

Thorson Memorial Library

Policy Manual

Thorson Memorial Library Policy Manual

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The mission of the public library shall be to by the best of our ability and within reasonable means, meet the educational, informational, recreational, and cultural needs of people of all ages, and diversities through a wide range of materials and services in varying formats. The library will do this in cooperation with and assistance from the Viking Library Regional System and Northern Lights Library Network Multi-type.

The library shall establish needs and goals based on the Standards for Minnesota Public Libraries, The American Library Association, The Minnesota Library Association, and State and Federal laws pertaining to public libraries.

Thorson Memorial Library
117 Central Ave ~ P.O. Box 1040
Elbow Lake, MN 56531
Phone 218.685.6850 / Fax 218.685.6852
library@runestone.net
www.elbowlakepubliclibrary.org

Amended

By-Laws of Thorson Memorial Library, Elbow Lake, Minnesota

ARTICLE I

Identification

The name of the organization is the Thorson Memorial Library, located in Elbow Lake, Minnesota. The Thorson Memorial Library is a member of the Viking Library System.

ARTICLE II

Oath of Office and Purpose

You do swear to support the Constitution of the United States and of the State of Minnesota, to discharge faithfully the duties of this office to the best of your judgment and ability; to represent the library both to the people and to the governing officials; to see that adequate funds are obtained for good library service; to promote use of all library resources in the area; to improve existing library service to those not previously served.

So help you God.

ARTICLE III

Board of Directors

Section 1. Number and qualifications

The governing body of the library, the Library Board, is composed of 7 members. The Elbow Lake City Council shall appoint members to

the Library Board. No more than one member of the city council may be appointed to the library board. A majority of the appointed directors (at least four), must reside in the city of Elbow Lake. Up to three members may reside elsewhere within Grant County, Minnesota.

Section 2. Term of Office

The term of office of trustees shall be 3 years. No trustee shall serve more than three full consecutive terms. A former board member can be reappointed after a lapse of one year. If a member is appointed to serve an unexpired term of office and serves more than half of the term, it shall be considered a full term of office.

Section 3. Disqualifications, Vacancies

Any member who moves out of the political subdivision they represent shall be responsible for notifying the secretary of the Library Board. Upon receipt of such notification, the position shall be declared vacant. It shall be the duty of the President to notify the appointing official of the vacancy, and, by direction of the board, suggest names to the city council of person which may qualify to fill the position.

Section 4. Officers

Officers of the board shall be a president, vice president, secretary and a treasurer. Officers shall be elected at the regular annual meeting. An officer may succeed themselves. Vacancies in office shall be filled by vote at the next regular meeting of the board after the vacancy occurs.

The duties of the officers are as follows:

The president shall preside at meetings and perform such other duties as custom and law devolve upon the president.

The vice president shall assume the duties of the president in the event of the absence or disability of the president.

The secretary shall keep an accurate record of the proceedings of the board meetings.

The treasurer shall be responsible for the accounting of library receipts and expenditures and the signing of vouchers for disbursements from the library fund.

ARTICLE IV

Meetings

Section 1.

The Library Board shall meet monthly, except for the months of July and December at a set time and date established annually by the board of trustees. Meetings will be held at

Thorson Memorial Library. If necessary, changes to the place and time of a meeting will be determined at the preceding meeting. The January meeting shall be the annual meeting.

Section 2. Special Meetings

Special meetings of the Board of Trustees may be called by the president, or upon written request of 4 members, for the transaction of business as stated in the meeting request.

Section 3. Quorum

A quorum for transaction of business shall consist of a simple majority or 4 board members.

Section 4. Parliamentary Authority

Robert's Rules of Order, latest revised edition, shall govern the parliamentary procedure of the meetings.

ARTICLE V

Duties of the Board of Trustees

1. Determine and adopt written policies to govern the operation and program of the library.
2. Select and appoint a competent and qualified library director.
3. Determine the purposes of the library and secure adequate funds to carry out the library's program.

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4. Know the program and needs of the library in relation to the community; keep abreast of standards and library trends.
 5. Establish, support, and participate in a planned public relations program.
 6. Assist in the preparation of the annual budget.
 7. Know local and state laws; actively support library legislation in the state and nation.
 8. Establish among the library policies those dealing with book and material selection.
 9. Attend all board meetings and see that accurate records are kept on file at the library.
 10. Attend regional, state and national trustee meetings and workshops, and affiliate with the appropriate professional organizations.
 11. Be aware of the services of the state library extension agency.
 12. Report regularly to the governing officials and the general public.

ARTICLE VI

Duties of the Librarian

1. Act as a technical advisor to the board; recommend needed policies for board action; recommend employment of all personnel and supervise their work.
2. Carry out the policies of the library as adopted by the board.
3. Suggest and carry out plans for extending the library's services.
4. Prepare regular reports embodying the library's current progress and future needs.
5. Maintain an active program of public relations.
6. Prepare an annual budget for the library in consultation with the board and give a current report of expenditures against the budget at each meeting.
7. Know local and state laws; actively support library legislation in the state and nation.
8. Select and order books and other library materials and weed out items no longer needed.
9. Attend all board meetings other than those in which their own salary or tenure are under discussion. If the library director

is unable to attend a monthly annual meeting a library employee designee will attend in their stead.

ARTICLE VII

Amendments

10. Affiliate with the state and national professional organizations and attend professional meetings and workshops.
11. Make use of the services and consultants of the state library extension agency.
12. Report regularly to the library board, to the officials of local government, and to the general public.

These by-laws may be amended at any regular meetings of the board with a quorum present, by majority vote of the members present, providing the amendment was stated at the preceding meeting or was sent to the members at least thirty days prior to the meeting.

These by-laws will be in force upon adoption of the library board of the Thorson Memorial Library on the ____ day of _____

ELBOW LAKE CITY ORDINANCE

§ 31.01

LIBRARY BOARD.

(A) The city hereby creates the Library Board to be made up of five members.

(B) (1) *Qualification for office.* All Library Board members will be city residents of voting age. No more than one City Council member shall, at any time, be a member of the Library Board.

(2) *Appointment.* Library Board members will be appointed by the Mayor with approval of the City Council.

(3) *Terms of office.*

(a) The term of office for the Library Board will be three years beginning the first day of a city's fiscal year and ending with the last day of the city's fiscal year.

(b) Library Board terms will alternate so that no more than two will become vacant at the end of any fiscal year.

(c) No Library Board member will be eligible to serve more than three consecutive three-year terms.

(4) *Removal of members.* The Mayor, with the approval of the Council, may remove any Library Board member for misconduct or neglect.

(5) *Vacancies.* The Council will fill any vacancies by appointment for the unexpired term.

(6) *Compensation.* The Library Board members will receive no compensation for their services, but may be reimbursed for expenses incurred in the discharge of Library Board duties and activities.

(C) (1) The Library Board will elect the President, Secretary and any other officers it deems necessary.

(2) The Library Board shall adopt by-laws and regulations for the governance of the library.

(3) The Library Board shall have exclusive control of the expenditure of all monies collected for or placed to the credit of the Library Fund and of all interest earned on money within the Library Fund.

(4) The Library Board shall have control of the room provided for library purposes.

(5) The Library Board shall appoint a capable library director, establish the compensation of employees and remove any of them for cause.

(6) With the approval of the Council, the Library Board may purchase grounds and erect a library building thereon.

(7) The Library Board may accept any gift, grant, devise or bequest made by any person without further approval from the city, except in those cases where gifts are granted with conditions which the Library Board has no power to fulfill. Approval for the acceptance of such gifts must be made by the City Council.
(Ord. 168, passed 2-6-84)

ORDINANCE NUMBER 193

**AN ORDINANCE ABOLISHING A 5-MEMBER LIBRARY BOARD
AND
ESTABLISHING A 7-MEMBER LIBRARY BOARD**

SECTION 1: The City of Elbow Lake hereby abolishes it's 5-member Library Board and establishes a 7-member Library Board, as provided for pursuant to M.S. Chapter 134, as it may be amended from time to time.

SECTION 2: Qualification for Office: All Library Board members shall be of voting age. Residents of the County may be appointed as Board members, provided that a majority of the members are residents of the City. Not More than one City Council member shall at any time be a member of the Library Board.

SECTION 3: Appointment: Library Board members will be appointed by the Mayor with the approval of the City Council.

SECTION 4: Term of Office: Library Board terms of office will be 3 years, beginning the first day of the City's fiscal year and ending with the City's last day of the fiscal year.

Initially, Library Board members are appointed so that three hold office for 1-year, two for 2-years, and two for 3 years.

No Library Board member shall be eligible to serve more than three consecutive 3-year terms.

SECTION 5: Removal of Members: The Mayor with the approval of the City Council may remove any Library Board member for misconduct or neglect.

SECTION 6: Vacancies: The Library Board President shall report vacancies in the Board to the City Council. The City Council shall fill the vacancies by appointment for the unexpired term.

SECTION 7: Compensation: Library Board members shall receive no compensation for their services, but may be reimbursed for actual and necessary traveling expenses incurred in the discharge of Library Board duties and activities.

SECTION 8: Organization: At the annual meeting, the Library Board shall elect one of it's members as President and one member as Secretary, and may appoint such other officers as deemed necessary.

ORDINANCE NUMBER 193

SECTION 9: Duties: The Library Board shall have all of the powers and duties set forth in M.S. 134.11, except as limited herein:

The Library Board shall adopt by-laws and regulations for the government of the library and for the conduct of it's business as may be expedient and conformable to law. The by-laws adopted by the Library Board shall be subject to the approval of the City Council.

The Library Board shall have exclusive control of the expenditure of all money collected for or placed to the credit of the library fund, of interest earned on all money collected for or placed to the credit of the library Fund. All money received for the library shall be paid into the City treasury, credited to the library fund; kept separate from other money of the City, and paid out only upon approval by the Library Board.

The Library Board shall have control of the room, rooms, or building provided for library purposes.

With the approval of the City Council, the Library Board may purchase grounds, and erect a library building thereon.

The Library Board shall appoint a qualified Library Director and other staff as necessary.

The Library Board shall establish the compensation for it's employees and have the authority to remove any of them for cause.

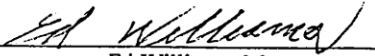
SECTION 10: Gifts: With the consent of the City Council, expressed by resolution, the Library Board may accept any gift, grant, devise, or bequest made or offered by any person for public library purposes.

SECTION 11: Ordinance Number 168, adopted February 6, 1984 shall be repealed as of the effective date of this ordinance.

Passed and adopted by the Elbow Lake City Council on this 6th day of MARCH, 2006.

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ORDINANCE NUMBER 193


Ed Williams, Mayor

ATTEST:


Jeff Holsen, Clerk/Administrator/Treasurer

Conflict of Interest Policy

Officers, Board Members and Employees

No Board member or committee member of Thorson Memorial Public Library shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation on the Board. Other than compensation, no employee shall derive any personal profit or gain, directly or indirectly, by reason of his or her employment by Thorson Memorial Public Library except through activities that may facilitate professional advancement or contribute to the profession such as publications and professional service and have been fully disclosed to the Board.

Each individual shall disclose to the Board any personal interest which he or she may have in any matter pending before the Board and shall refrain from participation in any decision on such matter.

Members of Elbow Lake Public Library Board, committees, and staff shall refrain from obtaining any list of library patrons that results in personal benefit.

Statement of Associations

This is to certify that I, except as described on the reverse of this sheet, am not now nor at any time during the past year have been:

A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party doing business with Elbow Lake Public Library that has resulted or could result in personal benefit to me.

Any exceptions to the above are stated on the reverse of this sheet with a full description of the transactions, whether direct or indirect, which I have (or have had during the past year) with persons or organizations having transactions with Thorson Memorial Public Library.

Signature: _____ Date: _____

Printed name:

Thorson Memorial Public Library position:

10/2014



Viking Library System
Required Levels of Service for Public Library Membership
Adopted May 13, 2003

A. Library Organization and Management

1. The library shall be legally organized under Minnesota Statutes 134.001, and 134.07 or 134.195.
2. The library shall be governed by a board of trustees which has written by-laws, serves specific terms of appointment and conducts regularly scheduled meetings. The library board shall appoint a representative to the VLS governing board and shall expect that representative to attend all VLS full board meetings. A designated alternate for each representative may also be appointed.
3. The library shall provide VLS with a copy of its board minutes following each meeting.
4. The library shall have a regular source of funds provided by its governing authority. These funds shall be sufficient to meet not only state requirements for minimum levels of funding and maintenance of effort, but also the real needs of the library in providing service to its community. Local funds are to be used for all aspects of basic library operation including salaries, materials, supplies and operational and maintenance costs for the building. VLS grant funds may supplement and extend, but not replace, local funds.
5. The library director shall prepare an annual, written budget in consultation with its library board and shall make an annual budget request to its funding authority. A generally accepted accounting system shall be employed with audits performed as required.
6. By December 31 of each odd numbered year, each library shall submit to VLS a long range plan covering a three to five year period, which includes: a vision statement, mission statement and goals and objectives. In addition, each member library is required to provide VLS with a copy of its latest policies.
7. The library shall be a member of the Northern Lights Library Network.

B. Library Staff

1. The library shall have a designated, paid director responsible for the overall operation of the library. The director shall attend all meetings of the local library board and its committees.
2. The library director shall have library training or work experience adequate to fulfill the duties of his/her position and shall supplement such training and experience by participating in appropriate continuing education programs. *Standards for Minnesota Public Libraries: Essential, Enhanced, Excellent* shall be considered in determining the educational qualifications of library personnel.

3. The staff of the library shall be sufficient in number to carry out the service program of the library. Library staff shall have written job descriptions. *Standards for Minnesota Public Libraries* shall be considered in determining the number of library personnel needed to staff the library and carry out its programs and services.

4. The library director shall attend VLS member library director quarterly meetings and participate in VLS committees. Member library boards shall pay the librarian his/her regular hourly wages for travel to and from and attendance at these meetings and shall provide paid substitutes as necessary for the operation of the library. When appropriate, participation of additional member library staff at VLS member library and committee meetings is strongly encouraged. Regular staff wages for such attendance shall be paid by the member library.

5. The respective roles of the library board members and staff shall be considered in light of the materials contained in the *Minnesota Public Library Trustee Handbook*.

C. Physical Facilities

1. The library shall be situated in appropriate quarters with easily identifiable signage.

2. The library shall have space and furnishings adequate to carry out its program of service and shall be accessible to the physically handicapped as required by state and federal law.

3. The library must have a telephone with a published number, as well as a fax machine.

D. Library Materials

1. The library shall follow the recommendations in the Materials and Equipment section of *Standards for Minnesota Public Libraries* and shall meet 80% of the Essential requirements listed therein.

2. The library board shall have a written materials selection policy including forms and procedures for "Reconsideration of Materials".

3. Member libraries shall be part of the VLS automated system and shall offer Internet access as a regular library services.

E. Library Services

1. Each library shall be open at least one evening per week and for a minimum of three hours on the weekend.

2. Each library shall be open a minimum of 20 hours per week.

3. Each library shall participate in interlibrary loan and the Minnesota Reciprocal Borrowing Compact.

F. Penalties

Libraries which fail to meet minimum requirements shall be liable for penalties ranging from withholding of various VLS grants and services to expulsion from the system. Penalties will be determined by the VLS Governing Board.

**Viking Library System
Access to Electronic Services**

Availability

1. The Viking Library System online Dynix catalog will be available for use by member library participants during the following hours:

8:50 AM – 10:00 PM Monday-Friday
7:00 AM – 10:00 PM Saturday

2. Internet access is available at all times unless there are problems with the telecommunications lines or the provider's server. The current Internet Service Provider is Onvoy.

3. Email services are available at all times unless there are problems with the telecommunication lines or the VLS server is down.

Notification

1. If the Dynix system experiences problems, all member libraries will be notified by fax that the system is down. All libraries will be notified by phone when the system comes back up. If there is a prolonged problem, libraries will be kept informed of the problem and the progress being made by fax.

If the Dynix system requires maintenance work outside of the normally scheduled maintenance hours, libraries will be informed the previous day before 5:00 PM. Notification will be by fax. When the service is again available, notification will be by phone.

If the terminal servers are down in the morning, libraries will be informed by telephone and messages will be left for those with answering machines. If a library cannot be reached by telephone, the library will be notified by fax.

2. If Internet service is interrupted at one library, all libraries will be notified by fax. All libraries will be notified by phone when the service is restored.

3. If email service is interrupted at one library, all libraries will be notified by fax. All libraries will be notified by phone when the service is restored.

If the email service requires maintenance work, libraries will be informed the previous day before 5:00 PM. Notification will be by fax. When the service is again available, notification will be by phone.

Thorson Memorial Library Policies

The Thorson Memorial Library staff and board will subscribe to a full open-access policy. Any person, regardless of place of residence is eligible for a library card and full access to the library's collection. Library privileges may be revoked for continued violation of rules and regulations.

Registration

All library patrons are required to fill out and sign or have a parent or guardian sign the registration form. All patrons will receive their first library card free. Lost card fee will be \$3.00.

Confidentiality of Records

Thorson Memorial Library staff and board affirm that all library circulation records, individual reference requests, and reading interests of patrons are confidential. This information shall not be available to any person or agency of state, federal, or local government except pursuant to legal process with proper showing of good cause in a court of competent jurisdiction. As stated in (13.40 Subdivision 2) of Minnesota State Law, provides that libraries may not reveal to a third party the titles of items another patron has borrowed.

Interlibrary Loan

Thorson Memorial Library Staff and board will support participation in and use of regional, state, and nationwide interlibrary loan networks. Patron requests can be made by the individual patron or a library staff person. Refusing to lend high-demand, new, rare, expensive or fragile materials will be at the discretion of the lending library. While it is our goal to work with other libraries and their patrons to fill interlibrary loan requests, we reserve the right the refuse any request made.

Loan Periods

Books	3 weeks	Audios.....	3 weeks
Reference....	1 day to 1 week	Video/DVD....	7 days
Magazines...	1 week	Equipment evaluated at time	of check out

The most current issues of periodicals and newspapers will not rotate, nor will the non-circulation reference materials cataloged as such.

Overdue Materials and Replacement Policy

Thorson memorial Library will fine patrons with overdue materials. Fine amounts are .15 a day for books, magazines, and audios and \$1.00 a day for VHS and DVDs. Patrons will be notified of overdue status by telephone, mail, email, or by text.

Fine amounts will not exceed half of the cost of the item or \$5.00 per item whichever is less. It is at the discretion of the library staff to adjust fine amounts for special or extenuating circumstances. It is our intent to work with the public in providing access to resources and not inflict punitive practices that prohibit library use.

Patrons with fines of more than \$10.00 may be denied access to checking out library materials

~~Final notices for overdue materials will include a copy of the state statute 609.541: Protection of library property (see attachment 2). This will also include a letter signed by a notary republic (see attachment 6) at which time they have 60 days to return the late materials or the matter will be turned over to the City Attorney. This will pertain to lost items totaling more than \$50.00~~

Patrons who have lost or damaged materials will be billed for the replacement cost of the item or they can directly purchase a replacement copy. When an exact cost is not listed, average replacement will be charged as follows: adult hard cover books \$25.00, Children hard cover books \$20.00, paperbacks \$7.00, audio books \$40.00, magazines \$7.00, compact discs \$15.00, DVDs \$20.00.

Patron Access

The Library's collection of materials is available to children, young adults, and adults. Anyone, regardless of age, may select from any part of the library collection. To serve varied interests and points of view, materials are selected from a broad range of political, economic, religious, artistic, and philosophic viewpoints. It is the responsibility of parents to monitor their children's use of the library and access to the Internet.

Collection & Development; Evaluation & Withdrawal

The acquisition of library materials shall be the responsibility of the library director. The collections ongoing development shall be determined by the library director based on literary trends, patron requests, relevance, interest, accuracy, local curriculum, and merit. The staff and board will support the First Amendment of Freedom of Speech, The American Library Association's Freedom to Read statement and The American Library Association's Bill of Rights.

The collection will be evaluated on an on-going basis. Criteria for withdrawal of materials include: condition of material, relevance and accuracy of information, usefulness in the collection, circulation statistics and space.

Disruptive Behavior

At the discretion of the library staff member on duty, any patron who is deemed disruptive, unruly, lewd, or acting in a manner considered inappropriate will be asked to leave the library. Patrons participating in or conducting illegal acts at the library or via the library will be required to leave the premises and or refrain from accessing the library resources remotely. Any patron interfering with other patrons' ability to use the library comfortably will also be asked to leave the premises at the discretion of the

staff member on duty. If the staff member on duty feels in anyway threatened by a patron, they will notify law enforcement. If the disruptive patron is a minor, a parent or guardian will be notified of the disciplinary action.

Homework

Homework assignments are often made for the purpose of teaching students the process of finding information, the library staffs' primary role will be in the instruction of the use of library tools rather than in gathering materials or providing answers.

Unattended Children

Parents should be aware that the library staff does not provide a baby-sitting service. They are not responsible for minors who wander away from the library and cannot take responsibility for an unattended child in case of a medical emergency. Therefore, minors must be accompanied and supervised by a responsible adult.

Children's Programing

Kids' Club is held twice a week, except during the month of August. All age children are welcome to attend and must be accompanied by an adult. When West Central Area Schools are closed due to inclement weather Kid's Club and other children's programming is cancelled.

Public Bulletin Board

Anyone wishing to post a notice on the public bulletin board should receive permission from a staff member. Notices and distribution of materials do not imply endorsement by the library. The library staff reserves the right to refuse any announcements. The

library staff will remove and dispose of material at their own discretion, unless other arrangements have been made.

Library as a Meeting Place

Thorson Memorial Library will allow the public to use its facilities for meetings. The meetings must be scheduled with the library staff in advance. If the meeting involves more than six people, or involves much discussion it will be recommended that the meeting be held in one of the meeting rooms in the community building (arrangements can be made with the city office). If the meeting involves only minors, it will be requested that an adult be present to supervise. It is the responsibility of the library's staff to approve the availability of the library as a meeting space.

Computer Access

All patrons will be allowed to use the computer free of charge. Patrons wishing to save files will need to bring their own device. Patrons found looking in files not belonging to them will forfeit their computer use for a period of time. Persons treating the computer with malice or changing its existing set-up will forfeit computer use. Library employees may limit computer use to one hour time-slots at their discretion.

Internet

Part of the mission of Thorson memorial Library is to ensure that the people in and around Elbow Lake have the right and means to free and open access to ideas and information which are fundamental to a democracy. The library will protect intellectual freedom, promote literacy, encourage lifelong learning, and provide library materials and information services, including Internet access free of charge. These services will be available to all library patrons.

The Internet enables the library to provide information beyond the confines of its own collection. It allows access to ideas, and information from around the globe.

Currently the Internet is an unregulated medium. As such, while it offers access to a wealth of material that is personally, professionally, and culturally enriching to individuals of all ages, it also enables access to some material that may be offensive, disturbing and or illegal. Parents must assume responsibility for monitoring their children's Internet use.

All library patrons will adhere to state statute 617.241 Obscene Materials and Performances; Distribution and Exhibition prohibited.

Conditions and Terms of Internet Use in the Library

Patrons may sign up to use the Internet for 1 hour time slots. If no other persons are waiting for compute access, they may remain on the computer longer.

Patrons may print materials from the Internet for the same price of making copies, .20 each.

Patrons are not allowed to install their own software into the library's computer.

The library is not responsible for damage resulting from viruses that may be downloaded onto a storage device and opened onto another computer.

Internet and computer access is available only for lawful purposes. Use of the library's property for unlawful purposes will result in user privileges being terminated.

Examples of Unacceptable use include, but are not limited to:

- Harassment of other users
- Libeling or slandering other users
- Destruction of or damage to equipment, software or data belonging to the library or other users
- Disruption or unauthorized monitoring of electronic communications
- Unauthorized copying of copyright-protected material
- Violation of computer system security
- Unauthorized use of computer accounts, access codes or network identification numbers assigned to others
- Use of computer communications facilities in ways that unnecessarily impede the computing activities of others
- Violation of network usage policies and regulation
- Violation of software license agreements
- Violation of another user's privacy

May 2001

PRESENT: Cheryl Peterson, Dean Ellis, Joy Grove, Patty Hough, Gail Hedstrom, Millie Kastner.

Minutes were read and approved. Millie moved the bills be paid, Dean second. Carried.

VLS report: Millie reported on the internet filter policy, required by congress in order to be eligible for federal funds. The board adopted same motion as Viking- Resolved that the Thorson Library work with the Council of Regional Public Library System Administrators to develop an Internet safety policy and to investigate internet filters, with a report expected at the end of July, 2001.

Gail has had follow-up calls from the Gates people regarding the grant application. The space across the hall has been okayed by the council for the lab, and a floor plan sent to the Gates Foundation. Visiting authors had about 20 attending the 1st one, and about 5 or 6 the 2nd.

School class will be making a video for channel 6, perhaps a reading rainbow type program. *for millenium foundation in connection with grant*
Erin Olson will be doing an internship this summer at the library.
Next meeting will be Wednesday, June 20th, at 4:00 pm.

JUNE 20, 2001

Present-Patty Hough, new members Tom Aul and Connie Reuss, Joy Grove, Millie Kastner, Gail Hedstrom.

Minutes were read and approved, with the clarification that Mrs. Alvstad proposed that her class do a reading rainbow type program next year if the necessary clearances can be obtained.

Story hour starts on Thursday. Donna Ormestad and Carla Coleman will be holding a book club for elementary children every other Wednesday.

Millie reported from VLS on the Gates Grant and the problems with state funding.

Kari Kjesbo may be holding a cooking class for the library, tied in with cooking books, and John Drazil a writers workshop.

Web page - suggested Jeremiah, Alex Tech people or school classes be asked to update the web page.

We have applied for money for a Spanish computer also.

WCA broke their contract with Envoy and will be going with Sprint.

Thanks to Runestone for acting quickly to make a new connection so our computer line stayed up and running.

That Thorson work with the

Motion: That the ^KViking Library System Governing Board work with the Council of Regional Public Library System Administrators to develop an Internet safety policy and to investigate Internet filters; with a report expected at the end of July, 2001.

Breastfeeding Policy

Thorson Memorial Library is committed to being a family friendly public space. Thorson Memorial Library will adhere to Minnesota State Statutes in regard to breastfeeding.

145.905 LOCATION FOR BREAST-FEEDING.

A mother may breast-feed in any location, public or private, where the mother and child are otherwise authorized to be, irrespective of whether the nipple of the mother's breast is uncovered during or incidental to the breast-feeding.

181.939 NURSING MOTHERS.

An employer must provide reasonable unpaid break time each day to an employee who needs to express breast milk for her infant child. The break time must, if possible, run concurrently with any break time already provided to the employee. An employer is not required to provide break time under this section if to do so would unduly disrupt the operations of the employer.

The employer must make reasonable efforts to provide a room or other location, in close proximity to the work area, other than a toilet stall, where the employee can express her milk in privacy. The employer would be held harmless if reasonable effort has been made.

For the purposes of this section, "employer" means a person or entity that employs one or more employees and includes the state and its political subdivisions.

Special Events and Presenters

It is at the library director's discretion to invite and schedule guest speakers, authors and entertainers. When a presenter solicits the library to perform or speak the director may default to the library board for approval of presentation and presenter.

Photo Release Form

The library employees will to the best of their ability obtain photo release forms from the public when taking pictures that may be used for marketing purposes. Photo use includes but is not limited to newspaper, webpage, social media, flyers, and newsletters. Signed photo release forms will stand for one year. The library does not take responsibility for photos taken by the press, or other library patrons and bears no responsibility for the photos or how they are used.

Volunteers in the Library

Volunteers are an important part of the library's success, it is important to ensure that volunteers are matched appropriately for library tasks. Those interested in volunteering at the library will be asked to read the volunteer policy and guidelines and fill out a volunteer application. It will be at the library director's discretion to determine if a volunteer has the appropriate skills for the tasks to be completed.

~~Record Retention Policy~~

~~Board Meeting Minutes.....~~

~~Copies of Bills.....~~

~~Copies of Grants.....~~

~~Time Sheets.....~~

~~Employee information and records....~~

Philosophy of Resource Selection

Materials will be added to the library's collection at the discretion of the library director, who is responsible for all acquisitions. Every effort will be made to maintain a diverse collection.

When purchasing materials it is essential to consider the reading norms of the community, trends in literature, as well as top sellers lists, book reviews, award winning titles and books considered classic pieces of literature. It is also important to introduce library patrons to new authors and topics. A broad range of materials will help to expand and enhance the library collection. Patrons request for special titles and types of materials will also be considered when ordering.

Materials selection and collection management are based on the principles expressed in the Library Bill of Rights, the Freedom to Read and the Freedom to View statements. It is the responsibility of the library to ensure that the collection represents a wide range of viewpoints. Materials will not be excluded because of political, social, religious, moral, or other views of the author. The library recognizes the right of individuals to read or reject materials as they see fit and will not restrict the freedom of others to read what they choose.

Children are allowed access to the total collection, and the selection of adult material is not restricted. The responsibility for materials used by children is that of parents or legal guardians.

It is essential to regularly weed the library collection and this is the responsibility of the library director. Conditions for weeding may include but are not limited to:

Condition of material, the release of an updated or newer edition, of no discernible literary or scientific merit, no longer relevant, obtainable from another library, space limitations.

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

<http://www.ala.org/advocacy/intfreedom/librarybill>

The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

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2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

[American Library Association](#)
[Association of American Publishers](#)

THORSON MEMORIAL LIBRARY

LONG RANGE PLANS

2011-2016

Library's Mission Statement

The mission of the public library shall be to by our best ability and within reasonable means, meet the educational, informational, recreational, and cultural needs of people of all ages, and diversities through a wide range of materials and services in varying formats. The library will do this in cooperation with and assistance from the Viking Library Regional System and Northern Lights Library Network Multi-type.

The library shall establish needs and goals based on the Standards for Minnesota Public Libraries, The American Library Association, The Minnesota Library Association, and State and Federal laws pertaining to public libraries.

Goal A: Building and Grounds

1a. The library staff and board, with the assistance of the City of Elbow Lake ensure that current circumstances meet ADA standards according to Federal regulations

2a. The library staff and board, with the assistance of a professional, will continue to assess utilization of library space to ensure the public's library needs will be met.

Standards for Minnesota Public Libraries <u>Facilities and Access:</u>
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Essential needs that we do not yet meet:

The library board and employees will look into the possibility of expanding to the North. Additional space is needed for the children's area, materials and seating.

The library board and employees will work with the city to update our lighting to more energy efficient fixtures and bulbs and add additional lights.

Goal B: City/Library legal operating policies.

1b. The library, along with the City of Elbow Lake, shall operate according to State Law 134.09.

2b. The library board and staff shall continue to work to ensure adequate funding for the library so that it may operate efficiently, meeting the needs of the public and the staff.

3b. The library board and staff shall continue to work with the city to ensure equitable pay and benefits for library employees.

Standards for Minnesota Public Libraries ~ Staff.

Essential needs that we do not yet meet.

Offers salaries that reflect community and professional standards.

Offers benefits as provided by the employer to employees in similar positions.

Need to determine staff size by level of library activity.

Standards for Minnesota Public Libraries ~ Administrations.

Essential needs that we do not yet meet: Complete

Standards for Minnesota Public Libraries ~ Funding, Secure Funds, Budget Implementation and Audit.

Essentials needs that we do not yet meet:

Written financial plan.

Standards for Minnesota Public Libraries ~ Policies.

Essential needs that we do not yet meet:

Relationship to Friends of Library.

Volunteers.

Goal C: The library will serve the people.

1c. The library will promote library services through public awareness. Mediums will include local access cable, newspapers, brochures, library director speaking and outreach.

2c. The library will assess the public's desire to have more open hours. We will work to ensure that as our usage continues to grow.

3c. The library will strive to expand our technological services to better serve the public. We will provide efficient computer accessibility for patrons.

4c. The library will be a member of the Child and Youth Council.

5c. The library will continue to offer story hour once a week.

6c. The library will hold open houses in the form of Art Exhibits and public forums (with assistance of volunteers), and hold monthly library events.

7c. The library will be dedicated to literacy.

8c. Will meet with local EDA (Economic Development Association) to work on long-range plans and a joint survey on community needs as in regard to the public library.

9c. The library provide materials and resources in varying electronic formats.

Standards for Minnesota Public Libraries ~ Planning.

Enhanced the needs that we do not yet meet:

Involve the community in the planning process.

Share the plan with community groups, funding official and library stakeholders.

Develop a strategic plan to address current and future needs.

Standards for Minnesota Public Libraries ~ Equipment & Materials.

Enhanced needs that we do not yet meet:

Goal D: Education and training for the library director, staff and board.

1d. The library board shall make an effort to read and put in to practice the Minnesota Library Association handbook and The Library Trustee by Young.

2d. The library director shall attend director's meetings, and all continuing education meetings provided by Viking Library System when possible.

3d. The library director shall read professional library publications and books when applicable.

4d. The library director shall keep abreast of library issues and keep the staff and board informed of such issues.

5d. Library staff shall attend meetings when appropriate or deemed necessary by the library director.

6d. The library director shall hold periodic meetings with staff to aid in continuing education and library projects.

7d. The library director and or staff and or board shall attend meetings, conferences, and workshops when feasible.

8d. The library shall remain a member of American Library Association (ALA).

9d. The library shall remain a member of Minnesota Library Association (MLA).

Standards for Minnesota Public Libraries ~ Board.

Enhanced needs that we do not yet meet:

Budgets for board member attendance at board meetings and continuing education activities.

Equal Employment Opportunity

State/Federal laws guarantee all people the equal right to apply and be considered for job opportunities, regardless of their race, color, creed, religion, national origin, sex, age, disability, marital status, sexual orientation, or public assistance status.

Thorson Memorial Library is an equal opportunity employer.

Library Employee Policies Differing from City of Elbow Lake

In addition to City Employee Policies & Work Agreement

Library employee policies are based on the policies for all city employees where applicable.

Holidays

The library will be closed New Year's Day, Memorial Day, July 4, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day and New Year's Eve. Full time employees (35 or more hours a week) will be paid for these hours, with the exception of Christmas Eve and New Year's Eve, those will be unpaid closed days. Employees may be allowed time off for Good Friday without pay. The library will be open on Martin Luther King Day, Presidents' Day, Veterans Day and the Friday after Thanksgiving. If fulltime employees work these days, they will be paid time and a half.

Part Time Employees

Defined as working 20 hours or more but not to exceed 35 hours per week. Does not include seasonal employees.

Sick Days

Sick leave is granted ½ day per month up to an accumulative of 45 days or 360 hours and used in accordance to city policies.

Vacation Time

Vacation hours are based on the number of hours the employee works each week. Example: employee works 20 hours a week, after one-year employee has 20 vacation hours. The accumulation rate is in accordance to city policies. This policy effective August 2001 not retroactive.

Use of Illegal Drugs or Liquors

Use of liquor or illegal drugs or being under the influence of liquor or illegal drugs, by any employee while operation any municipal equipment or during working hours can be grounds for discharge of said employee.

Dress Code

The library staff shall adhere to a business casual dress policy. Defined as such: No jeans or articles of clothing that advertise alcohol, tobacco, or contain profanity shall be worn while working in the library. Shorts, skirts and dresses should be in length of at least mid-thigh. Shoes are a requirement.

Exceptions shall be made to the dress code on day's specifically deemed causal, such as summer story hour, Flekkefest, and when working on projects such as cleaning and remodeling, or if working when the library is closed.

Mileage for Meetings & Meal Reimbursement

Employees shall be reimbursed for mileage at the current rate that the city is paying when they use their own vehicles to go to authorized meetings out of town. Meals will be reimbursed at actual cost and shall not include alcohol.

POSITION DESCRIPTION

POSITION TITLE: Library Director
DEPARTMENT: Library
ACCOUNTABLE TO: Library Board/City Manager

PRIMARY OBJECTIVE OF POSITION

Performs a variety of administrative, supervisory, marketing, and technical work in developing, planning, organizing, and implementing the programs and services of the Public Library.

SUPERVISION RECEIVED

Works under the general supervision of the Public Library Board.

SUPERVISION EXERCISED

Exercises supervision over all library employees, volunteers, and library operations in general.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Administer, manage, and supervise library operations to achieve goals within available resources.

Recruit and select library employees and volunteers. Organizes workloads and staff assignments; train, motivate, supervise and evaluate assigned staff; review progress and direct change as needed. Determine work procedure, prepare work schedules and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Provide leadership and direction in the development of short and long range library plans; coordinate activities with other departments and agencies as needed. With board create library plans and policies. Communicate official plans, policies, and procedures to staff and the general public; provide professional advice on library issues to library board and make presentations to the library board, city council, commissioners, civic groups and the general public.

Prepare and administer budget for all areas under library department. Assure assigned areas of responsibility are performed within budget; perform cost control activities; monitor revenues and expenditures in assigned area to assure sound fiscal control; prepare annual budget requests; assure effective and efficient use of budgeted funds, personnel, materials and time.

Attend all library board meetings, plan and prepare materials for the meeting. Keep library board apprised of library issues.

Responsible for the selection and general collection of books and other items contained in the library; reviews major selection tools; approves library purchase orders; supervise the handling of donations; review books, periodicals and collections which are outdated or not used and coordinate the removal and disposal thereof.

Assure that the library facilities and equipment are maintained properly and coordinate maintenance and repair functions.

Market the library through various means.

Promote the materials and services of the library to increase library usage and support; establish and maintain effective, positive working relationships with the library board, patrons, elected officials, and community; respond appropriately to inquiries and complaints.

Work with other libraries, businesses, and community organizations; represent the library in civic and community organizations, as well as on various library related committees and groups, participate and attend library related meetings, workshops, planning sessions and seminars; participate actively in state and national professional organization to keep abreast of current library practices and technical advances, serve as a liaison to the Thorson Memorial Library Friends group.

Remain aware of state and federal laws relating to public libraries and play a role in initiating and supporting beneficial library legislation, advocate library services.

Develop and maintains the web site; determines the criteria that will be included on the web site and ensure that proper procedures are followed so that the website contains current information; maintain social media content.

OTHER RESPONSIBILITIES

Write, manage, and administer grants independently and collaboratively.

Implement public relations and marketing plan.

Organize, coordinate and supervise special projects and programming.

Catalog materials using current standard of cataloging practices.

Perform routine duties such as checking out materials, researching and assisting customers with print, online, and digital resources.

Keep abreast of current trends in library service through attending seminars and reading professional journals.

Perform other duties and assume additional responsibilities as directed by the Public Library Board to ensure efficient overall Library operations.

DESIRED MINIMUM QUALIFICATIONS

Education and or Experience and or Any of the Following

- A. Graduation from an ALA accredited four-year College or university; or with a degree in Library Science, Master's degree preferred or;
- B. Five (5) years of progressively responsible experience in library operations including two (2) years of supervisory experience or;
- C. Any equivalent combination of education and or relevant work experience.

Necessary Knowledge, Skills and Abilities

- A. Thorough knowledge of the principles and practices of modern library system;
- B. Ability to coordinate, analyze and utilize a variety of reports and records;
- C. Ability to communicate effectively verbally and in writing;
- D. Ability to establish and maintain effective working relationships with employees, supervisors, board members, and the general public;
- E. Ability to guide, direct and motivate employees;
- F. Thorough knowledge of computers, operating systems, and office programs, specifically Microsoft Word, Publisher, PowerPoint and Excel;
- G. Ability to utilize online databases;
- H. Ability to navigate the Internet and retrieve creditable information;
- I. Leadership skills: including team building, morale boosting, consensus building, and human resource management skills;
- J. Ability to work well with others.

SPECIAL REQUIREMENTS

Must possess or be able to obtain a valid driver's license. May be reconsidered by library board on an individual basis.

TOOLS AND EQUIPMENT USED

Requires use of library computer system, personal computer, and Internet, printers, telephone, fax machine, copy machine, microfilm machine, and, overhead projector, VCR, CD player.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

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

While performing the duties of this job, the employee is frequently required to sit, stand and talk or hear; use hands and fingers to handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is frequently required to lift and/or move up to 15 pounds, and occasionally required to lift and/or move 25 or more pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus. The noise level in the environment is moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the library board as the needs of the library and the requirements of the job change.

Last updated 01/2015

CITY OF ELBOW LAKE

POSITION DESCRIPTION

POSITION TITLE: Part-Time Library Assistant

DEPARTMENT: Library

ACCOUNTABLE TO: Library Director

PRIMARY OBJECTIVE OF POSITION

Performs a variety of routine clerical and manual work in circulating and processing library materials and providing readers' advisory, reference, research, and technical assistance to library patrons.

SUPERVISION RECEIVED

- A. Works under the general supervision of the library director.

SUPERVISION EXERCISED

- A. None generally, may supervise other part-time, temporary or volunteer employees as directed or assigned.
- B. Is responsible for daily operation of library in absence of the director.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- A. Assists patrons in use of the library, library equipment, and library catalog.
- B. Assists patrons with the computerized systems available in the library.

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- C. Provides information and reference assistance or otherwise assists or refers patrons when necessary.
 - D. Checks library materials in and out.
 - E. Processes inter-library loans, and requests.
 - F. Processes overdue materials and charges fines.
 - G. Stamps and processes and performs routine maintenance on library materials.
 - H. Performs original and copy cataloging of library materials using current cataloging standards.
 - I. Ability to facilitate group discussions and assists with other library programs as needed.
 - J. Assists in maintaining necessary operating records.
 - K. Attends continuing education seminars and workshops pertinent to duties.
 - L. Straightens up library when time permits, pushing in chairs, straightening out books on shelves.
 - M. May be assigned duties such as assisting with general office procedures, or other tasks as the need arises.
 - N. Performs other duties and assumes additional responsibilities as directed by the library director to ensure efficient department operations.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- A. High school diploma or equivalent, G.E.D.; Associates of Arts or Science is preferred.
- B. Some related work experience dealing with the public and general office functions.
- C. Experience working with computers and various computer applications such as word processing, spreadsheets, and database programs.
- D. Any equivalent combination of education and relevant work experience.

Necessary Knowledge, Skills and Abilities

-
- A. Some knowledge of the principles and practices of modern library systems and programs; including but not limited to:
- a) Cataloging principles
 - b) Library circulation practices
 - c) Processing techniques
 - d) Library classification systems
 - e) Computer skills
 - f) Skill in operating listed tools and equipment
 - g) Ability to accurately maintain library filing systems
 - h) Ability to communicate effectively orally and in writing
 - i) Ability to establish and maintain effective working relationships with employees, supervisors and the general public
 - j) Ability to work in a safety conscious manner

SPECIAL REQUIREMENTS

Requires evening and Saturday work.

TOOLS AND EQUIPMENT USED

Requires use of library computer system, other networked computers with a variety of programs, printer, calculator, telephone, fax machine, copy machine.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

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

While performing the duties of this job, the employee is frequently required to sit, stand, walk and talk or hear; use hands and fingers to handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is frequently required to stoop, kneel and crouch. The employee is frequently required to lift and/or move up to 15 pounds, and occasionally required to lift and/or move 25 or more pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus. The noise level in the environment is usually quiet, but can be moderately loud at certain times.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

Last updated 10/2014

CITY OF Elbow Lake
POSITION DESCRIPTION

POSITION TITLE: Part-Time Library Assistant/Children's Services Coordinator

DEPARTMENT: Library

ACCOUNTABLE TO: Library Director

HIRED BY: Library Director / Library Board

PRIMARY OBJECTIVE OF POSITION

The Children's Services Coordinator performs a variety of routine clerical and manual work in circulating and processing library materials and providing customer and reference service to library patrons. Develops organizes, promotes, and conducts regular children's programming and summer reading programming, should also promote a love of reading and knowledge about early literacy.

SUPERVISION RECEIVED

Works under the general supervision of the library director.

SUPERVISION EXERCISED

None generally, may supervise other part-time, temporary or volunteer employees as directed or assigned.

Is responsible for operation of library in absence of the director.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- a) Responsible for the development of children's library services.
- b) Organize and supervise summer reading programs.
- c) Organize and supervises weekly children's programing.
- d) Attend continuing education and conferences when possible.
- e) Assist teachers, daycare providers, and educators in selection of materials.
- f) Collaborate with schools, Early Childhood Initiative, and other organizations on special projects.
- g) Keep current on trends and research in early literacy.
- h) Ability to develop children's programming.
- i) Ability to work with children and families.
- j) Knowledge of early literacy skills.

OTHER RESPONSIBILITIES

- a) Check library materials in and out.
- b) Perform routine shelving of materials.
- c) Perform routine maintenance on books and other materials.
- d) Stamp and processes library materials.
- e) Ability to copy catalog.
- f) Answer telephone calls and provide information and reference assistance or otherwise assist or refer patrons when necessary.
- g) Process inter-library loans, reserve book requests, and in-house reference work.
- h) Assist patrons with the computerized systems available in the library.
- i) Update and maintains all patron records.
- j) Process overdues.
- k) Straighten up library when time permits, pushing in chairs, straightening out books on shelves, etc.
- l) Perform other duties and assumes additional responsibilities as directed by the Library Director to ensure efficient department operations.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- a) High school diploma or equivalent, G.E.D.; Associates of Arts or Science is preferred.
- b) Some related work experience dealing with the public and general office functions.
- c) Experience working with computerized networks and various computer applications such as word processing, spreadsheets, and database programs.
- d) Any equivalent combination of education and relevant work experience.

Necessary Knowledge, Skills and Abilities

- a) Some knowledge of the principles and practices of modern library systems and programs.
- b) Some knowledge of library circulation or processing techniques; working knowledge of library classification systems; working knowledge of basic office procedures.
- c) Skill in operating listed tools and equipment.
- d) Ability to accurately maintain library filing systems;
- e) Ability to communicate effectively orally and in writing.
- f) Ability to establish and maintain effective working relationships with employees, supervisors, and the general public.
- g) Ability to be flexible in scheduling.
- h) Skill in computer troubleshooting.
- i) Skill in Internet searching.

SPECIAL REQUIREMENTS

Requires evening and Saturday work.

TOOLS AND EQUIPMENT USED

Requires use of library computer system, other networked computers with a variety of programs, printer, calculator, telephone, fax machine, copy machine.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

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

While performing the duties of this job, the employee is frequently required to sit, stand, walk and talk or hear; use hands and fingers to handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is frequently required to stoop, kneel and crouch. The employee is frequently required to lift and/or move up to 15 pounds, and occasionally required to lift and/or move 25 or more pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus. The noise level in the environment is usually quiet, but can be moderately loud at certain times.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

Last updated 09/2014

CITY OF ELBOW LAKE
POSITION DESCRIPTION

POSITION TITLE: Part-Time Aid
DEPARTMENT: Library
ACCOUNTABLE TO: Library Director

PRIMARY OBJECTIVE OF POSITION

Performs a variety of routine clerical and manual work in processing and maintaining library materials and providing customer service to library patrons

SUPERVISION RECEIVED

A. Works under the general supervision of the library director

SUPERVISION EXERCISED

A. None

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

-
- A. Stamps and processes library materials
 - B. Performs routine maintenance on books and other materials
 - C. Cleans library materials
 - D. Shelves library materials
 - E. Assists patrons with the computerized systems available in the library
 - F. Answers telephone calls and provides information and reference assistance or otherwise assists or refers patrons when necessary.
 - G. Straightens up library when time permits, pushing in chairs, straightening out books on shelves, etc. Performs other duties and assumes additional responsibilities as directed by the library director to ensure efficient department operations.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- A. High school diploma or equivalent, G.E.D
- B. Some related work experience dealing with the public and general office functions.

Necessary Knowledge, Skills and Abilities

- A. Ability to accurately maintain library filing systems.
- B. Ability to communicate effectively orally and in writing.
- C. Ability to establish and maintain effective working relationships with employees, supervisors and the general public.
- D. Ability to work in a safety conscious manner.

SPECIAL REQUIREMENTS

Requires evening and Saturday work

TOOLS AND EQUIPMENT USED

Requires use of computer, printer, calculator, telephone, fax machine, copy machine

PHYSICAL DEMANDS AND WORK ENVIRONMENT

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

While performing the duties of this job, the employee is frequently required to sit, stand, walk and talk or hear; use hands and fingers to handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is frequently required to stoop, kneel and crouch. The employee is frequently required to lift and/or move up to 15 pounds, and occasionally required to lift and/or move 25 or more pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus. The noise level in the environment is usually quiet, but can be moderately loud at certain times.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview, reference check; background check, and job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

Last updated 09/2014
