsible for continuous professional development through attendance at meetings, conferences, in-service training sessions and committee assignments
- May serve as committee chair
- Oversees and conducts children's programming
- Oversees and recommends purchase of supplies and equipment for the department
- Provides general information services to patrons in a variety of formats
- Provides Reader's Advisory services and recommends age-appropriate materials to patrons
- Required to act as building supervisor
- Serves as notary public
- Serves as representative of the library in the local and the library communities
- Performs additional duties as assigned

**Managerial Duties:**

- Assists in the interview and selection of employees, trains, and monitors the work of employees and ensures understanding of policies and procedures
- Conducts departmental staff meetings
- Determines necessary staffing and recommends staffing levels to the Director
- Develops and implements new services
- Ensures effective communication of information to all employees
- Evaluates employee performance and maintains proper records
- Oversees and Conducts Children Programming
- Oversees and recommends purchase of supplies and equipment for the department
- Oversees employee training
- Participates in long-range planning for the department
- Prepares departmental records and reports
- Prepares staff schedules, reviews employee time sheets and approves leave requests

- Provides leadership and guidance to staff in fulfilling their responsibilities as well as mentoring
- Serves as representative of the library in the local and the library communities

### **Qualifications:**

#### **Education and Experience:**

- MLIS from an American Library Association accredited school or equivalent
- Minimum of 3 years of professional library experience

#### **Knowledge, Skills, Abilities:**

- Ability to be discreet with personal information
- Ability to plan, assign, and/or supervise the work of others
- Ability to provide programs and services to patrons
- Communicate effectively in written and oral form
- Develop and maintain effective working relationships with community partners
- Develop and maintain effective working relationships with the Director and co-workers
- Extensive knowledge of children's books and authors
- Interact and communicate appropriately with patrons and staff
- Organize, prioritize, and schedule work duties
- Present a positive, professional image to the public
- Proficient in Microsoft Office Suite and related library software

#### **Working Conditions and Physical Requirement:**

- This job operates in a professional environment with exposure to central climate control, overhead lighting, and low- to- moderate noise levels. The environment involves everyday risks or discomforts that require normal safety precautions typical of offices, which include the need for general safe workplace practice with office equipment, avoidance of trips and falls, and observance of fire regulations. Employee is occasionally exposed to minor cuts and other injuries.
- While performing the duties of this job, the employee regularly interacts with the public. The employee is required to speak and hear, sit for extended periods of time, stand, walk, bend, stoop, use hands and fingers to perform repetitive motions, climb ladders to reach high shelves, squat to reach low shelves, reach for materials at various angles and locations, and to lift, push, or pull objects weighing up to 25 pounds. It requires the ability to use standard office equipment including computers.
- Some travel by personal automobile for off-site meetings in various settings may occur. Occasional overnight travel may be required.
- Working hours vary based on community service event schedules and when the Library is open to the public. Includes evenings and weekends.

Job Title:	Assistant Head of Children Services
Department:	Children Services
Pay Grade:	6
Supervises:	Children Services Associate
Reports to:	Head of Children Services

**Position Summary:**

Under the general direction of the Head of Children Services, the Assistant Head of Children Services assists in the direction of library services to children and supervises children services associates.

**Duties and Responsibilities:** *This list is illustrative, but not exhaustive for this position.*

- Checks out materials to patrons
- Coordinates the development of publicity for programs and services with the Marketing and Public Relations Department
- Gathers requested library materials and/or assists patrons in reserving library materials
- Responsible for continuous professional development through attendance at meetings, conferences, in-service training sessions and committee assignments
- Maintains department files and records
- May serve as committee chair
- Orders, maintains, and evaluates a portion of the Children Services collection
- Oversees and conducts children's programming
- Provides Reader's Advisory services and recommends age-appropriate materials to patrons
- Provides general information services to patrons in a variety of formats
- Provides monthly reports and assists with preparing annual reports
- Recommends changes in department procedures to the Head of Children Services
- Required to act as building supervisor
- Required to act as department supervisor
- Serves as notary public
- Performs additional duties as assigned

**Managerial Duties:**

- Assists in the interview and selection of employees, trains, and monitors the work of employees and ensures understanding of policies and procedures
- Conducts departmental staff meetings
- Determines necessary staffing and recommends staffing levels to the Director
- Develops and implements new services
- Ensures effective communication of information to all employees
- Evaluates employee performance and maintains proper records
- Oversees and Conducts Children Programming
- Oversees and recommends purchase of supplies and equipment for the department
- Participates in long-range planning for the department
- Prepares departmental records and reports
- Prepares staff schedules, reviews employee time sheets and approves leave requests
- Provides leadership and guidance to staff in fulfilling their responsibilities as well as mentoring

- Serves as representative of the library in the local and the library communities

## **Qualifications:**

### **Education and Experience:**

- MLIS from an American Library Association accredited school
- Minimum of 3 years of professional library experience

### **Knowledge, Skills, Abilities:**

- Ability to plan, assign, and/or supervise the work of others
- Ability to provide programs and services to patrons
- Communicates effectively in written and oral form
- Develop and maintain effective working relationships with community partners
- Develop and maintain effective working relationships with Supervisors and peers
- Extensive knowledge of children's books and authors
- Maintain a positive work environment for employees
- Organize, prioritize, and schedule work duties
- Present a positive, professional image to the public
- Proficient in Microsoft office suite and related library software
- Ability to be discreet with personal information

### **Working Conditions and Physical Requirement:**

- This job operates in a professional environment with exposure to central climate control, overhead lighting, and low- to- moderate noise levels. The environment involves everyday risks or discomforts that require normal safety precautions typical of offices, which include the need for general safe workplace practice with office equipment, avoidance of trips and falls, and observance of fire regulations. Employee is occasionally exposed to minor cuts and other injuries.
- While performing the duties of this job, the employee regularly interacts with the public. The employee is required to speak and hear, sit for extended periods of time, stand, walk, bend, stoop, use hands and fingers to perform repetitive motions, climb ladders to reach high shelves, squat to reach low shelves, reach for materials at various angles and locations, and to lift, push, or pull objects weighing up to 25 pounds. It requires the ability to use standard office equipment including computers.
- Some travel by personal automobile for off-site meetings in various settings may occur. Occasional overnight travel may be required.
- Working hours vary based on community service event schedules and when the Library is open to the public. Includes evenings and weekends.

Job Title	Children Services Librarian
Department	Children Services
Pay Grade	5
Supervises	None
Reports to	Head of Children Services

**Position Summary:**

Under general direction, a Children Services Librarian provides reference services, assists in collection development and in the planning and implementation of programs for children.

**Duties and Responsibilities:** *This list is illustrative, but not exhaustive for this position.*

- Checks out materials to patrons
- Conducts children's programming, including story hours
- Coordinates the development of publicity for programs and services with the Marketing and Public Relations Department
- Creates monthly reports
- Gathers requested library materials and/or assists patrons in reserving library materials
- Responsible for continuous professional development through attendance at meetings, conferences, in-service training sessions and committee assignments
- Maintains knowledge of children's collection
- Maintains department files, statistics, and records, as assigned
- May be required to act as department supervisor
- May maintain department files, statistics, and records, as assigned
- May create book displays
- May serve as a notary public
- Orders, maintains, and evaluates a portion of the children services collection
- Provides general information services to patrons in a variety of formats
- Provides Reader's Advisory services and recommends age-appropriate materials to patrons
- Required to acts as building supervisor
- Performs additional duties as assigned

**Qualifications:**

**Education and Experience:**

- MLIS from an American Library Association accredited school or equivalent

**Knowledge, Skills, Abilities:**

- Ability to provide programs and services to patrons
- Communicate effectively in written and oral form
- Develop and maintain effective working relationships with the Supervisor and co-workers
- Extensive knowledge of children's books and authors
- Extremely organized and meticulous with details
- Interact and communicate appropriately with patrons and staff
- Present a positive, professional image to the public
- Proficient in Microsoft Office suite and related library software

**Working Conditions and Physical Requirement:**

- This job operates in a professional environment with exposure to central climate control, overhead lighting, and low- to- moderate noise levels. The environment involves everyday risks or discomforts that require normal safety precautions typical of offices, which include the need for general safe workplace practice with office equipment, avoidance of trips and falls, and observance of fire regulations. Employee is occasionally exposed to minor cuts and other injuries.
- While performing the duties of this job, the employee regularly interacts with the public. The employee is required to speak and hear, sit for extended periods of time, stand, walk, bend, stoop, use hands and fingers to perform repetitive motions, climb ladders to reach high shelves, squat to reach low shelves, reach for materials at various angles and locations, and to lift, push, or pull objects weighing up to 25 pounds. It requires the ability to use standard office equipment including computers.
- Some travel by personal automobile for off-site meetings in various settings may occur. Occasional overnight travel may be required.
- Working hours vary based on community service event schedules and when the Library is open to the public. Include evenings and weekends.

Job Title:	Children Services Associate
Department:	Children Services
Pay Grade:	4
Supervises:	None
Reports to:	Assistant Head of Children Services

**Position Summary:**

Under general direction, the Children Services Associate provides information to patrons while staffing the children's desk; may provide or assist with programs and with the development and maintenance of the Children's Collection.

**Duties and Responsibilities:** *This list is illustrative, but not exhaustive for this position.*

- Assists and provides programs for children
- Assists in the maintenance of the children's collection
- Checks out materials to patrons
- Gathers requested library materials for patrons and/or assists patrons in reserving library materials
- Responsible for continuous professional development through attendance at meetings, conferences, in-service training sessions and committee assignments
- May create book displays
- May recommend the purchase of new or replacement materials for the children services department
- Maintains department files, statistics, and records, as assigned
- Provides general information services to patrons in a variety of formats
- Provides Reader's Advisory services and recommends age-appropriate materials to patrons
- Performs additional duties as assigned

**Qualifications:**

**Education and Experience:**

- Bachelor's Degree in any field

**Knowledge, Skills, Abilities:**

- Ability to work with children, both individually and in groups
- Communicate effectively in written and oral form
- Develop and maintain effective working relationships with Supervisors and co-workers
- General knowledge of children's books and authors
- Interact and communicate appropriately with all patrons and staff
- Present a positive, professional image to the public
- Proficient in Microsoft Office suite and related library software

**Working Conditions and Physical Requirement:**

- This job operates in a professional environment with exposure to central climate control, overhead lighting, and low- to- moderate noise levels. The environment involves everyday risks or discomforts that require normal safety precautions typical of offices, which include the need for general safe workplace practice with office equipment,

avoidance of trips and falls, and observance of fire regulations. Employee is occasionally exposed to minor cuts and other injuries.

- While performing the duties of this job, the employee regularly interacts with the public. The employee is required to speak and hear, sit for extended periods of time, stand, walk, bend, stoop, use hands and fingers to perform repetitive motions, climb ladders to reach high shelves, squat to reach low shelves, reach for materials at various angles and locations, and to lift, push, or pull objects weighing up to 25 pounds. It requires the ability to use standard office equipment including computers.
- Some travel by personal automobile for off-site meetings in various settings may occur. Occasional overnight travel may be required.
- Working hours vary based on community service event schedules and when the Library is open to the public. Include evenings and weekends.

Job Title:	Head of Community Outreach and Partnerships
Department:	Community Outreach and Partnerships
Pay Grade:	7
Supervises:	Community Outreach and Partnerships Associate
Reports to:	Director

### **Position Summary:**

Under general direction, the Head of Community Outreach and Partnerships supervises the organization and implementation of mobile services. Additionally, this role involves delivering library outreach services and programming within the Stow and Munroe Falls communities.

**Duties and Responsibilities:** *This list is illustrative, but not exhaustive for this position.*

- Checks out materials to patrons
- Collaborates with Collection Development to manage and promote the collection
- Coordinates the development of publicity for programs and services with the Marketing and Public Relations Manager
- Develops and implements new services
- Develops and maintains the outreach collection in coordination with the Head of Collection Development
- Develops, evaluates, and updates procedures relating to the Community Outreach and Partnerships Department
- Directs staff in implementing circulation policies, procedures, and workflows
- Fosters community engagement by seeking and developing partnerships to better understand and address community needs
- Gathers requested library materials and/or assists patrons in reserving library materials
- Guides staff in planning, delivering, and evaluating programming and outreach to meet community needs and interest
- Maintains Outreach and Program statistics
- Oversees the maintenance and safety of library vehicles
- Performs Reader's advisory services and recommends appropriate materials to patrons
- Provides general information services to patrons in a variety of formats
- Responsible for continuous professional development through attendance at meetings, conferences, in-service training sessions and committee assignments
- Performs additional duties as assigned

### **Managerial Duties:**

- Assists in the interview and selection of employees, trains, and monitors the work of employees and ensures understanding of policies and procedures
- Conducts departmental staff meetings
- Determines necessary staffing and recommends staffing levels to the Director
- Develops and implements new services
- Ensures effective communication of information to all employees
- Evaluates employee performance and maintains proper records
- Oversees and Conducts Programming
- Oversees and recommends purchase of supplies and equipment for the department
- Participates in long-range planning for the department
- Prepares departmental records and reports

- Prepares staff schedules, reviews employee time sheets and approves leave requests
- Provides leadership and guidance to staff in fulfilling their responsibilities as well as mentoring
- Serves as representative of the library in the local and the library communities

### **Qualifications:**

#### **Education and Experience:**

- MLIS from an American Library Association accredited school
- Minimum of 3 years of professional library experience.
- Must possess a valid Ohio driver's license with an acceptable driving record.

#### **Knowledge, Skills, Abilities:**

- Ability to be discrete with personal information
- Ability to plan, assign, and/or supervise the work of others
- Communicate effectively in written and oral form
- Develop and maintain effective working relationships with the Director and co-workers
- Drive a non-CDL library vehicle
- Extensive knowledge of popular books and authors
- Interact and communicate appropriately with all patrons and staff
- Present a positive, professional image to the public
- Proficient in Microsoft Office Suite and related library software
- Provide programs and services to patrons
- Work with frequent interruptions
- Organizes, prioritize, and schedules work duties

#### **Working Conditions and Physical Requirement:**

- This job operates in a professional environment with exposure to central climate control, overhead lighting, and low-to-moderate noise levels. Work may also be performed on vehicles (e.g., bookmobiles, library-owned cars/trucks) to help operate mobile and outreach services. Work on bookmobiles is done in close quarters that, at times, may be in motion as teams travel from stop to stop. Mobile services work is performed year-round in vehicles furnished with heat and air conditioning.
- While performing the duties of this job, the employee regularly interacts with the public. The employee is required to speak and hear, sit for extended periods of time, stand, walk, bend, stoop, use hands and fingers to perform repetitive motions, climb ladders to reach high shelves, squat to reach low shelves, reach for materials at various angles and locations, and to lift, push, or pull objects weighing up to 25 pounds. It requires the ability to use standard office equipment including computers.
- Some travel by personal automobile for off-site meetings in various settings may occur. Occasional overnight travel may be required.
- Working hours vary based on community service event schedules and when the Library is open to the public. May include evenings and weekends.
- Willing to maintain a clean driving record and report driving incidents to employer.

Job Title	Community Outreach and Partnerships Associate
Department	Community Outreach and Partnerships
Pay Grade	4
Supervises	None
Reports to	Head of Community Outreach and Partnerships

### **Position Summary:**

Under the general direction of the Head of Community Outreach and Partnerships, the Community Outreach and Partnerships Associate is responsible for delivering public services for the Bookmobile and Outreach Services while also performing associated clerical duties.

**Duties and Responsibilities:** *This list is illustrative, but not exhaustive for this position.*

- Checks materials in and out and other tasks associated with circulation of materials
- Conducts programming for all ages
- Drives library vehicle and bookmobile to designated locations according to schedule
- Gathers requested library materials and/or assists patrons in reserving library materials
- Maintains the bookmobile- including cleaning the vehicle's interior and exterior, reporting mechanical problems to supervisor, and taking vehicle in for repairs as needed
- Maintains department files, statistics, and records, as assigned
- Performs clerical duties
- Provides general information services to patrons in a variety of formats
- Responsible for continuous professional development through attendance at meetings, conferences, in-service training sessions and committee assignments
- Serves as representative of the library in the local community
- Shelves library materials
- Provides Readers Advisory services
- Performs additional duties as assigned

### **Qualifications:**

#### **Education and Experience:**

- Bachelor's degree in any field
- Must possess a valid Ohio driver's license with an acceptable driving record.

#### **Knowledge, Skills, Abilities:**

- Communicate effectively in written and oral form
- Drive a non-CDL library vehicle
- General knowledge of popular books and authors
- Interact and communicate appropriately with all patrons and staff
- Present a positive, professional image to the public
- Provide programs and services to all ages on a consistent basis
- Work with frequent interruptions

#### **Working Conditions and Physical Requirement:**

- This job operates in a professional environment with exposure to central climate control, overhead lighting, and low-to-moderate noise levels. Work may also be performed on vehicles (e.g., bookmobiles, library-owned cars/trucks) to help operate mobile and outreach services. Work on bookmobiles is done in close quarters that, at times, may be in motion as teams travel from stop to stop. Work will be performed at community outreach sites, outdoors and in inclement weather. Mobile services work is performed year-round in vehicles furnished with heat and air conditioning.

- While performing the duties of this job, the employee regularly interacting with the public. The employee is required to speak and hear, sit for extended periods of time, stand, walk, bend, stoop, use hands and fingers to perform repetitive motions, climb ladders to reach high shelves, squat to reach low shelves, reach for materials at various angles and locations, and to lift, push, or pull objects weighing up to 25 pounds. It requires the ability to use standard office equipment including computers.
- Some travel by personal automobile for off-site meetings in various settings may occur. Occasional overnight travel may be required.
- Working hours vary based on community service event schedules and when the Library is open to the public. Includes evenings and weekends.
- Willing to maintain a clean driving record and report driving incidents to employer.

Job Title:	Head of Collection Development and Technical Services
Department:	Collection Development
Pay Grade:	7
Supervises:	Technical Services Processor and Technical Services Senior Processor
Reports to:	Director

**Position Summary:**

Under general direction, the Head of Collection Development and Technical Services directs the operations of Collection Resources, including coordinating the selection, acquisition, and processing of all library materials. The Head of Collection Development and Technical Services oversees the department and supervises employees and oversees cataloging and maintenance of the catalog.

**Duties and Responsibilities:** *This list is illustrative, but not exhaustive for this position.*

- Administers and monitors the materials collection budget while approving purchase orders
- Analyzes library collection to identify areas of the collection requiring enhancement
- Communicates with Clevnet catalog department for records or changes through their automated work form
- Coordinates the digital and physical ordering process to ensure efficient and economic purchases
- Develops collection philosophies and policies with other Managers and Director
- Ensures effective communication of Collection Resources information and current trends to all library employees
- Evaluates material usage and recommends additions, replacements, and withdrawals
- Gathers and compiles statistics and other information including patron suggestions and requests, and collection size using statistics
- In charge of public catalog overlay creation and maintenance
- Manages selection committee and selection process
- Material processing and maintenance
- May act as building supervisor in absence of Director
- Orders, receives, and invoices library materials
- Participates in annual budget preparation and quarterly budget expenditures
- Participates in developing and following strategic plan for the library
- Prepares goals and objectives to support the strategic plan on an annual basis
- Provides superior customer service, Reader's Advisory and information services to patrons
- Requests Purchase Orders from Fiscal Officer
- Resolves shipping and invoice problems with vendors and returns damaged items for replacement or credit
- Responsible for continuous professional development through attendance at meetings, conferences, in-service training sessions and committee assignments
- Transfers Bibliographic Records into ILS

- Works with the Systems Administrator and other library staff to evaluate existing automated services and to develop and implement new library technologies
- Performs additional duties as assigned

#### **Managerial Duties:**

- Assists in the interview and selection of employees, trains, and monitors the work of employees and ensures understanding of policies and procedures
- Conducts departmental staff meetings
- Determines necessary staffing and recommends staffing levels to the Director
- Develops and implements new services
- Ensures effective communication of information to all employees
- Evaluates employee performance and maintains proper records
- Oversees and recommends purchase of supplies and equipment for the department
- Participates in long-range planning for the department
- Prepares departmental records and reports
- Prepares staff schedules, reviews employee time sheets and approves leave requests
- Serves as representative of the library in the local and the library communities

#### **Qualifications:**

##### **Education and Experience:**

- MLIS from an American Library Association accredited school
- Minimum of 3 years of professional library experience

##### **Knowledge, Skills, Abilities:**

- Ability to recognize trends in publishing industry and meet demand
- Ability to be discreet with personal information
- Ability to plan, assign, and/or supervise the work of others
- Communicates effectively in written and oral form
- Develops and maintains effective working relationships with the Director and co-workers
- Exhibits a strong commitment to positive customer service when working with all library patrons
- Experience managing a budget
- Interpret and apply library's regulations, policies, and procedures
- Organizes and prioritizes multiple tasks
- Prepares accurate documentation and reports
- Present a positive, professional image
- Proficient in Microsoft Office Suite and related library software

##### **Working Conditions and Physical Requirement:**

- This job operates in a professional environment with exposure to central climate control, overhead lighting, and low- to- moderate noise levels. The environment involves everyday risks or discomforts that require normal safety precautions typical of offices, which include the need for general safe workplace practice with office equipment, avoidance of trips and falls, and observance of fire regulations. Employees are occasionally exposed to minor cuts and other injuries.

- While performing the duties of this job, the employee regularly interacts with the public. The employee is required to speak and hear, sit for extended periods of time, stand, walk, bend, stoop, use hands and fingers to perform repetitive motions, climb ladders to reach high shelves, squat to reach low shelves, reach for materials at various angles and locations, and to lift, push, or pull objects weighing up to 25 pounds. It requires the ability to use standard office equipment including computers.
- Some travel by personal automobile for off-site meetings in various settings may occur. Occasional overnight travel may be required.
- Working hours vary based on community service event schedules and when the Library is open to the public. May include evenings and weekends.

Job Title:	Technical Services Senior Processor
Department:	Collection Development
Pay Grade:	4
Supervises:	None
Reports to:	Head of Collection Development and Technical Services

### **Position Summary:**

Under general direction, the Technical Services Senior Processor helps catalog, invoice and process library materials and oversees the maintenance of the library collection.

**Duties and Responsibilities:** *This list is illustrative, but not exhaustive for this position.*

- Assists with shelving as needed
- Assists with public catalog overlay creation and maintenance
- Handles some duties when Head of Collection Development and Technical Services is not present
- Maintains magazines and periodicals, including subscriptions
- Material processing and maintenance
- May perform some collection development tasks when required
- Orders, receives, and invoices all library materials
- Responsible for continuous professional development through attendance at meetings, conferences, in-service training sessions and committee assignments
- Transfers Bibliographic Records into ILS
- Performs additional duties and assignments, as assigned

### **Qualifications:**

#### **Education and Experience:**

- Bachelor's degree in any field
- 6mo – 1-year previous library experience

#### **Knowledge, Skills, Abilities:**

- Communicates effectively in written and oral form
- Develops and maintains effective working relationships with supervisor and co-workers
- Interacts and responds appropriately to patrons and staff
- Proficient in Microsoft Office Suite and related library software
- Organizes, prioritizes, and coordinates multiple tasks
- Present a positive, professional image to the public

#### **Working Conditions and Physical Requirement:**

- This job operates in a professional environment with exposure to central climate control, overhead lighting, and low- to- moderate noise levels. The environment involves everyday risks or discomforts that require normal safety precautions typical of offices, which include the need for general safe workplace practice with office equipment,

avoidance of trips and falls, and observance of fire regulations. Employees are occasionally exposed to minor cuts and other injuries.

- While performing the duties of this job, the employee regularly interacts with the public. The employee is required to speak and hear, sit for extended periods of time, stand, walk, bend, stoop, use hands and fingers to perform repetitive motions, climb ladders to reach high shelves, squat to reach low shelves, reach for materials at various angles and locations, and to lift, push, or pull objects weighing up to 25 pounds. It requires the ability to use standard office equipment including computers.
- Some travel by personal automobile for off-site meetings in various settings may occur. Occasional overnight travel may be required.
- Working hours vary based on community service event schedules and when the library is open to the public. May include evenings and weekends.

Job Title:	Technical Services Processor
Department:	Collection Development
Pay Grade:	2
Supervises:	None
Reports to:	Head of Collection Development and Technical Services

**Position Summary:**

Under general direction, the Technical Services Processor processes library materials, and oversees the maintenance of the library collection.

**Duties and Responsibilities:** *This list is illustrative, but not exhaustive for this position.*

- Assists with shelving as needed
- Processes and maintains materials
- Mends all materials
- Responsible for continuous professional development through attendance at meetings, conferences, in-service training sessions and committee assignments
- Performs additional duties as assigned

**Qualifications:**

**Education and Experience:**

- GED or High school diploma
- 6mo – 1-year previous library experience

**Knowledge, Skills, Abilities:**

- Communicates effectively in written and oral form
- Develops and maintains effective working relationships with supervisor and co-workers
- Proficient in Microsoft Office Suite and related library software
- Organizes, prioritizes, and coordinates multiple tasks
- Presents a positive, professional image to the public

**Working Conditions and Physical Requirement:**

- This job operates in a professional environment with exposure to central climate control, overhead lighting, and low-to-moderate noise levels. The environment involves everyday risks or discomforts that require normal safety precautions typical of offices, which includes the need for general safe workplace practice with office equipment, avoidance of trips and falls, and observance of fire regulations. Employees are occasionally exposed to minor cuts and other injuries.
- While performing the duties of this job, the employee regularly interacts with the public. The employee is required to speak and hear, sit for extended periods of time, stand, walk, bend, stoop, use hands and fingers to perform repetitive motions, climb ladders to reach high shelves, squat to reach low shelves, reach for materials at various angles and locations, and to

lift, push, or pull objects weighing up to 25 pounds. It requires the ability to use standard office equipment including computers.

- Some travel by personal automobile for off-site meetings in various settings may occur. Occasional overnight travel may be required.
- Working hours vary based on community service event schedules and when the library is open to the public. May include evenings and weekends.

Job Title:	Head of Circulation Services
Department:	Circulation Services
Pay Grade:	7
Supervises:	Public Services Assistant, Public Services Assistant II, Shelving Page
Reports to:	Director

**Position Summary:**

Under general direction, the Head of Circulation Services directs the circulation of library materials, maintains the patron registration files, and supervises the circulation services staff

**Duties and Responsibilities:** *This list is illustrative, but not exhaustive for this position.*

- Develops, evaluates, and updates procedures relating to the Circulation Services Department
- Maintains patron registration database
- May serve as committee chair
- Monitors the quality of patron service
- Oversees and recommends purchase of supplies and equipment for the department
- Performs circulation duties
- Required to act as Building Supervisor
- Responsible for continuous professional development through attendance at meetings, conferences, in-service training sessions and committee assignments
- Review completed receipt book for errors
- Serves as a Notary Public
- Trouble shoots problems and patron complaints
- Performs additional duties as assigned

**Managerial Duties:**

- Assists in the interview and selection of employees, trains, and monitors the work of employees and ensures understanding of policies and procedures
- Conducts departmental staff meetings
- Determines necessary staffing and recommends staffing levels to the Director
- Develops and implements new services
- Ensures effective communication of information to all employees
- Evaluates employee performance and maintains proper records
- Oversees and recommends purchase of supplies and equipment for the department
- Oversees employees training
- Participates in long-range planning for the department
- Prepares departmental records and reports
- Prepares staff schedules, reviews employee time sheets and approves leave requests
- Provides leadership and guidance to staff in fulfilling their responsibilities as well mentoring
- Serves as representative of the library in the local and the library communities

**Qualifications:****Education and Experience:**

- Bachelor's degree
- Minimum of 2 years library experience

**Knowledge, Skills, Abilities:**

- Ability to be discreet with personal information
- Ability to plan, assign, and/or supervise the work of others
- Communicate effectively in written and oral form
- Develop and maintain effective working relationships with the community
- Develop and maintain effective working relationships with the Director and co-workers
- Interact and communicate appropriately with all patrons and staff
- Organize, prioritize, and coordinate multiple tasks
- Present a positive, professional image to the public
- Proficient in Microsoft Office Suite and related library software

**Working Conditions and Physical Requirement:**

- This job operates in a professional environment with exposure to central climate control, overhead lighting, and low- to- moderate noise levels. The environment involves everyday risks or discomforts that require normal safety precautions typical of offices, which include the need for general safe workplace practice with office equipment, avoidance of trips and falls, and observance of fire regulations. Employee is occasionally exposed to minor cuts and other injuries.
- While performing the duties of this job, the employee regularly interacts with the public. The employee is required to speak and hear, sit for extended periods of time, stand, walk, bend, stoop, use hands and fingers to perform repetitive motions, climb ladders to reach high shelves, squat to reach low shelves, reach for materials at various angles and locations, and to lift, push, or pull objects weighing up to 25 pounds. It requires the ability to use standard office equipment including computers.
- Some travel by personal automobile for off-site meetings in various settings may occur. Occasional overnight travel may be required.
- Working hours vary based on community service event schedules and when the Library is open to the public. Includes evenings and weekends.

Job Title:	Public Services Assistant II
Department:	Circulation Services
Pay Grade:	3
Supervises:	none
Reports to:	Head of Circulation Services

**Position Summary:**

Under general direction, the Public Services Assistant II performs circulation services and coordinates passports.

**Duties and Responsibilities:** *This list is illustrative, but not exhaustive for this position.*

- Acts as Department supervisor in the absence of Head of Circulation
- Answers phone and calls patrons to resolve issues
- Checks materials in and out to patrons
- Coordinates passport schedules
- Issues library cards
- Operates cash drawer and tallies money
- Perform all circulation duties according to priority
- Performs shelving duties, including shelf maintenance
- Processes interlibrary loan materials
- Provides general service to patrons
- Responsible for continuous professional development through attendance at meetings, conferences, in-service training sessions and committee assignments
- Retrieves items from the daily holds list
- Serves as notary public
- Serves as Passport Acceptance Agent
- Performs additional duties as assigned

**Qualifications:**

**Education and Experience:**

- GED or a high school diploma
- Must be a US citizen (as per requirement to be a Passport Acceptance Agent)

**Knowledge, Skills, Abilities:**

- Communicate effectively in written and oral form
- Proficient in Microsoft Office Suite and related library software
- Develop and maintain effective working relationships with supervisor and co-workers
- Interact and communicate appropriately with patrons and staff
- Present a positive, professional image to the public
- Ability to be discreet with personal information

**Working Conditions and Physical Requirement:**

- This job operates in a professional environment with exposure to central climate control, overhead lighting, and low- to- moderate noise levels. The environment involves everyday risks or discomforts that require normal safety precautions typical of offices, which include the need for general safe workplace practice with office equipment, avoidance of trips and falls, and observance of fire regulations. Employees are occasionally exposed to minor cuts and other injuries.
- While performing the duties of this job, the employee regularly interacts with the public. The employee is required to speak and hear, sit for extended periods of time, stand, walk, bend, stoop, use hands and fingers to perform repetitive motions, climb ladders to reach high shelves, squat to reach low shelves, reach for materials at various angles and locations, and to lift, push, or pull objects weighing up to 25 pounds. It requires the ability to use standard office equipment including computers.
- Some travel by personal automobile for off-site meetings in various settings may occur. Occasional overnight travel may be required.
- Working hours vary based on community service event schedules and when the Library is open to the public. May include evenings and weekends.

Job Title:	Public Services Assistant
Department:	Circulation Services
Pay Grade:	2
Supervises:	none
Reports to:	Head of Circulation Services

**Position Summary:**

Under general direction, the Public Services Assistant performs circulation services.

**Duties and Responsibilities:** *This list is illustrative, but not exhaustive for this position.*

- Answers phone and call patrons to resolve issues
- Checks materials in and out to patrons
- Issues library cards
- Operates cash drawer and tallies money
- Performs all circulation duties according to priority
- Performs shelving duties, including shelf maintenance
- Processes interlibrary loan materials
- Provides general services to patrons
- Responsible for continuous professional development through attendance at meetings, conferences, in-service training sessions and committee assignments
- Retrieves items from the daily holds list
- Performs additional duties as assigned

**Qualifications:**

**Education and Experience:**

- GED or a high school diploma

**Knowledge, Skills, Abilities:**

- Communicate effectively in written and oral form
- Proficient in Microsoft Office Suite and related library software
- Develop and maintain effective working relationships with Supervisors and co-workers
- Interact and communicate appropriately with patrons and staff
- Present a positive, professional image to the public

**Working Conditions and Physical Requirement:**

- This job operates in a professional environment with exposure to central climate control, overhead lighting, and low- to- moderate noise levels. The environment involves everyday risks or discomforts that require normal safety precautions typical of offices, which include the need for general safe workplace practice with office equipment, avoidance of trips and falls, and observance of fire regulations. Employee is occasionally exposed to minor cuts and other injuries.

- While performing the duties of this job, the employee regularly interacts with the public. The employee is required to speak and hear, sit for extended periods of time, stand, walk, bend, stoop, use hands and fingers to perform repetitive motions, climb ladders to reach high shelves, squat to reach low shelves, reach for materials at various angles and locations, and to lift, push, or pull objects weighing up to 25 pounds. It requires the ability to use standard office equipment including computers.
- Some travel by personal automobile for off-site meetings in various settings may occur. Occasional overnight travel may be required.
- Working hours vary based on community service event schedules and when the Library is open to the public. Includes evenings and weekends.

Job Title:	Shelving Page
Department:	Circulation Services
Pay Grade:	1
Supervises:	none
Reports to:	Head of Circulation Services

**Position Summary:**

Under general direction, the Shelving Page shelves materials and pulls holds

**Duties and Responsibilities:** *This list is illustrative, but not exhaustive for this position.*

- Answer directional questions
- Retrieves items from the daily holds list
- Responsible for continuous professional development through attendance at meetings, conferences, in-service training sessions and committee assignments
- Shelf maintenance, including shifting of materials
- Shelf reads
- Shelves library materials
- Performs additional duties, as assigned

**Qualifications:**

**Education and Experience:**

- Less than a high school diploma but does require a permit for minors ages 16 to 17

**Knowledge, Skills, Abilities:**

- Be able to work without direct supervision
- Develop and maintain effective working relationships with Supervisors and co-workers
- File library materials alphabetically and numerically
- Interact and communicate appropriately with all patrons and staff
- Present a positive, professional image to the public

**Working Conditions and Physical Requirement:**

- This job operates in a professional environment with exposure to central climate control, overhead lighting, and low- to- moderate noise levels. The environment involves everyday risks or discomforts that require normal safety precautions typical of offices, which include the need for general safe workplace practice with office equipment, avoidance of trips and falls, and observance of fire regulations. Employees are occasionally exposed to minor cuts and other injuries.
- While performing the duties of this job, the employee regularly interacts with the public. The employee is required to speak and hear, sit for extended periods of time, stand, walk, bend, stoop, use hands and fingers to perform repetitive motions, climb ladders to reach high shelves, squat to reach low shelves, reach for materials at various angles and locations, and to lift, push, or pull objects weighing up to 25 pounds. It requires the ability to use standard office equipment including computers.

- Working hours vary based on community service event schedules and when the library is open to the public. Includes evenings and weekends.

Job Title:	Marketing and Public Relations Manager
Department:	Marketing and Public Relations
Pay Grade:	7
Supervises:	Marketing and Public Relations Coordinator, Graphic Designer
Reports to:	Director

### **Position Summary:**

Under general direction, the Marketing and Public Relations Manager oversees the planning, implementation, and evaluation of public relations and marketing that supports the mission and goals for the library.

### **Duties and Responsibilities:** *This list is illustrative, but not exhaustive for this position.*

- Ability to visualize concepts and ideas
- Actively seek opportunities to promote the library to the public and implement/evaluate outcome
- Assesses library service and program needs of Stow and Munroe Falls residents, library patrons and special target groups via formal and informal market research methods
- Collaborates, brainstorms, and strategizes with multiple teams on a wide range of marketing materials
- Coordinates the planning, development, implementation, and evaluation of the marketing needs of the library
- Develops and oversees library branding
- Manages the creative process from concept to completion
- Manages marketing budget
- Prepares and distributes press releases, magazine and newspaper articles, public service announcements, and television listings
- Responsible for continuous professional development through attendance at meetings, conferences, in-service training sessions and committee assignments
- Sources and orders custom library furniture and library promotional products
- Performs additional duties as assigned

### **Managerial Duties:**

- Assists in the interview and selection of employees, trains, and monitors the work of employees and ensures understanding of policies and procedures
- Conducts departmental staff meetings
- Determines necessary staffing and recommends staffing levels to the Director
- Develops and implements new services
- Ensures effective communication of information to all employees
- Evaluates employee performance and maintains proper records
- Oversees and recommends purchase of supplies and equipment for the department
- Prepares departmental records and reports
- Prepares staff schedules, reviews employee time sheets and approves leave requests
- Provides leadership and guidance to staff in fulfilling their responsibilities as well as mentoring

### **Qualifications:**

**Education and Experience:**

- Bachelor's degree in communications, public relations, marketing or a related field and a minimum of three (3) years of experience.

**Knowledge, Skills, Abilities:**

- Ability to plan, assign, and/or supervise the work of others
- Ability to work independently as well as cooperatively
- Communicate effectively in written and oral form. Excellent proofing and editing skills.
- Develop and maintain effective working relationships with the Director and co-workers
- Extremely organized and meticulous with details
- Interact and communicate appropriately with patrons and staff
- Lead other staff to support marketing efforts
- Prepare and deliver speeches and programs before audiences
- Present a positive, professional image to the public
- Proficient in Microsoft Office Suite or related software
- Search engine optimization (SEO) and Search Engine Marketing (SEM)
- Social media management (SMM) tools

**Working Conditions and Physical Requirement:**

- This job operates in a professional environment with exposure to central climate control, overhead lighting, and low- to- moderate noise levels. The environment involves everyday risks or discomforts that require normal safety precautions typical of offices, which include the need for general safe workplace practice with office equipment, avoidance of trips and falls, and observance of fire regulations. Employees are occasionally exposed to minor cuts and other injuries.
- While performing the duties of this job, the employee regularly interacts with the public. The employee is required to speak and hear, sit for extended periods of time, stand, walk, bend, stoop, use hands and fingers to perform repetitive motions, climb ladders to reach high shelves, squat to reach low shelves, reach for materials at various angles and locations, and to lift, push, or pull objects weighing up to 25 pounds. It requires the ability to use standard office equipment including computers.
- Some travel by personal automobile for off-site meetings in various settings may occur. Occasional overnight travel may be required.
- Working hours vary based on community service event schedules and when the library is open to the public. May include evenings and weekends.

Job Title:	Graphic Designer
Department:	Marketing and Public Relations
Pay Grade:	5
Supervises:	None
Reports to:	Marketing and Public Relations Manager

### **Position Summary:**

Under the direction of the Marketing and Public Relations Manager, the Graphic Designer works with the Marketing and Public Relations Manager and the Marketing and Public Relations Coordinator. The Graphic Designer is responsible for the consistent appearance of all the promotional material for internal and external communication efforts of the library.

### **Duties and Responsibilities:** *This list is illustrative, but not exhaustive for this position.*

- Creates large format banners, vinyl wraps, etc., as needed. Creates renderings and mockups (2D or 3D) to facilitate staff, administrative, or Board approval
- Designs PowerPoint presentations for administrative staff
- Designs the promotional materials, including original written content, original logo creation and illustrations, photography, photo illustrations, promotional item imprints, videos, print and digital ads, brochures, guides, targeted email, social media, and other components as needed
- Maintains image library and job archive
- Manages the proofing process and make changes as necessary
- Monitors paper and other supplies, anticipate future needs, source a supplier, and reorder as needed
- Prints, trims, assembles, and installs items in-house, including brochures, bookmarks, signs, and vinyl lettering
- Reformats/recolors/repurposes/recreates photos and vector art from various sources.
- Responsible for continuous professional development through attendance at meetings, conferences, in-service training sessions and committee assignments
- Updates the electronic message sign at the street, and three inside event monitors
- Responsible for website content creation, page design (HTML and CSS coding), and maintenance.
- Works with outside print vendors as needed
- Performs additional duties as assigned

### **Qualifications:**

#### **Education and Experience:**

- Bachelor's degree in journalism, communications, marketing or graphic design

#### **Knowledge, Skills, Abilities:**

- Communicate effectively in written and oral form
- Develop and maintain effective working relationships with supervisor and co-workers
- Develop and maintain effective working relationships with the community
- Interact and respond appropriately with patrons and staff
- Organize, prioritize, and coordinate multiple tasks

- Present a positive, professional image to the public
- Proficient in Microsoft Office Suite and related marketing software

**Working Conditions and Physical Requirement:**

- This job operates in a professional environment with exposure to central climate control, overhead lighting, and low- to- moderate noise levels. The environment involves everyday risks or discomforts that require normal safety precautions typical of offices, which include the need for general safe workplace practice with office equipment, avoidance of trips and falls, and observance of fire regulations. Employee is occasionally exposed to minor cuts and other injuries.
- While performing the duties of this job, the employee regularly interacts with the public. The employee is required to speak and hear, sit for extended periods of time, stand, walk, bend, stoop, use hands and fingers to perform repetitive motions, climb ladders to reach high shelves, squat to reach low shelves, reach for materials at various angles and locations, and to lift, push, or pull objects weighing up to 25 pounds. It requires the ability to use standard office equipment including computers.
- Some travel by personal automobile for off-site meetings in various settings may occur. Occasional overnight travel may be required.
- Working hours vary based on community service event schedules and when the Library is open to the public. May include evenings and weekends.

Job Title:	Marketing and Public Relations Coordinator
Department:	Marketing and Public Relations
Pay Grade:	4
Supervises:	None
Reports to:	Marketing and Public Relations Manager

### **Position Summary:**

Under direction from the Marketing and Public Relations Manager, the Marketing and Public Relations Coordinator oversees the planning, implementation and evaluation of Library promotional materials and social media accounts to support the mission and goals of the library.

### **Duties and Responsibilities:** *This list is illustrative, but not exhaustive for this position.*

- Creates original content for social media across various social media channels
- Enters programs and events on the library's electronic calendar
- Identifies, interprets, and assesses social media trends and develops measurable objectives to evaluate the success of marketing strategies and communications tools
- Maintains brand development guidelines
- Promotes the mission, vision and values of the library and its programs and services
- Proofreads all promotional and policy material
- Responsible for continuous professional development through attendance at meetings, conferences, in-service training sessions and committee assignments
- Takes photographs for publicity
- Tracks and reports monthly analytics for digital platforms
- Writes and/or edits content that communicates the value of the library to our community and establishes a unique and recognizable voice for the library
- Performs additional duties as assigned

### **Qualifications:**

#### **Education and Experience:**

- Bachelor's degree in journalism, communications, marketing, or a related field

#### **Knowledge, Skills, Abilities:**

- Communicate effectively in written and oral form
- Develop and maintain effective working relationships with supervisor and co-workers
- Develop and maintain effective working relationships with the community
- Interact and respond appropriately with patrons and staff
- Organize, prioritize, and coordinate multiple tasks
- Present a positive, professional image to the public
- Proficient in Microsoft Office Suite and related marketing software

### **Working Conditions and Physical Requirement:**

- This job operates in a professional environment with exposure to central climate control, overhead lighting, and low- to- moderate noise levels. The environment involves everyday risks or discomforts that require normal safety precautions typical of offices, which include the need for general safe workplace practice with office equipment,

avoidance of trips and falls, and observance of fire regulations. Employees are occasionally exposed to minor cuts and other injuries.

- While performing the duties of this job, the employee regularly interacts with the public. The employee is required to speak and hear, sit for extended periods of time, stand, walk, bend, stoop, use hands and fingers to perform repetitive motions, climb ladders to reach high shelves, squat to reach low shelves, reach for materials at various angles and locations, and to lift, push, or pull objects weighing up to 25 pounds. It requires the ability to use standard office equipment including computers.
- Some travel by personal automobile for off-site meetings in various settings may occur. Occasional overnight travel may be required.
- Working hours vary based on community service event schedules and when the Library is open to the public. May include evenings and weekends.

Job Title:	Head of Library Systems Administrator
Department:	Administration
Pay Grade:	7
Supervises:	None
Reports to:	Fiscal Officer

**Position Summary:**

Under general direction, the Head of Library Systems Administrators maintains the automation system for the library and trains staff and patrons in the use of computer hardware, online systems, and software applications.

**Duties and Responsibilities:** *This list is illustrative, but not exhaustive for this position.*

- Analyzes procedures that can benefit from automation
- Answers employee and patron questions regarding the automation system
- Attends administrative staff meetings
- Attends meetings and serves on committees, as requested
- Coordinates the planning, development, implementation, and evaluation of the library's automation system, including software, hardware, computer network, phone system, and fax
- Evaluates technology to determine the need for upgrades and new product installation
- Keeps Director informed of automation needs and concerns
- Maintains systems files
- Modifies database records, as required
- Perform critical infrastructure back-ups on and off site
- Performs database back-ups on and off site
- Performs database queries to develop reports
- Prepares departmental records and reports
- Prepares operating instructions and procedures for staff and patrons
- Purchases and installs hardware, software & networking
- Responsible for continuous professional development through attendance at meetings, conferences, in-service training sessions and committee assignments
- Serves as database administrator
- Troubleshoots system and operational problems, including hardware, software & networking
- Monitors and maintains security camera system
- Performs additional duties, as assigned

**Managerial Duties:**

- Assists in the interview and selection of employees, trains, and monitors the work of employees and ensures understanding of policies and procedures
- Conducts departmental staff meetings
- Determines necessary staffing and recommends staffing levels to the Director
- Develops and implements new services
- Ensures effective communication of information to all employees
- Evaluates employee performance and maintains proper records

- Oversees and recommends purchase of supplies and equipment for the department
- Participates in long-range planning for the department
- Prepares departmental records and reports
- Prepares staff schedules, reviews employee time sheets and approves leave requests
- Serves as representative of the library in the local and the library communities

### **Qualifications:**

#### **Education and Experience:**

- Bachelor of Science degree in Computer Science or related field
- A minimum of three (3) years' experience.

#### **Knowledge, Skills, Abilities:**

- Communicate effectively in written and oral form
- Computer literacy: Program (PHP, PowerShell, JavaScript. HTML and any language as they become relevant)
- Develop and maintain effective working relationships with Supervisors and co-workers
- Interact and communicate appropriately with patrons and staff
- Operate independently with minimal-supervision and frequent new and varied work situations
- Organize, prioritize, and coordinate multiple tasks
- Present a positive, professional image to the public

#### **Working Conditions and Physical Requirement:**

- This job operates in a professional environment with exposure to central climate control, overhead lighting, and low- to- moderate noise levels. The environment involves everyday risks or discomforts that require normal safety precautions typical of offices, which include the need for general safe workplace practice with office equipment, avoidance of trips and falls, and observance of fire regulations. Employees are occasionally exposed to minor cuts and other injuries.
- While performing the duties of this job, the employee regularly interacts with the public. The employee is required to speak and hear, sit for extended periods of time, stand, walk, bend, stoop, use hands and fingers to perform repetitive motions, climb ladders to reach high shelves, squat to reach low shelves, reach for materials at various angles and locations, and to lift, push, or pull objects weighing up to 25 pounds. It requires the ability to use standard office equipment including computers.
- Some travel by personal automobile for off-site meetings in various settings may occur. Occasional overnight travel may be required.
- Working hours vary based on community service event schedules and when the Library is open to the public. May include evenings and weekends.

Job Title:	Human Resources Specialist
Department:	Finance
Pay Grade:	5
Supervises:	None
Reports to:	Fiscal Officer

**Position Summary:**

The Human Resources Specialist will ensure the organization follows federal, state, local, industry labor and safety laws and policies. Work with the library administration and management team to develop strategies and best practices to support the organization's long-term strategic growth. This position is also responsible for processing payroll and performing designated budgetary duties.

**Duties and Responsibilities:** *This list is illustrative, but not exhaustive for this position.*

- Attends meetings and serves on committees as required
- Conducts annual in-service training with committee
- Determines necessary staffing and recommends staffing levels to Director and Fiscal Officer
- Helps in developing onboarding and retention strategies and procedures to attract, hire, and retain personnel
- Helps in verifying financial reports
- Maintains and enforces employee policy manual, procedures, and employee job descriptions
- Oversees employee benefits administration
- Participates in long term planning of the organizational chart
- Processes payroll
- Posts invoices; prints and mails budget checks
- Prepares daily money drawers, and bank deposits
- Prepares correspondence and reports
- Responsible for continuous professional development through attendance at meetings, conferences, in-service training sessions and committee assignments
- Works with department heads to decide what training employees need and overall workforce development
- Serves as a notary public
- Performs other duties as assigned

**Qualifications:**

**Education and Experience:**

- Bachelor's degree and a minimum of two (2) years human resources experience, or an equivalent combination of education, training, and experience.
- SHRM certification preferred or ability to obtain certification during first year of employment.

**Knowledge, Skills, Abilities:**

- Ability to be discreet with personal information
- Communicate effectively in written and oral form
- Develop and maintain effective working relationships with the Director and co-workers
- Extremely organized and meticulous with details
- Identify employee behavior that requires discipline
- Identify qualified employees through screening and interviewing methods
- Interact and respond appropriately to patrons and staff
- Organize, prioritize, and coordinate multiple tasks
- Present a positive, professional image to the public
- Proficient in Microsoft Office Suite or related software

**Working Conditions and Physical Requirement:**

- This job operates in a professional environment with exposure to central climate control, overhead lighting, and low- to- moderate noise levels. The environment involves everyday risks or discomforts that require normal safety precautions typical of offices, which include the need for general safe workplace practice with office equipment, avoidance of trips and falls, and observance of fire regulations. Employees are occasionally exposed to minor cuts and other injuries.
- While performing the duties of this job, the employee regularly interacts with the public. The employee is required to speak and hear, sit for extended periods of time, stand, walk, bend, stoop, use hands and fingers to perform repetitive motions, climb ladders to reach high shelves, squat to reach low shelves, reach for materials at various angles and locations, and to lift, push, or pull objects weighing up to 25 pounds. It requires the ability to use standard office equipment including computers.
- Some travel by personal automobile for off-site meetings in various settings may occur. Occasional overnight travel may be required.
- Working hours vary based on community service event schedules and when the Library is open to the public. May include evenings and weekends.

Job Title:	Development Officer
Department:	Finance
Pay Grade:	4
Supervises:	None
Reports to:	Fiscal Officer

**Position Summary:**

Under general direction, the Development Officer will oversee grants, sponsorships, and alternative funding. Serves as the library's liaison to the Foundation and other community organizations.

**Duties and Responsibilities:** *This list is illustrative, but not exhaustive for this position.*

- Completes all documents, forms, or reports required by grants
- Coordinates monitoring and evaluating programs and projects funded by grants.
- Develops and grow our individual donor base
- Develops and maintains master files on grants and paperwork connected to programs funded by grants
- Discusses available sources of funding with administrative managers
- Drafts and completes grant applications according to application requirements
- Ensures grant is submitted on time and within application parameters
- Provides excellent project management skills and ability to prioritize work and resources
- Maintains files, records, and applications concerning volunteers
- Oversees fundraising efforts for the library
- Researches various types of grants available and the criteria to qualify for each
- Responsible for continuous professional development through attendance at meetings, conferences, in-service training sessions and committee assignments
- Serves as a Notary Public
- Serves as liaison between community and library funding groups
- Thorough understanding of effective grant writing techniques
- Thorough understanding of grant funding policies and procedures and applicable local, state, and federal regulations
- Thorough understanding of local, state, and federal funding sources and the ability to locate potential sources for funding
- Performs other duties as assigned

**Qualifications:**

**Education and Experience:**

- Bachelor's degree in related field and two (2) years of professional grant writing experience.

**Knowledge, Skills, Abilities:**

- Ability to be discreet with personal information that may be needed for some grants such as employee salaries or upcoming projects.
- Ability to interpret financial data and prepare budgets and financial grant reports.

- Ability to meet deadlines
- Communicate effectively in written and oral form
- Develop and maintain effective working relationships with the supervisor and peers
- Extremely organized and meticulous with details.
- Interact and communicate appropriately with all patrons and staff
- Present a positive, professional image to the public
- Proficient in Microsoft Office Suite or related software

**Working Conditions and Physical Requirement:**

- This job operates in a professional environment with exposure to central climate control, overhead lighting, and low- to- moderate noise levels. The environment involves everyday risks or discomforts that require normal safety precautions typical of offices, which include the need for general safe workplace practice with office equipment, avoidance of trips and falls, and observance of fire regulations. Employees are occasionally exposed to minor cuts and other injuries.
- While performing the duties of this job, the employee regularly interacts with the public. The employee is required to speak and hear, sit for extended periods of time, stand, walk, bend, stoop, use hands and fingers to perform repetitive motions, climb ladders to reach high shelves, squat to reach low shelves, reach for materials at various angles and locations, and to lift, push, or pull objects weighing up to 25 pounds. It requires the ability to use standard office equipment including computers.
- Some travel by personal automobile for off-site meetings in various settings may occur. Occasional overnight travel may be required.
- Working hours vary based on community service event schedules and when the Library is open to the public. May include evenings and weekends.

Job Title:	Maintenance Associate
Department:	Administration
Pay Grade:	3
Supervises:	None
Reports to:	Fiscal Officer

**Position Summary:**

The Maintenance Associate is responsible for the general maintenance of the library including, but not limited to, building, vehicle, and grounds. Assists management in updating the building maintenance plan.

**Duties and Responsibilities:** *This list is illustrative, but not exhaustive for this position.*

- Coordinates services with contractors and vendors
- Duties may require handling of possibly biohazardous materials
- Inventory of janitorial supplies
- Operates building machinery and equipment utilizing safety precautions.
- Regular review of building and grounds with management to update building maintenance plan
- Responds promptly to urgent cleaning tasks
- Responsible for continuous professional development through attendance at meetings, conferences, in-service training sessions and committee assignments
- Set up Meeting Rooms for library programs
- Performs additional duties, as assigned

The Maintenance Associate will perform the following duties according to Public Employment Risk Reduction Program (PERRP) Procedures:

- Perform daily cleaning duties
- Perform vehicle maintenance
- Perform basic mechanical and electrical work
- Perform basic carpentry and plumbing work
- Snow removal from walks

**Qualifications:**

**Education and Experience:**

- GED or high school diploma
- Must possess a valid Ohio Driver's license with an acceptable driving record

**Knowledge, Skills, Abilities:**

- Ability to carry out assigned tasks in a timely manner.
- Ability to drive and maneuver library vehicles
- Ability to work unsupervised
- Basic mechanical skills including carpentry, painting, plumbing, electrical, and vehicle.
- Communicate effectively in written and oral form
- Presents a positive professional image to the public
- Willingness and adaptability to work in a challenging work environment.

**Working Conditions and Physical Requirement:**

- This job operates in a professional environment with exposure to central climate control, overhead lighting, and low-to-moderate noise levels. Work may also be performed outside on the library grounds.
- While performing the duties of this job, the employee does not regularly interact with the public. The employee is required to stand, walk, bend, stoop, use hands and fingers to manipulate tools, operate machinery, and perform intricate tasks such as repairs and installations. The employee is also required to lift, push, and pull objects weighing up to 25lbs. The employee also must follow proper safety protocols and procedures to minimize the risk of accidents or injuries while performing maintenance tasks.
- Working hours vary based on when the Library is open to the public. May include evenings and weekends. This position does require maintenance tasks to be performed while patrons are in the building.

Job Title	Custodian
Department	Administration
Pay Grade	2
Supervises	None
Reports to	Fiscal Officer

**Position Summary:**

The Custodian is responsible for janitorial tasks and general upkeep of the library facility, landscape, and vehicle, and assists the Maintenance Associate in special projects.

**Duties and Responsibilities:** *This list is illustrative, but not exhaustive for this position.*

- Completes custodial and maintenance projects as assigned
- Duties may require handling of biohazardous materials
- Inventory of janitorial supplies
- Operates building machinery and equipment utilizing safety precautions
- Performs custodial and janitorial tasks throughout the building
- Performs snow removal, grounds cleaning, and deliveries in all weather conditions, as needed
- Responds promptly to urgent cleaning tasks
- Responsible for continuous professional development through attendance at meetings, conferences, in-service training sessions and committee assignments
- Set up Meeting Rooms for library programs
- Performs additional duties, as assigned

The Custodian will perform the following duties according to Public Employment Risk Reduction Program (PERRP) Procedures:

- Perform daily cleaning duties
- Perform vehicle maintenance
- Perform basic mechanical and electrical work
- Perform basic carpentry and plumbing work
- Snow removal from walks

**Qualifications:**

**Education and Experience:**

- GED or high school diploma
- Must possess a valid Ohio Driver's license with an acceptable driving record

**Knowledge, Skills, Abilities:**

- Ability to carry out assigned tasks in a timely manner
- Ability to maintain a safe environment for the public and staff
- Ability to work unsupervised
- Basic mechanical skills including carpentry, painting, plumbing, and electrical
- Communicate effectively in written and oral form
- Presents a positive and professional image to the public
- Willingness and adaptability to work in a challenging work environment

**Working Conditions and Physical Requirement:**

- This job operates in a professional environment with exposure to central climate control, overhead lighting, and low-to-moderate noise levels. Work may also be performed outside on the library grounds.
- While performing the duties of this job, the employee does not regularly interact with the public. The employee is required to stand, walk, bend, stoop, use hands and fingers to manipulate tools, operate machinery, and perform intricate tasks such as repairs and installations. The employee is also required to lift, push, and pull objects weighing up to 25 lbs. The employee also must follow proper safety protocols and procedures to minimize the risk of accidents or injuries while performing maintenance tasks.
- Working hours vary based on when the Library is open to the public. May include evenings and weekends. This position does require maintenance tasks to be performed while patrons are in the building.