



MURRAY CITY LIBRARY BOARD OF TRUSTEES

NOTICE OF MEETING AND AGENDA

March 19, 2025

05:30 PM

166 E 5300 S Murray, UT

CALL MEETING TO ORDER

APPROVAL OF MINUTES

CITIZEN COMMENT(S)

Comments will be limited to three minutes for individuals (approximately 300 words for emails) and to five minutes for a spokesperson, recognized as representing a group in attendance. Please begin by stating your name and city of residence. Those wishing to have their comments read into the record may send an email by 5:00 p.m. the day prior to the meeting date to kfong@murray.utah.gov. Other than this Public Comment section of the meeting or a required public hearing, members of the public may observe but will not be allowed to participate (speak) in the meeting.

REPORT(S)

- 1) Financial Report
- 2) Director's Report

1. Financial Report, Kim Fong

Attachments

1. [boardbudgetreportmar2025.pdf](#)

2. Budget Worksheet, Kim Fong

Attachments

1. [23 library worksheet for meeting.pdf](#)

OLD BUSINESS

NEW BUSINESS ITEM(S)

Action Item: Closed Session to discuss Character and Competency

Action Item: Internet Use Policy

Action Item: Trespass Policy

Action Item: Revise Meeting Date for April 2025

1. Internet Use Policy, Kim Fong

Attachments

1. [Internet and Computer Use.pdf](#)

2. Trespass Policy, Kim Fong

Attachments

1. [REDLINED - Revised Library Trespass Procedure - March 2025.pdf](#)

3. Library Director Job Description, Kim Fong

Attachments

1. [Library Director_202403191409191269.pdf](#)

ANNOUNCEMENTS AND QUESTIONS

ADJOURNMENT

NEXT MEETING

The next scheduled meeting will be held on **Wednesday, April 16, at 5:30 p.m. MST located at 166 E 5300 S Murray, Utah.**

Special Accommodations for the hearing or visually impaired will be made upon a request to the office of Murray City Recorder (801-264-2662). We would appreciate notification two working days prior to the meeting. TTY is Relay Utah at #711.

Committee members may participate in the meeting via telephonic communication. If a Committee member does participate via telephonic communication, the Committee member will be on speakerphone. The speakerphone will be amplified so that the other Committee members and all other persons present will be able to hear all discussions.

At least 24 hours prior to the meeting, a copy of the foregoing notice was sent to the City Recorder to post in conspicuous view in the front foyer of the Murray City Center, Murray, Utah. A copy of this notice was also posted on Murray City's internet website www.murray.utah.gov and the state noticing website at <http://pmn.utah.gov>.

66% of year lapsed					
FULL ACCT	ACCT DESCRIPTION	TYPE	CY_REVISD_BUD	CY_REMAIN_BUD	CY_PCT_USED
23-0000-31110	Real Property Taxes	R	-2,576,960.00	-236,078.40	90.84
23-0000-31120	Personal Property Taxes	R	-100,000.00	-73,495.34	26.50
23-0000-31130	Motor Vehicle Fee-In-Lieu	R	-125,000.00	-62,596.73	49.92
23-0000-31150	Prior Year's Tax Redemptions	R	-35,000.00	-26,015.75	25.67
23-0000-33200	State Grants	R	-15,500.00	-10,520.00	32.13
23-0000-34110	Copies and Printing Fees	R	-3,500.00	661.43	118.90
23-0000-35125	Library Fines	R	-15,000.00	-2,352.31	84.32
23-0000-36100	Interest Income	R	-265,000.00	-55,270.30	79.14
23-0000-36500	Miscellaneous	R	0.00	2,162.64	0.00
23-0000-39400	Use of Reserves	R	-98,296.00	-98,296.00	0.00
23-2301-41100	Regular Employees	E	959,194.00	387,309.87	59.62
23-2301-41110	Seasonal/Part Time Employees	E	150,000.00	81,624.14	45.58
23-2301-41200	Social Security	E	85,054.00	37,316.96	56.13
23-2301-41300	Group Insurance	E	176,672.00	82,503.16	53.30
23-2301-41400	Retirement	E	193,286.00	78,151.51	59.57
23-2301-41500	Worker Comp	E	1,164.00	910.54	21.77
23-2301-42030	Tuition Reimbursement	E	2,500.00	2,500.00	0.00
23-2301-42040	Service Awards	E	500.00	400.00	20.00
23-2301-42125	Travel & Learning	E	12,000.00	5,501.28	54.16
23-2301-42140	Supplies	E	15,000.00	8,947.93	40.35
23-2301-42170	Small Equipment	E	14,000.00	-1,882.17	113.44
23-2301-42180	Miscellaneous	E	29,000.00	15,438.61	46.76
23-2301-42505	Building & Grounds Maintenance	E	90,000.00	32,121.02	64.31
23-2301-42510	Equipment Maintenance	E	83,000.00	51,213.64	38.30
23-2301-42730	Credit Card Fees	E	2,000.00	736.94	63.15
23-2301-43000	Professional Services	E	30,000.00	19,251.30	35.83
23-2301-44000	Utilities	E	30,000.00	11,836.14	60.55
23-2301-44010	Internet/Telephone	E	4,000.00	2,755.37	31.12
23-2301-45920	Reserve Buildup	E	627,900.00	627,900.00	0.00
23-2302-42110	Children's Books	E	59,800.00	33,173.48	44.53
23-2302-42111	Children's Audio Visual	E	7,060.00	4,513.74	36.07
23-2302-42112	Children's Audio Books	E	10,400.00	8,511.76	18.16

23-2302-42113	Children's E-books	E	16,200.00	7,243.77	55.29
23-2302-42600	Children's Programs	E	4,000.00	1,694.52	57.64
23-2303-42110	Young Adult Books	E	14,040.00	8,787.21	37.41
23-2303-42112	Young Adult Audio Books	E	7,500.00	6,062.22	19.17
23-2303-42113	Young Adult E-books	E	19,660.00	9,075.30	53.84
23-2303-42600	Young Adult Programs	E	2,000.00	1,180.68	40.97
23-2304-42110	Adult Books	E	54,000.00	23,469.33	56.54
23-2304-42111	Adult Audio Visual	E	34,500.00	25,190.10	26.99
23-2304-42112	Adult Audio Books	E	10,000.00	5,675.69	43.24
23-2304-42113	Adult E-Books	E	113,260.00	42,110.32	62.82
23-2304-42114	Adult Periodicals	E	3,300.00	617.54	81.29
23-2304-42600	Adult Programs	E	2,000.00	897.74	55.11
23-2363-42140	Supplies	E	5,000.00	5,000.00	0.00
23-2370-47200	Buildings	E	218,296.00	218,130.00	0.08
23-2390-49000	Risk Assessment	E	15,539.00	6,474.00	58.34
23-2390-49310	Admin Cost Wages	E	99,323.00	50,026.00	49.63
23-2390-49311	Admin Cost O&M	E	33,108.00	11,257.00	66.00

Murray City Annual Budget

Fiscal Year 2025/2026

LIBRARY FUND



The Murray City Library is a friendly hometown library funded by the citizens of Murray City by a special property tax dedicated for library services. The Library Board is a seven (7) member board consisting of representatives from each of the five (5) districts of the City and two (2) at-large members. Board members are community volunteers.

STAFFING

	Prior Year Budget FY 23-24	Amended Budget FY 24-25	Annual Budget FY 25-26
Library Director	1.00	1.00	1.00
Assistant Library Director	1.00	1.00	1.00
Senior Librarian	1.00	2.00	2.00
Librarian	4.00	4.00	4.00
Customer Service Librarian	1.00	1.00	1.00
Assistant/Associate Librarian	1.00	1.00	1.00
Library Page	1.00	1.00	1.00
Marketing & Design Specialist	1.00	1.00	1.00
	11.00	12.00	12.00

FUND BALANCE

	Prior Year Actual FY 23-24	Estimated Actual FY 24-25	Amended Budget FY 24-25	Annual Budget FY 25-26
Beginning Fund Balance	\$ 5,386,836	\$ 6,372,080	\$ 6,372,080	\$ 6,901,684
Revenues	3,100,554	3,216,183	3,135,960	3,087,960
Expenditures	(2,115,309)	(2,234,353)	(2,606,356)	(2,504,719)
Transfers In/Out (net)	-	-	-	-
Ending Fund Balance	\$ 6,372,080	\$ 7,353,910	\$ 6,901,684	\$ 7,484,925
Change in reserves				\$ 583,241

Note: The Library intends to construct a new building within the next 10 years. In preparation for this project, the Library Board intends to dedicate \$580,000 per year to a building reserve.

Operational Reserve	\$ 2,892,080	\$ 3,293,910	\$ 2,841,684	\$ 2,844,925
Building Reserve (\$580k per yr.)	\$ 3,480,000	\$ 4,060,000	\$ 4,060,000	\$ 4,640,000

BUDGET AND FINANCIAL HISTORY

	Prior Year Actual FY 23-24	Estimated Actual FY 24-25	Amended Budget FY 24-25	Annual Budget FY 25-26	Change
REVENUES					
23-0000-31110 Real Property Taxes	\$ 2,395,882	\$ 2,576,960	\$ 2,576,960	\$ 2,576,960	0%
23-0000-31120 Personal Property Taxes	139,406	100,000	100,000	100,000	0%
23-0000-31130 Motor Vehicle Fee-In-Lieu	126,309	105,670	125,000	125,000	0%
23-0000-31150 Prior Year's Property Tax	38,353	35,000	35,000	35,000	0%
23-0000-33100 Federal Grants	1,584	-	-	-	
23-0000-33200 State Grants	10,387	15,500	15,500	10,000	-35%
23-0000-34110 Copies and Printing Fees	6,467	6,466	3,500	6,000	71%
23-0000-35125 Library Fines	19,803	17,818	15,000	15,000	0%
23-0000-36100 Interest Income	358,555	358,769	265,000	220,000	-17%
23-0000-36500 Miscellaneous	3,807	-	-	-	
Total Revenues	3,100,554	3,216,183	3,135,960	3,087,960	-2%

Murray City Annual Budget

Fiscal Year 2025/2026

LIBRARY FUND

BUDGET AND FINANCIAL HISTORY

	Prior Year Actual FY 23-24	Estimated Actual FY 24-25	Amended Budget FY 24-25	Annual Budget FY 25-26	Change
TRANSFERS IN AND USE OF FUND BALANCE					
23-0000-39400 Use of Reserves	-	-	98,296	-	0%
Total Transfers In and Use of Fund Balance	-	-	98,296	-	0%

Total Revenue, Transfers In, and Use of Fund Balance	3,100,554	3,216,183	3,234,256	3,087,960	
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EXPENDITURES

Personnel

23-2301-41100 Regular Employees	829,743	860,504	959,194	984,498	3%
23-2301-41110 Part-time Employees	127,209	103,602	150,000	150,000	0%
23-2301-41115 Overtime	-	-	-	-	
23-2301-41200 Social Security	71,505	71,982	85,054	86,988	2%
23-2301-41300 Group Insurance	137,339	137,608	176,672	154,234	-13%
23-2301-41400 Retirement	176,076	173,099	193,286	188,789	-2%
23-2301-41500 Worker Comp	477	380	1,164	524	-55%
23-2390-49310 Admin Allocate - Wages	85,958	85,148	99,323	104,402	5%
	1,428,306	1,432,323	1,664,693	1,669,435	0.3%

Operations

23-2301-42010 Unemployment	-	-	-	-	0%
23-2301-42030 Tuition Reimbursement	2,500	-	2,500	2,500	0%
23-2301-42040 Service Awards	150	200	500	500	0%
23-2301-42125 Travel & Learning	2,561	12,643	12,000	12,000	0%
23-2301-42140 Supplies	9,824	9,380	15,000	15,000	0%
23-2301-42170 Small Equipment	15,381	31,764	14,000	14,000	0%
23-2301-42180 Miscellaneous	10,039	17,993	29,000	29,000	0%
23-2301-42505 Bldg. & Grounds Maint	136,977	92,263	90,000	90,000	0%
23-2301-42510 Equipment Maintenance	49,138	60,891	83,000	88,000	6%
23-2301-42730 Credit Card Fees	2,100	2,078	2,000	3,000	50%
23-2301-43000 Professional Services ²	16,089	19,601	30,000	30,000	0%
23-2301-44000 Utilities	26,430	28,536	30,000	30,000	0%
23-2301-44010 Internet/Telephone	1,807	1,861	4,000	4,000	0%
23-2363-42140 Grant Supplies	-	-	5,000	-	
23-2363-42170 Grant Small Equipment	-	-	-	-	
23-2390-49000 Risk Assessment	13,637	15,539	15,539	10,763	-31%
23-2390-49311 Admin Allocate - O&M	33,438	40,476	33,108	34,801	5%
	320,072	333,225	365,647	363,564	-1%

Note 1. The building and grounds maintenance has been increased due to the increased cost of janitorial services.

Note 2. The professional services has been returned to its pre library site analysis level.

BUDGET AND FINANCIAL HISTORY

	Prior Year Actual FY 23-24	Estimated Actual FY 24-25	Amended Budget FY 24-25	Annual Budget FY 25-26	Change
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Library Programs³

Murray City Annual Budget

Fiscal Year 2025/2026

LIBRARY FUND

23-2302-42110	Children's Books	58,437	39,940	59,800	59,800	0%
23-2302-42111	Children's Audio Visual	6,539	4,341	7,060	6,000	-15%
23-2302-42112	Children's Audio Books	9,767	3,776	10,400	7,000	-33%
23-2302-42113	Children's E-books	16,203	12,576	16,200	16,200	0%
23-2302-42600	Children's Programs	3,020	2,146	4,000	4,000	0%
23-2303-42110	Young Adult Books	14,443	7,774	14,040	13,040	-7%
23-2303-42112	Young Adult Audio Books	5,841	2,876	7,500	4,500	-40%
23-2303-42113	Young Adult E-Books	20,838	14,621	19,660	23,120	18%
23-2303-42600	Young Adult Programs	1,996	941	2,000	3,000	50%
23-2304-42110	Adult Books	58,864	41,815	54,000	54,000	0%
23-2304-42111	Adult Audio Visual	28,231	14,954	34,500	29,500	-14%
23-2304-42112	Adult Audio Books	8,979	6,957	10,000	7,000	-30%
23-2304-42113	Adult E-Books	117,482	91,559	113,260	118,260	4%
23-2304-42114	Adult Periodicals	3,143	5,365	3,300	3,300	0%
23-2304-42600	Adult Programs	922	868	2,000	3,000	50%
		354,704	250,509	357,720	351,720	-2%
Capital						
23-2370-47200	Buildings ⁴	12,227	218,296	218,296	120,000	-45%
23-2370-47400	Equipment	-	-	-	-	-
		12,227	218,296	218,296	120,000	-45%
Total Expenditures		2,115,309	2,234,353	2,606,356	2,504,719	-4%
TRANSFERS OUT AND CONTRIBUTION TO FUND BALANCE						
23-2301-45920	Reserve Buildup	985,245	-	627,900	-	-100%
Total Transfers Out and Contribution of Fund Balance		985,245	-	627,900	-	-100%
Total Expenditures, Transfers Out, and Contribution to Fund Balance		3,100,554	2,234,353	3,234,256	2,504,719	

Note 3. The line items within each categories were adjusted according current trends. Overall programming costs increased \$3,000.

Note 4. The capital for buildings is \$80,000 for HVAC replacements and \$40,000 to update the 30 year old bathrooms, which was postponed from FY24 so the roof could be fixed.

Internet and Computer Use

Services

Murray City Library provides computers, network access, wireless access and software applications.

Access

The library upholds and affirms the right of each individual adult to access constitutionally protected material. The library abides by all local, State and Federal laws or regulations concerning Internet access by adults and minors.

The library uses an internet technology protection measure that strives to protect against access to visual depictions (1) of child pornography, (2) that are harmful to minors, or (3) are obscene. The library does not and cannot guarantee that the filter will block all obscenity, child pornography or material that is harmful to minors.

For the safety and security of minors, parents/guardians are ultimately responsible for their child's use of electronic mail, chat rooms, and other forms of direct electronic communications.

The library prohibits anyone from disclosing, using or disseminating personal information regarding minors and encourages parents/guardians to teach their children internet safety guidelines.

The library prohibits unauthorized access including "hacking" and other unlawful activities by minors and all other library users.

Public-use computers are placed in high traffic areas, with screens visible to library staff.

The library may impose time limits to facilitate equitable access to computers.

Terms & Conditions

The library is not responsible for any damages to personal property or for information obtained on the internet. The Library Director or a designee may also determine other reasonable restrictions in specific cases which may not be addressed by this policy, until the Library Board of Trustees has had the opportunity to review the need for such restrictions. This policy will be published on the library web site.

Definitions

"Adult" is an individual 18 years of age or older.

"Minor" is an individual younger than 18 years of age.

"Technology Protection Measure" is a technology that blocks or filters Internet access to visual depictions.

"Child Pornography" is defined in Section 76-5b-103

"Harmful to Minors" is defined in Section 76-10-1201

"Obscene" is defined in 20 U.S.C. Sec. 9101

Procedures

A library card is required for internet access. Out of state users may obtain a guest pass with government issued photo identification. A ten-minute session on the Quick Print Computer is allowed without a library card.

Restriction of a minor's access to the Internet is the responsibility of the parent/guardian.

The wireless network uses an Internet technology protection measure and is available to all.

The Library Director or a designee may, in accordance with the law, disable a technology protection measure to permit an adult to access constitutionally protected material.

Individuals accessing the Internet must follow all local, State and Federal laws regarding acceptable behavior.

Visual depiction of sexual material may create an intimidating, hostile or offensive work environment which is prohibited by the Murray City Anti-Harassment Policy.

Complaints about this policy or its enforcement should be submitted in writing to the Library Director, who will respond within 30 days. The decision of the director may be appealed to the Board of Trustees in writing within 30 days. The Library Board or the Murray City Attorney will respond to the appeal within 30 days.

This policy was adopted on June 16, 2004.

Reviewed and amended by the Murray Library Board of Trustees –July 20, 2022

Trespass Procedure

After Library staff determines that a person has engaged in severe or repeated misconduct and staff has determined that the individual involved should be trespassed from the Library, the following procedures will be followed:

- Staff will issue, or cause to be issued by police or other apparent authority, a trespass notice to the individual involved, notifying the individual that they are trespassed from the Library and the Library's property. The notice shall indicate the reasons for the trespass, and the effective time period of trespass. It will also notify the individual of the process for appealing the trespass. The individual's Library card shall be deactivated for the same length of time as the trespass.
- The staff member issuing the trespass notice will inform staff on the Staff Page, placing pertinent information on the "Trespassed" spreadsheet.
- Staff will forward a copy of the trespass notice and a written description of the incident to the Library Director ("Director").
- After consultation with Library staff, if the ~~Library~~ Director (~~"Director"~~) agrees with the reasons for the trespass, the Director need take no further action. If, after consultation with staff, the Director deems it appropriate to rescind or modify the terms of the trespass, the Director shall notify in writing the affected individual and Library staff about the decision to modify or rescind the trespass, including the reasons for the modification or rescission.
- Within ten (10) days from the date of being issued the trespass notice, the affected individual may make a written request for the Director to review the trespass notice. Upon such a request, the Director will review and may reconsider the decision of trespass. If information submitted by the affected individual warrants modification, the Director may shorten or terminate the trespass. The Director shall provide a written determination to the individual within ten (10) days of receiving the request for review. The Director may consult with the City Attorney's Office before issuing a response to the affected individual. An affected individual must request the Director's review and determination before proceeding with the appeal process outlined below.
- Until such time as the trespass has been reviewed and/or modified by the Director, or reversed or modified on appeal, the affected individual may not use the Library.

Trespass Appeal Process

The aggrieved individual must first submit a written request to the Library Director asking for an official review of the trespass. The Library Director's determination may be appealed as follows:

- Appeals shall be heard by the City's Chief Administrative Officer. ~~an independent hearing officer. A list of five (5) hearing officers shall be appointed by the Library Board. For each appeal, the Board shall assign one (1) hearing officer from the list to handle the specific appeal.~~
 - ~~a. Hearing officers may not be employees of the City or members of the Library Board. Hearing officers may be removed from and new hearing officers added to the list at any time for any reason by the Library Board, unless that hearing officer is currently in the process of hearing an appeal. There is no set term for service as a hearing officer. Hearing officers shall serve without compensation.~~
 - ~~b. The Library Board reserves the right to establish rules for the appointment and assignment of hearing officers as it deems appropriate.~~
- In order to appeal the Director's determination, the aggrieved individual must file a written notice of appeal within ten (10) days after they receive the Director's determination. The notice of appeal shall be filed with the Director, who shall forward the notice of appeal to the Chief Administrative Officer within five (5) days. ~~The Chief Administrative Officer shall schedule and hear an appeal within thirty (30) days of receiving the notice of appeal from the Director. Library Board as soon as practicable, but in no case any later than five (5) business days of receipt.~~
- ~~The Library Board shall assign a hearing officer to hear the appeal within fifteen (15) days of receipt of the notice of appeal from the Director.~~
- ~~The hearing officer shall schedule and hear an appeal within thirty (30) days after being assigned.~~ The aggrieved individual shall be notified of the hearing at least ten (10) days before the hearing.
- At the hearing, the aggrieved individual may be represented by counsel, may present testimony and evidence, and may call and examine witnesses and cross-examine witnesses of the other party. The ~~hearing officer~~Chief Administrative Officer shall conduct the hearing as they deem necessary, provided that ~~the hearing officer~~they shall allow each side a fair opportunity to present their arguments. The hearing shall be held at the Library or at Murray City Hall, as determined to be in the best interest of

the parties, in the sole discretion of the ~~hearing officer~~Chief Administrative Officer.

- Within ten (10) days after the hearing, the Chief Administrative Officer ~~hearing officer~~ shall issue a written decision stating the reasons therefore, and cause the decision to be sent or delivered to the aggrieved individual and to the Library. The Chief Administrative Officer ~~hearing officer~~ shall have the authority to affirm, reverse or to make any modifications to the Director's decision that ~~they~~ ~~the hearing officer~~ deems appropriate under the circumstances.
- The decision of the Chief Administrative Officer ~~hearing officer~~ shall be final.
- If a trespass is for a period of less than the total time required for the normal appeal process to take place, the aggrieved individual may request an expedited review in the notice of appeal. The above process shall be expedited such that ~~a hearing officer can be assigned~~, a hearing will be scheduled and held by the Chief Administrative Officer~~hearing officer~~, and a decision made as soon as is reasonably practicable under the circumstances.

Adopted by the Murray Library Board of Trustees – June 21, 2006; Revised June, 15, 2017; Revised _____.



JOB DESCRIPTION

Title: **LIBRARY DIRECTOR**
Department: Library
Class Code: 1900
FLSA Status: Exempt
Effective Date: November 1989 (Rev. 03/2024)

GENERAL PURPOSE

Under broad policy guidance and direction from the Library Board, performs professional and administrative duties in planning, developing, implementing, and directing public library services for the Murray City Public Library. These duties include budget preparation, evaluation, personnel, collection development, community relations, and facility maintenance.

ESSENTIAL DUTIES

- Administers board policies; makes policy recommendations to board; provides staff support and information to board.
- Prepares department budget for Library Board approval; monitors and approves expenditures as directed by the Library Board; administers gifts, state and federal monies.
- Supervises department personnel directly or through subordinates; hires and trains employees; assigns and monitors work; evaluates personnel; disciplines employees as necessary.
- Evaluates library services and makes recommendations for improvements; works with elected officials, school officials, and civic organizations to develop programs and resolve problems.
- Administers maintenance of library facilities and equipment; works with architects and planners on facility development.
- Participates in professional meetings, classes, conferences, and workshops, locally and nationally.
- Participates in organizational management through the committee process.
- Reads professional materials to update and maintain knowledge and skills.
- Performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a management position. Accountable for all activities, programs, and services of the department.

MINIMUM QUALIFICATIONS

Education and Experience

- Completion of a master's degree in library science, business, public administration or other closely related field and a minimum of five (5) years of experience as a librarian in an increasingly responsible supervisory and/or administrative position; substantial experience in public services and dealing with the public; or an equivalent combination of education and experience which provides the required knowledge and abilities.

Necessary Knowledge, Skills and Abilities

- Thorough knowledge of the theories, principles, and objectives of library science.
- Thorough knowledge of library organization theories.
- Thorough knowledge of current trends and developments in the library field.
- Knowledge of and experience with effective participative management techniques.
- Considerable knowledge of management principles and practices.
- Knowledge of supervision, training, and staff utilization principles.
- Thorough knowledge of library reference sources, print and online.
- Considerable knowledge of children's, young adult, and adult literature.
- Considerable knowledge of online automation.
- Considerable knowledge of cataloging and classification.
- Working knowledge of public relations procedures.
- Working knowledge of budgetary and accounting processes of the department.
- Ability to plan, organize, supervise, and evaluate the work of employees in diversified library activities.
- Broad experience in collection development and programming.
- Substantial skills related to the organization of people, processes, and tools in a public library setting.
- Superior human relations and communication skills.
- Ability to establish and maintain effective and harmonious working relationships with employees, other agencies, and the general public.
- Ability to communicate effectively, verbally and in writing.
- Ability to follow written and verbal communications.
- Ability to develop and carry out program services.
- Ability to digest and condense information and ideas.

TOOLS & EQUIPMENT USED

- Library computer system; personal computer, including world wide web search engines and the library's web site, word processing and database management software; calculator; copy and fax machine; phone.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. 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 walk, sit and talk or hear. The employee is occasionally required to use hands to manipulate, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus to both print and electronic text.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is generally quiet.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____