

CORNELIUS PUBLIC LIBRARY

CURRENT CIRCULATION:

date: ^{June 1979 - July 1980} July 1981-March 1982

^{JUNE} July 1980-July 1981

^{June 1979 - July 1980}

number: 19,892

number: 26,000

7,796

expected 27,000

7,796

CURRENT NUMBER OF EMPLOYEES:

2 Full time employees

BOOK VOLUME:

14,616 plus
(an estimated 800 books in storage)

SIZE OF OLD LIBRARY:

550 sq. ft.

SIZE OF NEW LIBRARY:

3,000sq ft.

DUTIES OF LIBRARIAN:

TYPICAL EXAMPLES OF WORK: Any single position within a class will not usually involve all the duties listed and some positions will involve duties which are not listed.

1. Plans, organizes and administers all library programs and coordinates all activities of the library.
2. Selects books and related library materials for use in the library; orders books, supplies, materials and equipment within budgetary latitudes.
3. prepares the annual departmental budget with advice and guidance of the Library Board for submission to the City Manager.
4. Assesses library needs of the community and originates new library programs to meet these needs in cooperation with the Library Board.
5. Attends library board meetings and keeps members informed of library plans, goals problems and progress and with their aid, prepares necessary library policies and procedures.
6. Supervises and trains Assistant Librarian in proper library methods and procedures.
7. Works with other libraries, schools and citizen groups in the community in determining needs, developing programs and loan materials.
8. Prepares comprehensive reports and statistics as required by the state library Library Board, City Council or other agency.

9. Performs general library work such as assisting patrons, working circulation desk, reference work, shelving books, mending books, catalogs all the books and delivers books to persons who are not physically able to visit the library.

DUTIES OF THE ASSISTANT LIBRARIAN:

TYPICAL EXAMPLES OF WORK: Any single position within a class will not usually involve all the duties listed and some positions will involve duties which are not listed.

1. Acts as Librarian when Librarian is not present.
2. Is in charge of volunteer labor.
3. Handles all overdue materials; beginning with pulling of the cards from circulation, through calling patrons and sending legal letters to those requiring them.
4. Handles all childrens programing including but not limited to; Summer reading program-which includes planning itinerary for that 8 week program, overseeing the children and helpers, advertising, contacting speakers, arranging field trips, writing thank you notes and other mescellany. Also this position requires bagering businesses for freebies for contests and programs, arranging Christmas, Halloween, Easter Parties National Library Week and Childrens's book week festivities.
5. Works with the Librarian in selecting and ordering the children's books.
6. Keeps track of and lets Librarian know when short of craft supplies and anything else that is noticed.
7. Attends monthly children's librarians meetings.
8. When budget and staff allow, attends pertinent OLA conferences.
9. Attends classes and workshops, as budget and staff allow, to further develop skills needed for this position.
10. Types nonfiction cards and labels, unless we have a clerk.
11. Types Fiction cards and Labels, unless we have a clerk.
12. Does creative things like bulletin boards, bookmarks, and activities for the children.
13. Daily Circulation records
14. Checks out books to patrons
15. Shelves books.
16. Helps patrons with reference questions.