

Library Employees

Every employee (except the bookkeeper) works every public desk every week. That means each person does customer service, circulation, readers advisory, shelving, computer assistance, reference, crisis control, and whatever else happens in a building that is open to the public 7 days per week with free bathrooms and air conditioning.

Staff are all CPR/ First Aid and AED certified every two years. Librarians and the Outreach Services Assistant Manager are notaries.

The director and librarians are full time salaried/exempt. All other employees are hourly. Assistant managers (including office manager) carry keys and are eligible for insurance; they work between 25 and 35 hours per week.

All staff at the library are at will. Each person past the probation period has access to retirement savings and match, paid holidays, reimbursement for health expenses, and earned PTO. There is a set weekly schedule for every employee that includes both public facing and office work time. Salary employees have a set number of flex hours for programming and projects. The library does not offer work from home or remote work without specific written approval.

Administration:

Library Director (Donita)- Interprets and upholds policies set by Board of Trustees. Charged with oversight of facilities, personnel, collection, election, audit, compliance documentation, budget, payroll, human resources, circulation, programs, services, and administration of all library objectives.

Bookkeeper/ Office Manager (Karen)- Maintains records of facility maintenance, schedules repairs, upgrades, and inspections, manages financials including tracking of budgets, balancing accounts, and processing invoices to be paid.

Managing Librarians:

Adult Services Librarian (Leslie)- Manages collection development and programming for adults

Children's Services Librarian (Nick)- Manages collection development and programming for ages 0-18

Technology & Operations Librarian (Katrina) – Manages circulation system and library technology/servers. Katrina also manages the LAB and associated programming.

Assistant Managers:

Assistant Manager of Outreach Services (Lauren) – Manages social media, homebound delivery, and outreach programs.

Assistant Manager of Volunteer Services (Michelle) - Manages volunteer program and does YA and digital collection development.

Assistant Manager of Youth Services (Kaitlyn) - Supports the Children's Services Librarian and manages the TLC and teen programming.

Assistant Manager of Technical Services (Elisa) - Manages material processing/repair, Spanish collection development and cataloging, and the Interlibrary Loan program. Elisa also does our Spanish storytimes.

Library Assistants:

(Julia, James, Victoria, Cynthia, Gretchen) – Performs general desk and back room duties. This is the entry level position that does not have specified tasks outside normal operations. These employees work less than 25 hours per week, do not have keys, and are not eligible for insurance. Persons in this position are fit into additional tasks that meet their specific strengths and interests. For example, Julia is currently managing the seed library and adult program support. James is running back-up for D&D and LAB programs.