

Agenda
White Pine Library Cooperative

Board Meeting

December 4, 2013
White Pine Library Cooperative Headquarters
12:00 am

Call to order

Introductions

Approval of agenda

Treasurer's Report

Approval of minutes

Director's Report

Old Business

New Business

Auditor report

Job descriptions

Other:

Public comments and announcements

Next meeting date

April 2, 2014 at 11:30

7.2 Vacations

7.21 How Earned

After the completion of six months of continuous employment with the Cooperative, each full-time, regular employee earns 1 2/3 vacation days for each month of employment, retroactive to the employee's first day of employment. Part-time, regular employees will be given 5 days of vacation per year, effective after completion of six months of continuous employment. Vacation days are available for use as earned after accumulation begins.

Job description changes: The changes are in red and or scored through.

Accounting Assistant and Bib. Access Supervisor

General Functions (Accounting Assistant):

Responsible for all aspects of accounting. Reports to the Director.

Specific Functions:

1. Creates invoices for accounts receivable.
2. Records receipts of payments.
3. Checks accounts payable invoices for accuracy, assigns accounts, prints journals and checks.
4. Reconciles bank accounts.
5. Prepares and makes general ledger journal entries.
6. Prints monthly financial reports and reconciles them monthly.
7. Prints statements for customers.
8. Files invoices, receipts, journals, reports, bank statements, checks and other paperwork.
9. Responsible for transfer of money in bank accounts.
10. **Handles petty cash account and reconciles petty cash monthly.**
11. Assigns accounts and journal entries for petty cash transactions.
12. Does bi-weekly payroll.
13. Keeps ledgers for vacation and sick time accruals and usage.
14. Assigns departments for payroll and benefits in accounting system.
15. Responsible for yearly audit forms and pre-audit paperwork and requirements.
16. Attends meetings as needed.
17. Prepares financial reports for the departments or services when needed.
18. Responsible for fiscal maintenance of grants and reconciling them with the accounting system.
19. **Prepares invoice information for libraries.**
20. Enter data into the Bibliographic Access database.

21. Search Dynix/Horizon and OCLC when necessary.
22. Add holdings to and correct records in the database.
23. Substitutes for secretary when needed.
24. Other duties as assigned.

~~General Functions (Bib Access Supervisor):—Responsible for supervising the workflow of the Bib Access Department.~~

~~FUNCTIONS~~

- ~~1. Supervise and train the employees of the department.~~
- ~~2. Maintain the workflow of the department.~~
- ~~4. Run financial and statistical reports from the Bibliographic Access database.~~
- ~~5. Keep track of and maintain the expected turn around time.~~
- ~~8. Check and input Union List updates on OCLC.~~
- ~~9. Order, compiles and organizes Union List paper copy.~~

Special requirements:

1. Two years of college or equivalent work experience.
2. Knowledge of accounting.
3. Ability to work accurately, paying close attention to detail.
4. Ability to maintain an effective working relationship with supervisor, co-workers and staff of member libraries.
5. Must be able to accept repetitious and monotonous procedures with a good attitude.
6. Supervisory ability.
7. Must be able to type quickly and accurately.

Salary Range: \$9.63 – \$23.28

Technology Coordinator Job Description

General Description: The Technology Coordinator will be responsible for reviewing the current use of technology within WPLC, providing recommendations on the use of technology in the future as well as being responsible for the successful delivery of new technology. This may include the following areas:

Reports to the Director.

- ~~1. Responsible for interlibrary loan software (B.O.R.I.S.)~~ Responsible for inter-library loan operations and training.
2. Responsible for design, implementation, integration and daily operations of the Library's automation systems, including, LANs, Web server, Internet access, telecommunications and related evolving systems.

3. Install, setup and maintain servers, computers and peripherals. Monitors all system functions and is responsible for proper operation.
4. Respond to member technology questions.
- ~~5. Develop and coordinate training on technology courses.~~
6. Keep the WPLC discussion lists and member directory updated.
7. Help to develop and implement plans for the acquisition and maintenance of hardware and software. Acquisition may involve going out for bids for necessary equipment.
8. Develops and recommends policy and procedures for use of computers and computer systems.
9. Oversees training and instruction of staff on computer services.
10. Keeps current on all new technological procedures, processes and equipment.
11. Compiles OCLC and interprets statistics and prepares reports.
12. Attends professional meetings and workshops
13. Attends Advisory Council, White Pine board meetings; prepares facility, takes and prepares minutes of those meetings. 3 hrs per meeting month.
14. Orders supplies for the cooperative and members as needed. Prepares purchase orders, checks in supplies, approves vendor invoices for payment. 1 hr per week
15. Handles the following financial transactions: ~~handles petty cash account~~, lists mail receipts, receives cash; writes cash reports and makes bank deposits. 1 hr per week
16. ~~Coordinates Continuing Education: for the Cooperative. Contacts speakers, writes CEU applications, plans and arranges facility for workshops. 3 hrs per meeting month. Responsible for workshop registrations, and record keeping in CEU database.~~
17. Maintains inventory of furniture and equipment.
18. Other duties as assigned.

Requirements:

1. BA or equivalent experience.
2. Ability to use microcomputer and server technology to develop a network capable of supporting the work at White Pine Library Cooperative.
3. Ability to develop databases and make them usable to the staff at large.
4. Ability to work with people in developing new projects and be receptive to changes at the suggestion of those people.
5. Ability to develop web pages in HTML, Javascript, Coldfusion, and other Internet-related programming languages
6. Ability to install and maintain servers, staff computers and peripherals. Maintenance will include routine preventive maintenance as well as more general repair and replacement.
7. Ability to remain technically competent. Keep apprised of changes in the technologies available and directions of future technology development.
8. Ability to travel using own car.
9. Ability to lift up to 30 lbs.

10. Ability to troubleshoot problems, create and implement solutions with little or no supervision
11. Have an understanding of cataloging and MARC records and OCLC.
12. Strong oral/written abilities.
13. Comfortable teaching computer techniques and concepts to new users.
14. Ability to schedule self in accomplishing work within deadlines.

Salary Range: \$9.63 – \$26.40