

DEPARTMENT: Library

BY: Maurie Hoekstra

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RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes___ No___)

Authorization to proceed with filling Library Assistant II position at the Mariposa Library.

The Mariposa County Library System has only 2 full time staff (besides the County Librarian) During the 39 hours a week that the Library is open, 2 staff members are needed to assist library users with the checkout of materials and with information requests. Off desk assignments in Technical services, interlibrary loan, reference referral, branch needs, children's programming, overdues, book requests, processing library cards still need to be accomplished. (See attached for breakdown of job assignments) Sufficient funds for this position were in the proposed FY 95-96 budget.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

With the hiring freeze, the Board has decided to fill vacancies on a case-by-case basis.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

- 1) If the position is not filled then childrens programs, reference service, interlibrary loan will have to be eliminated
- 2) Branch hours could be cut to provide the additional hours needed at Mariposa, if the position is not filled.

COSTS: () Not Applicable	
A. Budgeted current FY Salary+benefits	\$ 29,523 step 5
B. Total anticipated costs salary+benefits	\$ 24,268 step 1
C. Required additional funding	\$ 0
D. Internal transfers	\$ 0
SOURCE: () 4/5ths Vote Required	
A. Unanticipated revenues	\$ _____
B. Reserve for contingencies	\$ _____
C. Source description:	_____
Balance in Reserve for Contingencies, if approved: \$ _____	

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:

CLERK'S USE ONLY:
 Res. No.: 95-428 Ord. No. _____
 Vote - Ayes: 5 Noes: _____
 Absent: _____ Abstained: _____
 Approved () Denied ()
 Minute Order Attached () No Action Necessary ()

The foregoing instrument is a correct copy of the original on file in this office.
 Date: _____
 ATTEST: MARGIE WILLIAMS, Clerk of the Board
 County of Mariposa, State of California
 By: _____
 Deputy

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as:

- Recommended
- Not Recommended
- For Policy Determination
- Submitted with Comment
- Returned for Further Action

Comment: _____

A.O. Initials: MP

Mariposa Library Job Assignments

Tasks performed while working at the Circulation Desk

Check-ins/check-outs

Assist patrons with Reference questions

Filing

Type library cards

Shelf Reading

Shelving

Telephone patrons to notify them of books on hold

Off-Desk Assignments

Technical Services

- Acquisitions: order materials from vendors
- Pulling catalog cards
- Checking filing - "dropping cards in card catalog"
- Writeoffs
- Branch books
- Cataloging
- Recordkeeping
- Mending
- Type catalog cards
- Process new books
- Coordinating all tech serv. functions

Interlibrary Loan

- Search SJVLS computer and place holds on titles found
- Update SJVLS computer with books received and sent back
- Type requests to SJVIS for holdings information
- Search for holdings locations
- Type ALA forms
- Process incoming ILL books, setting date due
- Follow-up on items not received, etc.

Reference Referral

- Take requests from staff and follow-up with our resources
- Type necessary paperwork, fax, or phone to send question to SJVIS
- Refer requests for lists of books to ILL
- Maintain records and statistics for questions forwarded
- Follow-ups with patrons and SJVIS where necessary

Linking Project

- Link Mariposa holdings to holdings in ValleyCat

Assist with Children's programming

- Prepare and conduct pre-school storyhour
- Set up posters and displays
- Conduct class visits/tours

Branch Clerk

- Handle supply requests from branches
- Book requests
- Requests from branch patrons for information
- Branch temporary collections: select and prepare for branches
follow-up on items not sent back

Volunteers

- Recruit volunteers
- Train volunteers
- Assign tasks and special projects

Magazines

- Shelf periodicals in back room
- Straighten periodical shelves out front, bring older titles to
the back room
- Follow-up on periodicals not received by sending Claims to
EBSCO
- Check new issues of magazines in

Bills

- Prepare bills for submission on 1st and 15th
- Enter communications, utilities, and services in Lotus Log

Overdues

- Send overdue notices to patrons
- Print overdue list from computer
- Phone patrons to remind them of late items
- Send second notice or do necessary follow-up

Library Cards

- Type library cards where necessary
- Enter patron data into computer
- handle address changes, name changes
- Follow-up on returned overdue postcards, update patron record

Requests

- Take all the request slips and check the shelves for items
- Double check the card catalog - is title correct? is there a call number that was not written down?
- Check the shelf list and branch shelf list boxes. Is the book only at a particular branch? Ask Branch Clerk to request book
- Check the temporary branch collection box. Note temporary on request slip and file on board.
- Contact patron when an item cannot be located, is very overdue, or on Temporary loan to a branch.
Give request slip (on items that cannot be located) to Tech. Services Coordinator so that card catalog can be updated.
- Follow up on Holds shelf for items not picked up etc.

Supplies

- Using supply catalog as a guideline make sure that we do not run out of any supplies
- Call necessary vendor to order supplies
- Maintain the file of supply catalogs, keeping current

Stock paperbacks for Friends table/stock Romances

- Take books from below Sale table and fill in where needed
- Take 50cent books from back room. Write 50cents inside and a number indicating what month the book is placed on table
- Restock paperback romances when there is available space