

WHAT IS INCLUDED IN THE LIBRARY ADMINISTRATIVE FEE*

ADMINISTRATIVE DIVISION

Library Director and Assistant Director:

Setting Policy
Budget Development
Personnel Management
Municipal Presentations and Agreements
County Library Advisory Committee representation
County Library Agreement Negotiation
Black Gold Cooperative Admin Council Representation
Site Administration

Administrative Analyst/Office Specialist:

Accounting: all invoices, daily deposit reconciliation, purchase orders, and requisitions
Reporting
Budget assistance
HR and payroll liaison

CENTRAL LIBRARY DIVISION

Senior Librarians:

Direct Supervision: Evaluations
Collection Management
Website management
Library Database management and representation at Black Gold
Statistics: collection of all data to report to state and other agencies
Staff Training and Development: Monthly trainings, in-person training, and virtual training
Program Coordination: Programs such as Summer Reading, SB Reads, 1,000 Books Before Kindergarten, etc.
Customer Policy/Procedures:
Collection Agency Coordination
Patron Complaints/Disputes
Shipment, returns, Holds: All materials movement is organized through the Central library

Adult Literacy Coordinator:

The literacy program extends to all branches. Staff provide tutor training and staff are stationed at various branches throughout the year.

Librarians:

Collection Development
Marketing and PR: All social media, website updates, and promotion
Research: In depth research + chat reference and reserve a librarian
Training: Provide training created by Senior Librarians
Black Gold Reference and Youth Committee representation

Support Staff:

Shipment/Courier Services
Damaged item resolution
Holds: Staff route items from Central to branches
Cataloging and acquisitions: All cataloging staff and processing of items happens at Central Library
Reporting: All state reporting, P3 coordination, etc.

Computer Technician:

All installs, hardware/software issues, are handled by Central staff
network administration

Other: services available to branches due to their representation by SBPL

Expanded Print & Digital Collections
Technology: Mifi, 3D printers, etc
Harwood and other initiatives.

*List is not exhaustive and should be reviewed as examples of services provided.