



# Agenda

CITY CLERK'S OFFICE

DATE 2/12/14 TIME 3:40pm

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## SANTA FE PUBLIC LIBRARY BOARD MEETING

Main Library  
145 Washington Avenue  
Pick Room

Tuesday, February 18, 2014  
4:30 p.m.

- I. ROLL CALL
- II. APPROVAL OF MINUTES  
January 21, 2014
- III. PRESIDENT'S REPORT
- IV. DIRECTOR'S REPORT
- V. NEW BUSINESS
  1. Approval of Updated Meeting Room Policy
- VI. OLD BUSINESS
  1. Update on Library Needs/Services
- VII. DATE OF NEXT BOARD MEETING
- VIII. ADJOURNMENT

Persons with disabilities in need of accommodations, contact the City Clerk's office at 955-6520, five (5) working days prior to meeting date.

**MINUTES OF THE  
CITY OF SANTA FE  
PUBLIC LIBRARY BOARD MEETING  
February 18, 2014  
Santa Fe, New Mexico**

**PROCEDURES**

A regular meeting of the City of Santa Fe Public Library Board was called to order on this date by Vice President Grace Brill at approximately 4:35 p.m., in the Pick Room, at the Main Library, 145 Washington Avenue.

**Roll Call**

Roll call indicated the presence of a quorum as follows:

**Members Present**

Grace Brill, Vice President  
Emily Dwyer  
Lou Hernandez  
Jose Sanchez  
David Wagner

**Excused**

Rebecca Allahyari  
Jan Duggan

**Staff Present**

Pat Hodapp

**APPROVAL OF MINUTES**

Grace asked if the board members looked over the minutes and if there were any corrections, suggestions or edits. Emily asked if the change was made to have the election put in. Grace thought that there would have to be something on the agenda for an election. Lou asked what more needed to be done to have an election. He said it was clear in the minutes that there would be an election. Pat clarified that the discussion that was held in the January meeting was that Lou was willing to run and everyone was pleased. Pat said Lou had stated at the last meeting if there was to be a second election, if one was done now and there had to be another one in July, then we could wait until July. Lou stated that was not reflected in the minutes and Pat was just going to let Lou know if there had to be another election in July.

Pat asked the Board if she could bring Maria into the meeting as she had gone over the recorded minutes carefully. Pat brought Maria in to answer questions.

Lou asked Maria what had to be done to get something on the agenda because at the last meeting the Board talked about having an election at the next meeting. In response to Lou's question, Maria stated that the minutes reflected the discussion and she listed discussion was held. Maria stated that a Board member could say right now that they wanted an election at the next meeting or email Grace or Pat at least two weeks prior to the meeting. In response to Lou's belief that this had happened at the last meeting, Maria clarified that what was said at the last Board meeting was Lou stated if there was going to be an election in July there was no point in having an election in February. Pat then stated that she would check with the City Clerk's Office to see if there had to be a second election in July, if one was held in February. Pat found out there did have to be two elections and that was the reason for not putting it on the agenda.

Grace said on the March agenda there will be an election for President. Maria asked if the election would be for President and Vice President. Grace asked if the Board could just have an election for President in March and then in July there would be an election for President and Vice President. It was agreed that there would be an election for President in March and in July another election would be held for President and Vice President. Grace said she was willing to remain Vice President until July and hopefully by July other Board members would feel more comfortable because they have been on the Board for a while. Grace asked for approval of the minutes. Lou made a motion to approve the January 21, 2014 minutes, seconded by David, which passed unanimously by voice vote.

### **PRESIDENT'S REPORT**

Grace stated her only report was the conversation that just happened and thought it was good because now everyone knew a little bit more the process for getting things on the agenda.

Another item Grace brought up, and she was not sure if it went under Old business or President's report, was the casual discussion held last time about the relationship between the Library Board and the Friends organization. One idea that had been looked at was that in the past a member from the Friends sat in on the Library Board meetings and a member from the Library board sat in on the Friends meetings. Grace asked if there had been any other thoughts or discussion about what the goals might be. Emily said she was able to talk to Jan. Since Emily thought it would be beneficial to have an informal meeting with the Friends, Jan volunteered to host something at her home for the two groups. Emily brought up the idea of also inviting past Presidents. She asked the Board how they felt about having a brunch or something during the day on a Saturday. The Board agreed that Saturday would work as long as there was enough notice. Grace asked if there would be an issue with having the entire Board present. Pat will find out if there is a problem with meeting (i.e. the possibility of violating open meetings act) and let the Board know.

Grace brought up the topic of strategic planning and asked Pat if there was a history of strategic planning for the Library. Pat shared that there really hasn't been, however the State Library used to require a community and a data plan. The Library is coming up to the end of the five years with these plans. Staff are working on new plans. Pat said the main one that was discussed was logistics and demographics at La Farge. A part of the big community strategic plan includes statistics. Margret Baca will be heading up that committee. Other areas that are looked at are collection development and technology. Grace asked for a timeline. Pat said the latest should be June. The committees are meeting and would be happy to give presentations to the Board and also get their input.

### **DIRECTOR'S REPORT**

Pat handed out job descriptions for librarian, librarian assistant and library technician. Pat went over each job description and explained what each position was responsible for and gave general information of the staff member's knowledge. She explained the different sections of the Library and the different areas that the staff members cover. Pat shared that she was able to upgrade a Librarian position to a Contracts Administrator position since the person in that position is responsible for budget, contracts and keeping track of funding from City, State, Federal and the Friends. The job description for Contracts Administrator was not handed out. Pat went over the minimum requirements needed for each position. Discussion was held.

Pat let the Board know that all part time positions that become vacant are now considered temporary part time. These positions are not supposed to be on staff for more than six months or it violates PERA. This decision was made by the City during the 2013-14 budget year to save on benefits. She explained the process and how long it takes to advertise for a position, interview, hire and train. This makes it difficult for the Library because of the training time put in just to have to rehire and start the process all over again. Emily asked how many part time positions there were. Pat said there were two at Main, one at La Farge and one at Southside. Grace asked if all of the City departments were affected. Pat said they were. Emily asked if two part time positions could be combined into a full time position. Pat said the part time positions are at different locations and it has not been allowed at this time. David asked if staff move in the Libraries when needed. Pat shared that would only be on a temporary basis. Permission would need to be given to assign someone elsewhere. Pat explained that the two temporary part time librarians do work at all three locations. Those positions have been set up for over twelve years and work the reference desk. One of the reference librarians, Steve Kerr, is retiring. The job has been posted and Pat is waiting for the applications.

Pat asked the Board members to look over the organizational chart for the Library. Pat is working with Isaac Pino, Director of Community Services, to get four of the vacant positions funded for this budget year. The positions are a librarian at La Farge, a librarian, library supervisor and a library technician at Main. The memo has been sent to the City Manager for consideration. Joe asked for the total number of staff. Pat said there were 51 FTE and 60 staff members. Joe asked how many staff members were librarians. Pat said there were 13 ½ to 14. Accurate numbers will be provided. Lou asked if the Library Section Manager was another title. Pat said it was and the Library section manager takes care of an entire section. Pat shared how many section managers there were, the areas they covered and their responsibilities.

Joe asked what Bookstop was. Pat said that it was a Library that was in the mall. Pat gave background information on the Bookstop and what the cost was to have Bookstop in the mall.

Emily suggested talking to Jeff Branch to see what he owns and see if a Library can be in one of his malls. Pat didn't have any new information on the plans for La Farge. David asked if the piece of land to the West was still available. Pat shared that from what she has heard the State broke ground on the Higher Education Complex, however they haven't planned to put a Library in that complex. Joe said they could use Fogelson. Pat shared that the building was old and the collection at Fogelson was at least 10 years old.

Grace brought up the St. Michaels street project that the Planning department worked on last summer and wasn't clear on what their mandate was. Pat shared what she knew about the project.

Emily asked if gross receipts taxes were up. Pat said they were up three percent overall. The City looks at the peak, which was in fiscal year 2007-08. Gross receipts have not hit that peak yet and until then the City doesn't want to keep increasing budget expenses. Pat said she was happy to provide the Board with any other information they would like to hear about. She wanted to give the Board an idea of how short staffed the Library was and what they go through on a daily basis.

Pat discussed the disciplinary process for union members when any issues arise. Joe asked how many staff are union members. Pat said about ninety-seven percent. Only the supervisors are non-union.

### **NEW BUSINESS**

Pat handed out the revised meeting room policy for approval. The Board looked over the policy. The changes that were made were to let people know if they book a room, they may not use the Library's name unless it is sponsored by the Library. They may not use the Library's phone number for referral. The hours have also been updated. Lou made a motion to approve the revised meeting room policy, seconded by Grace, which passed unanimously by voice vote. David asked if there was a way the applications were sorted out. Pat said the applications are kept at the reference desk in a binder. Everyone must have an application before they use the room to say they have agreed to the rules. If someone is using the room more than once and their application is on file, they don't need to keep filling out applications. The meetings must be free and open to the public and non-commercial. Pat gave the Board examples of what was and wasn't allowed.

David shared that he felt there was some confusion and concern about the future of La Farge. Pat said she has not been able to get any clarity, however it doesn't mean that the Board can't ask questions. She said she would review the La Farge information and would send out an email to the Board after the election. The key is to let people know that the Library Board wants to be involved and represent the community.

David brought up the contribution from the County for Library services and wanted to know if it was a dead issue or not and wanted to know if there was any hope in going after. Pat asked Emily what she thought and Emily said she didn't think so. Emily shared that there are other issues and this one is a really complicated one. Grace asked if this issue could be deferred and revisited since it is a big topic. She suggested that under Old business at the next meeting County funding could be put on the agenda.

### **OLD BUSINESS**

Old business was discussed in Director's report.

### **DATE OF NEXT BOARD MEETING**

The next regularly scheduled meeting will be held on March 18, 2014 in the Pick Room, at the Main Library, 145 Washington Avenue, Santa Fe, at 4:30 p.m.

The library has received no requests for patron information and library usage through the Homeland Security act or other agencies.

### **ADJOURNMENT**

Emily made a motion to adjourn, seconded by Lou, which passed unanimously by voice vote. The meeting adjourned at approximately 5:34 p.m.

ACCEPTED BY:

  
Grace Brill, Vice President

  
Maria Finley, Recorder

# City of Santa Fe

## Job Description



<b>Job Title:</b> LIBRARIAN ASSISTANT	<b>Job Code:</b>
<b>Division:</b> Library	<b>Effective Date:</b>
<b>Department:</b> Community Services	<b>Last Revised:</b> 04/05

### GENERAL PURPOSE

Provides assistance to library patrons in various sections of the library, including working with library cataloging and fiscal operations. May oversee a small staff of volunteers or the work of library technicians.

### SUPERVISION RECEIVED

Works under the general guidance and direction of Department/Division or Section Director or Librarian

### SUPERVISION EXERCISED

None

**ESSENTIAL FUNCTIONS** (A position may not include all of the duties listed, nor do the listed examples include all duties that may be found in a position of this class.)

### **For assignment in Children and Young Adult Services:**

Assists in area supervision of Children's area; may provide services in media and adult reference.

Implements library policies, provides readers advisory and reference, handles problems and schedules coverage as necessary.

Assists children in selection materials; uses a variety of library reference tools; trains students in library skills.

Assists with planning, development, advertisement and implementation of special programs for children, young adults, and families.

Schedules class visits, stories, tours, and research. Provides special programs and events including plays, arts and crafts, music, summer reading, movies, etc.

Conducts library tours, story times, and adult programs on children's books and storytelling.

Assists with children's collection development, performs searches and makes recommendations to Librarian.

Sorts out worn, outdated and/or damaged materials. Prepares orders for books and media materials, ensures that books and records are an exact match; orders routine office supplies; compiles statistics, generates memorandums and bibliographies on various topics; processes books and media material.

### **For assignment in Media Services and Inter-library loan:**

Assists patrons to locate media and reference materials; retrieves, checks in/out, and shelves audiovisual items including audio tapes, video tapes, CDs, equipment, etc.; Demonstrates use and operation of audio and video equipment; assists patrons in the use of computers.

Schedules and reserves library meeting rooms; sets up audiovisual equipment as required.

Enforces rules governing the use of meeting rooms and secures written agreements by patrons on terms of room and equipment reservations.

Enters information on materials into computer database for library use and patron access of media information; orders supplies; compiles statistics.

Maintains and repairs media equipment; repairs and processes media materials including audio and video tapes.

Assists with media collection development; performs searches and makes recommendations to librarian.

Assists inter-library loan librarian with data entry regarding lending and borrowing of inter-library loan material through OCLC; conducts searches and process patron requests through OCLC; files and maintains records.

**For assignment in Technical Services:**

**CATALOGING:**

Catalogs and classifies new book and media titles to provide easy retrieval for patrons.

Ensures accuracy and consistency of data in materials and bibliographic records; produces formatted records on OCLC, attaching order information as required. Troubleshoots cataloging problems.

Provides instruction in cataloging tools and techniques to new employees performing cataloging functions.

May provide readers advisory and reference in public service areas.

**ACQUISITIONS:**

Verifies all information on each title ordered by the library and information on all material invoices for accuracy of fiscal records and payments.

Operates with both city and library fiscal systems.

Receives and processes all renewals for all subscription orders; magazines, microfiche, telephone directories, etc.

Works closely with vendors and library staff to ensure that all serials, fiche and directories are being received accurately; troubleshoots problem subscriptions.

Submits payments to city accounts payable to pay vendors.

Receives, unpacks and verifies book orders; distributes materials to appropriate areas; prepares books for circulation.

May provide readers advisory and reference in public service areas.

And other duties as may be required.

**MINIMUM QUALIFICATIONS**

Education and Experience:

High School Diploma

AND

Three (3) years of experience in library functions and operations such as cataloging, reference, customer service, and general office skills. One (1) year of experience in area of assignment (i.e. children's programming, media services, etc.). Previous experience working with the public.

Knowledge, Skills, and Abilities:

**Knowledge of** types of materials in collections as well as skill in the use of library reference tools. Knowledge of the tools and practical applications of acquisitions and bibliographic control. General knowledge of computers and the ability to type is required.

**Considerable skill** demonstrate good interpersonal communication skills when dealing with coworkers and library patrons, including adults, children and young adults Must possess general office skills and be knowledgeable of various types of office equipment.

**Must be able** to use good judgment in decision making and be able to work with little supervision. Must be able to work accurately with detail. Must be able to learn the operation of specialized equipment in the area of assignment.

**Special Qualifications:**

Previous experience working with the public. General knowledge of computers and the ability to type is required.

**Work Environment:**

This position is performed in an office environment with quiet to moderate level of noise. Position involves standing, walking, sitting, carrying, pulling, climbing, stooping, kneeling, crawling, crouching, reaching, and handling. Must be able to speak, hear and have good visual acuity including close, distance, peripheral, depth and color vision. Must be able to lift and/or move 25 pounds (40 pounds for employees in media services and technical services-acquisitions section). May be required to work evening and weekends.



# City of Santa Fe

## Job Description



<b>Job Title:</b> LIBRARIAN	<b>Job Code:</b>
<b>Division:</b> Library	<b>Effective Date:</b>
<b>Department:</b> Community Services	<b>Last Revised:</b> 04/05

### GENERAL PURPOSE

Provides assistance to library patrons in various sections of the library. Provides library services to all patrons to assist them in their recreational, informational, research, and education needs. May assist in the development and implementation of special library section programs including selection of materials, publicity, scheduling, events, etc. May supervise a small staff of Library Technicians or Assistants.

### SUPERVISION RECEIVED

Works under the general guidance and direction of Library Service Director or Library Section Manager

### SUPERVISION EXERCISED

Provides close to general supervision to staff as directed.

ESSENTIAL FUNCTIONS (A position may not include all of the duties listed, nor do the listed examples include all duties that may be found in a position of this class.)

### For assignment in Children and Young Adult Services:

Responsible for the supervision of children and young adult services; schedules and presents library tours and story times for school groups; establishes policies and procedures for children and young adult services; prepares yearly budget requests and monitors budget. Researches and generates various reports.

Supervises library staff; trains, assigns, reviews work of staff; handles personnel related issues including performance evaluations and disciplinary actions; interviews and makes recommendations for hire of new employees; Communicates Division and City of Santa Fe Rules, Regulations and Policies.

Responsible for planning of special programs for children and young adults including reading assistance program, summer reading program, storytelling, puppet and craft shows, movies, etc.

Schedule programs and secures performers; develop and secure contracts for performers; ensures that fees are paid to performer and that the event receives appropriate advertisement.

Selects and orders appropriate materials for children and young adult collection in accordance to national standards and selection policies. Supervises the discarding of materials from collection.

Provides services to patrons; assists children and young adults in selecting materials; conducts information searches for children and young adults; uses reference tools to locate information; etc.

Oversees volunteers.

### For assignment in Media Services:

Researches and selects appropriate audiovisual (AV) materials; remains abreast of automation and technical trends; develops and communicates procedures of media services. Responsible for development and maintenance of media services collection including books on tape, AV hardware, CDs, audio tapes, videos, etc.

Assists patrons in use of all AV equipment, including public computers, and materials; answers questions on media services; assists patrons in selection of media; retrieves and checks out audiovisual items.

Supervises library staff; trains, assigns, reviews work of staff; handles personnel related issues including performance evaluations and disciplinary actions; interviews and makes recommendations for hire of new employees; Communicates Division and City of Santa Fe Rules, Regulations and Policies.

Chairs the Art Committee; schedules and conducts meetings; selects the artist for public galleries; prepares press releases, and schedules art exhibits.

Schedules and reserves library meeting rooms; sets up audiovisual equipment as required.

Enforces rules governing the use of meeting rooms and secures written agreements by patrons on terms of room and equipment reservations.

Maintains and repairs media equipment: analyzes circuits for shorts and breaks, rewiring, re-soldering contacts, splicing breaks in audio and video tapes, preparing new cassettes for audio and video equipment.

Prepares yearly budget requests and monitors budget.

**For assignment in Interlibrary Loan (ILL) Services:**

Communicates with other libraries, patrons, staff regarding interlibrary loan problems, needs, fees, changes, etc.

Enters information into computer using OCLC, files, searches books, responds to inquires and assists patrons in their search for books from other libraries.

Maintains records of all transactions, records data and submits accurate reports. Designs and updates forms for Interlibrary Loan Services.

Oversees, trains and coordinates volunteers and library staff; plans work flow of staff.

Provides information service to patrons; assists patrons in utilizing library collection; researches patron questions; processes and receives interlibrary loan items for circulations to patrons.

Monitors ILL services such as fees, collections, and invoices; follows up on overdue books.

Orders supplies and materials for ILL services.

**For assignment in Bookstop:**

Answers reference questions using reference resources, the general collection, the internet, periodicals, on-line databases and referrals to other library sections; assists and trains patrons in the use of the library and its resources, including searching databases and the internet; generates loan requests; makes adjustments to equipment in public service areas as needed; assists patrons in the use of various computer software programs on public computers.

Provides assistance to the public and staff on the use of reference sources, circulating collection, etc. Assists patrons in locating information using the computer catalog and indices, on-line resources, etc.

Review professional journals, patron requests, and best seller's lists to select materials collection; maintains current materials on the basis of patron needs and popularity.

Works with book distributors, technical services, and periodical patron requests to acquire new library materials  
Assists patrons in book reserves, library policies, interlibrary loans, book check-in/out, issuance of new patron cards, etc.

Supervises library technicians; trains, assigns, reviews work of staff; handles personnel related issues including performance evaluations and disciplinary actions; interviews and makes recommendations for hire of new employees; Communicates Division and City of Santa Fe Rules, Regulations and Policies.

Oversees the work of volunteers.

**For assignment in Reference Services:**

Answers reference questions using reference resources, the general collection, the internet, periodicals, on-line databases and referrals to other library sections; assists and trains patrons in the use of the library and its resources, including searching databases and the internet; generates loan requests; makes adjustments to equipment in public service areas as needed; assists patrons in the use of various computer software programs on public computers; assists patrons in the selection of material; schedules public access computers.

Reviews professional literature and makes recommendations for the selection of new material; assists in weeding the collections and ordering replacement copies.

Assists in staff training.

May be required to oversee the facility in the absence of the Library Section Manager or the Library Services Director.

May be responsible for specific aspects of library operations such as scheduling, subscriptions, volunteers, publicity, production of handouts and bibliographies, maintenance of web pages, adult programming including the book festival, vertical files, computer systems, statistics (collecting, compiling and evaluating) and budget maintenance.

In cooperation with the security guard and other staff, enforces library rules to the public and completes incident reports.

**For assignment in Technical Services:**

Manages library's acquisition functions: In consultation with library management and city fiscal personnel, establishes procedures that are efficient, adhere to relevant policy, and achieve the desired objectives. Works with vendors on account set up and maintenance; monitors operating budget through both the city and library fiscal systems; tracks orders in City and library fiscal systems

Troubleshoots problems which arise with vendors, accounts, orders, shipments, receipts, payments, credits, etc., following through to satisfactory resolution.

Oversees workflow from order initiation to material distribution; establishes internal procedures and instructs staff to ensure adherence to policy and maximize efficiency.

Supervises library staff; trains, assigns, reviews work of staff; handles personnel related issues including performance evaluations and disciplinary actions; interviews and makes recommendations for hire of new employees; Communicates Division and City of Santa Fe Rules, Regulations and Policies.

Verifies information on titles ordered and information on invoices for accuracy of fiscal records and payments; submits payments to city accounts payable to pay vendors.

And other duties as may be required.

**For Assignment in Technical Services/Cataloging:**

In consultation with the Library Technical Services Director establishes procedures that are efficient, adhere to relevant policies and standards, and achieve desired objectives. Catalogs materials in a variety of formats using MARC, following AACR2, DDC22, LCSH, and Bibliographic Formats and Standards. Works with vendors on outsourcing projects, including cataloging, processing, and authority control.

Troubleshoots cataloging, processing, and authority file problems with vendors for outsourcing, as well as for cataloging related systems (Innovative, OCLC, and LTI), following through to satisfactory resolution.

Oversees authority control processing. Creates lists of files for authority processing, runs headings and error reports, deletes blind references, and makes corrections to authority and bibliographic records as needed to assure proper indexing of headings in online library catalog.

Assists with re-class projects, retrospective conversion, and catalog database cleanup as needed. Resolves cataloging and processing problems and errors as reported by library staff in other areas and branches.

Assists in other areas of the Library for 10 hours per week. Works on the Reference Desk and/or assists with Interlibrary Loans. May also assist in other Public Service areas as needed. For assignment in Technical Services cataloging is required. Experience with the Library's Innovative Interface Inc. System and OCLC are desirable.

#### MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. High School Diploma; **and**
- B. Five (5) years of experience in library functions and operations such as cataloging, reference, interlibrary loan, media and children's services. MLS preferred. Relevant education may be substituted for experience on a year for year basis.

2. Knowledge, Skills, and Abilities:

**Considerable knowledge of** types of materials in collections Knowledge of the tools and practical applications of acquisitions, including the City of Santa Fe purchasing policies and the State of New Mexico purchasing agreements

**Considerable skill** in demonstrating good interpersonal communication skills when dealing with coworkers and library patrons, including adults, children and young adults, skill in the use of library reference tools, and must possess general office and computer skills.

**Must have ability to** use good judgment in decision-making and be able to work with little supervision. Must be able to work accurately with detail, present information clearly and concisely both orally and in writing. Must be able to learn the operation of specialized equipment in the area of assignment

3. Work Environment:

This position is performed in a library environment with quiet to moderate level of noise. Position involves standing, walking, sitting, carrying, pulling, climbing, stooping, kneeling, crawling, crouching, reaching, and handling. Must be able to speak, hear and have good visual acuity including close, distance, peripheral, depth and color vision. Must be able to lift and/or move 25 pounds (40 pounds for employees in media services section). May be required to work evenings and weekends.

# City of Santa Fe

## Job Description



<b>Job Title:</b>	LIBRARY TECHNICIAN	<b>Job Code:</b>	
<b>Division:</b>	Library	<b>Effective Date:</b>	
<b>Department:</b>	Community Services	<b>Last Revised:</b>	04/05

### GENERAL PURPOSE

Performs a number of library tasks including monitoring circulation desk; ordering books; shelving books; providing assistance to library patrons; preparing materials for circulation; entering data into OCLC and library system.

### SUPERVISION RECEIVED

Works under the general guidance and direction of Library Supervisor or Library Section Manager

### SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS (A position may not include all of the duties listed, nor do the listed examples include all duties that may be found in a position of this class.)

Greets and assists library patrons at the circulation desk; issues library cards; voter registration; answers patron questions; and communicates library policies and procedures.

Updates patron records; accepts monies for fines/fees; maintains cash drawer; sorts books; retrieves books from other library branches and book drops; reserves books for patrons.

Performs searches in automated and manual files for verification of collection status; identifies and matches patron records.

Enters data into the library's circulation system; loads and formats in Innopac & OCLC as per the instructions.

Reserves materials for library patrons and sends out notification cards; searches and updates the B & T link to fill patron requests; may be required to troubleshoot record and patron issues.

Prepares books/AV for circulation: types spine labels, stamps books, applies mylar jackets, tapes spines, and places theft detection strips on materials; prepares book materials for removal; removes books and materials as directed.

Shelves books and returns materials to appropriate areas of library. Collects and refills magazines, books, periodicals, and other materials used daily by patrons; assists with ordering supplies and new books; may be required to use JD Edwards.

Assures accuracy and consistency of records and materials; verifies receipt of incoming library materials; enters item records into the online catalog database; tracks complex coded data; prepares books and media for circulation; searches OCLC and exports records and order information; mends books mends books and/o oversees volunteers in book mending processes.

May be required to cover in other library sections, such as children's or media.

Sort mail and separate periodicals/magazines to check items in; shelves latest magazines and newspapers in the reading room; files old issues of magazines, newspapers, and microfiche; keeps a record of missing magazines; distributes interoffice mail.

And other duties as may be required.

### MINIMUM QUALIFICATIONS

Education and Experience:

- A. High school diploma; **and**
- B. One (1) year of experience in general office skills, computer data entry, public relations, cashiering, library experience, etc. Must be able to successfully pass test on alphabet and call numbers.

KNOWLEDGE, SKILLS, AND ABILITIES:

**Demonstrated knowledge and** experience in customer service .

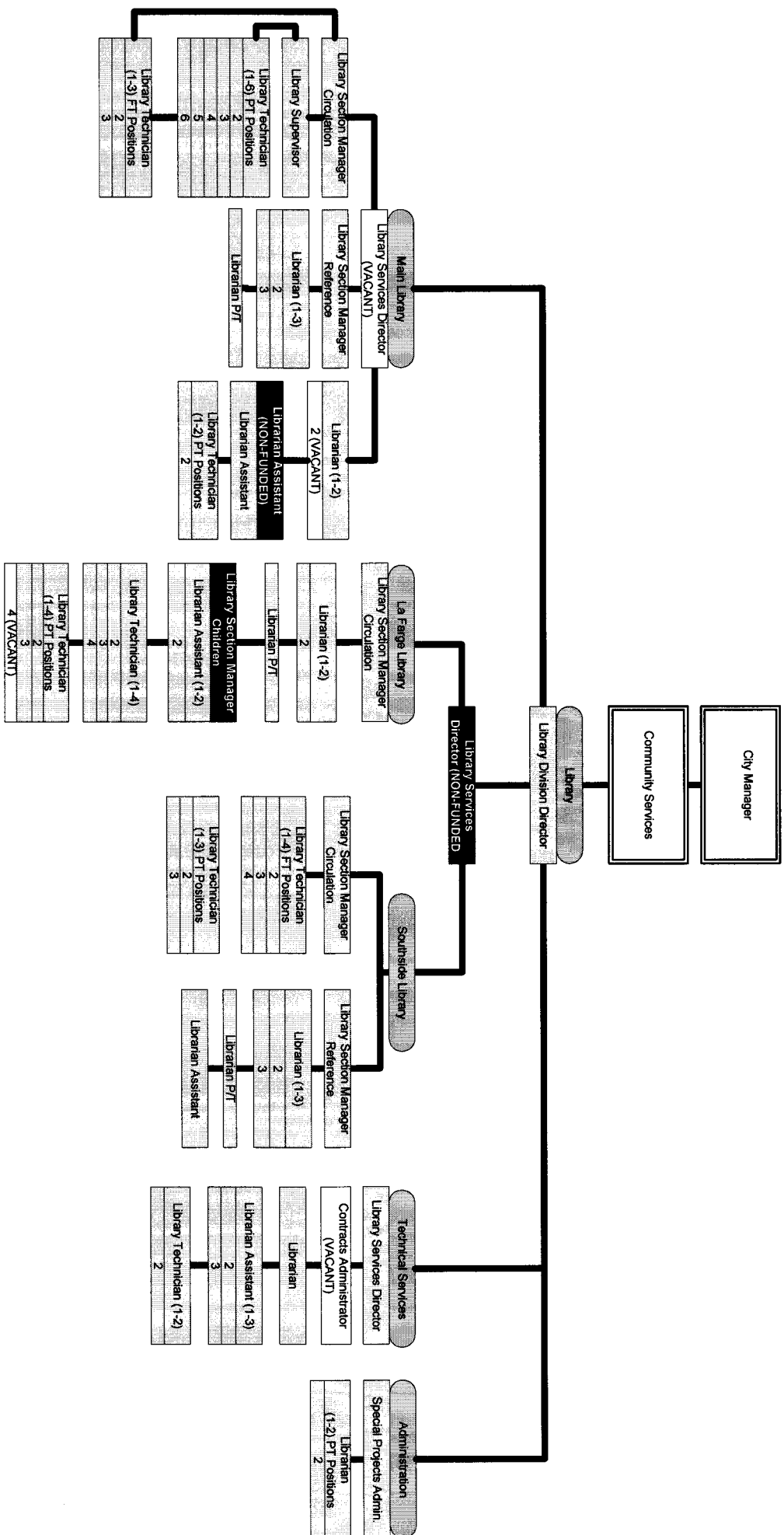
**Considerable skill** in money handling, monitoring a cash drawer and recordkeeping. perform basic data entry skills.

**Ability to** learn library policies and procedures. Must be able to work accurately with detail, use the internet, and learn the OCLC MARC and Innopac format. Ability to learn library policies and procedures.

WORK ENVIRONMENT:

This position involves standing, walking, sitting, carrying, pushing/pulling, climbing, balancing, stooping, kneeling, crouching, reaching, and handling. Must be able to hear, speak and have good visual acuity including close, distance, peripheral, depth and color vision. Must be able to lift and/or move 25-40 pounds. Working environment involves moderate noise. Weekend and evening hours may be required.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_





## SANTA FE PUBLIC LIBRARY

145 Washington Avenue, Santa Fe, New Mexico 87501  
505-955-6789 FAX 505-955-6676

### MEETING ROOM POLICY

Name of Organization or Individual using room: \_\_\_\_\_

Name and phone number of person reserving room: \_\_\_\_\_

The purpose of the meeting: \_\_\_\_\_

Contact Person(s) Name: \_\_\_\_\_

Address/Telephone Number: \_\_\_\_\_

The library meeting rooms are open to individuals or groups whose purpose is not illegal and whose conduct within the library is not objectionable. The meeting rooms are not available for commercial promotions or talks. Use of the rooms is subject to the following policies and regulations.

#### **POLICY:**

1. Library sponsored, Friends of the Library sponsored and City of Santa Fe sponsored activities are given priority in consideration of the use of the rooms. The following policies and regulations do not necessarily apply to the Library, Friends of the Library and City of Santa Fe programs or activities.
2. All other meetings **must** be open to the public where open participation can be a part of the meeting.
3. Meeting rooms cannot be used for religious services, but groups wishing to provide informational religious programs open to the public may do so.
4. All meetings must be free of charge. No materials may be sold, nor donations solicited, at any time by a group using the library meeting rooms. No money shall change hands in the library meeting rooms.
5. Meeting rooms shall not be used for private parties or events.
6. Library staff will not be available to make room arrangement changes or to provide services such as operating audio-visual equipment, setting up chairs, making photocopies or handling attendee registration.
7. The fact that a group is permitted to meet at the public library does not constitute an endorsement by the library of the group's policies or beliefs.
8. **The library is not to be considered a sponsor.** The library's address may be used to indicate location of the program, but the Library is **not to be used as a referral for information about the program.** Groups may not use the Library's phone number as the organization's contact point.
9. The booking organization or individual will be held financially responsible for any damage to library facilities and furnishings.
10. Any group or individual that fails to comply with any of these policies and rules shall be denied future use of library meeting rooms at all locations. Groups or individuals with excessive cancellations or no shows may also be denied use of meeting rooms.

(Continued on reverse side)



## **GENERAL INFORMATION**

### **RESERVATIONS:**

Main Library – Reference – 955-6781  
La Farge Library Reference – 955-4862  
Southside Library Reference – 955-2820

### **SEATING:**

Main Community Room -75 chairs, 8 folding tables  
Main Pick Room -10 chairs, conference table  
La Farge Community Room -50 chairs, 4 folding tables  
Southside Community Room -90 chairs, 12 folding tables  
Southside Café Room -24 chairs, 6 square tables

### **HOURS:**

Main – 10:00 a.m. - 7:45 p.m. Monday – Thursday  
10:00 a.m. - 5:45 p.m. Friday – Saturday  
1:00 p.m. - 4:45 p.m. Sunday

La Farge – 10:00 a.m. -7:45 p.m. Monday – Wednesday  
10:00 a.m. -5:45 p.m. Thursday – Saturday

Southside – 10:00 a.m. – 7:45 p.m. Monday – Thursday  
10:00 a.m. – 5:45 p.m. Friday – Saturday

### **RULES**

1. Meetings must end no later than fifteen minutes before closing at which time the folding chairs and tables must be put away and the room left clean.
2. Exits are to remain clear.
3. Rooms may be reserved up to one month in advance of the current date. For example, on February 10 they may be reserved up to and including March 10.
4. Programs with a noise level which disturbs other library patrons are not allowed.
5. No refreshments are allowed (except with special permission obtained before the program starts). Alcoholic beverages are not allowed.
6. No smoking, no candles, no incense, no lanterns, no fires.
7. Meetings must be open to the public and be free of charge.
8. No money may be exchanged, no materials may be sold nor donations solicited.

**I HAVE READ AND AGREE TO FOLLOW THE POLICIES AND RULES FOR MEETING ROOM USE.**

**Signature line** \_\_\_\_\_ **Print name** \_\_\_\_\_

**Date** \_\_\_\_\_

#### **MAIN LIBRARY**

145 Washington Ave. Santa Fe 87501  
505-955-6780

#### **LA FARGE BRANCH**

1730 Llano St. Santa Fe 87505  
505-955-4860

#### **SOUTHSIDE BRANCH**

6599 Jaguar Dr. Santa Fe 87507  
505-955-2810