



**CITY OF NEWPORT
COUNCIL WORKSHOP MEETING
NEWPORT CITY HALL
APRIL 4, 2013
IMMEDIATELY FOLLOWING THE REGULAR CITY COUNCIL MEETING**

MAYOR: Tim Geraghty
COUNCIL: Tom Ingemann
Bill Sumner
Tracy Rahm
Steve Gallagher

City Administrator: Deb Hill
Supt. of Public Works: Bruce Hanson
Chief of Police: Curt Montgomery
Fire Chief: Mark Mailand
Executive Analyst: Renee Helm

AGENDA

1. Roll call
2. Discussion Regarding the Newport Library and Community Center
3. Adjournment



MEMO

TO: Mayor and City Council
Deb Hill, City Administrator

FROM: Renee Helm, Executive Analyst

DATE: March 26, 2013

SUBJECT: Discussion Regarding the Newport Library and Community Center

BACKGROUND

Several concerns and issues were brought forth at the March 21, 2013 City Council meeting regarding the operation of the Newport Library and Community Center. It was requested that a policy be established regarding the Library and Community Center, its employees, and volunteers.

DISCUSSION

The City Council will be discussing a policy for the Library and Community Center at its April 4, 2013 workshop. The City Council will need to discuss the following items in regards to the policy: whether or not it's a library, community center, or both; mission and vision statements; donations; programs; concessions; hours of operation; etc. Attached for your review is the current job description for the Library Assistant. City staff is in the process of establishing a volunteer policy and will bring it before the Council for approval in the future.

Function of the Library and Community Center

In regards to what the Library and Community Center is, there are a few items that the City Council needs to consider. If it is determined that it is a community center only, the books would be removed from it. Additionally, the Library Board would be discontinued. Typically, city-owned community centers are placed under the Parks and Recreation Commissions and therefore it would be added to the City's Park Board. Once the Council decides on what the Library and Community Center is, a mission and vision statement will need to be established.

Donations

The City does accept both monetary and material donations for projects, programs, and facilities such as Pioneer Day, equipment for the Fire Department, equipment for parks, and the Veterans' Memorial. All monetary donations need to be processed at City Hall so that staff can account for all revenue and expenditures properly. In regards to material donations such as Easter Eggs, craft supplies, books, magazines, etc., it is recommended that staff inventory the donations when they come in. City staff can establish a donation application that would be filled out when a material donation comes in to the Library and Community Center. The application would then be given to Renee Helm, Executive Analyst, to inventory and file. In regards to giving away donated items that are not needed, City staff (besides Superintendent Hanson) cannot do so without approval from the City Council because the items are considered City property at the time of donation.

Programs

The City Council will need to discuss what programs are allowed at the Library and Community Center and how they should be funded. The 2013 Budget does not have funds set aside for programs at the Library and Community Center. As stated above, the City will accept monetary or material donations in order to host programs such as the Easter Egg Hunt, Craft Projects, the Haunted House, etc.

Concessions

Admin. Hill and Superintendent Hanson informed the Library Assistant earlier this year that he could no longer sell concessions to visitors at the Library and Community Center. It is recommended that this remain in effect because the City would then need to account for taxes and it could be held liable if someone were to suffer an allergic reaction. It was suggested that the City has sold concessions in the past, however the items that were brought up at the March 21, 2013 City Council meeting were being sold by individual groups such as the Boy Scouts and Newport Athletic Association, not the City itself.

Hours of Operation

The hours of operation are set by the Library Assistant and volunteers. Currently, the Library and Community Center is open the following days and hours:

- Monday through Wednesday: 3:00 p.m. to 8:00 p.m.
- Thursday: 10:00 a.m. to 8:00 p.m.
- Friday: 3:00 p.m. to 6:00 p.m.
- Saturday through Sunday: 1:00 p.m. to 5:00 p.m.

Furthermore, the City Council approved a resolution in February 2013 stating that the Library and Community Center would remain open on the following holidays and be staffed by a volunteer:

- New Year's Day
- Martin Luther King, Jr. Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans' Day
- Thanksgiving
- Day after Thanksgiving (Administration)
- Christmas Eve (Administration)
- Christmas; and

Per State Statute 645.43, Subdivision 5, "No public business shall be transacted on any holiday, except in cases of necessity and except in cases of public business transacted by the legislature, nor shall any civil process be served thereon." Since the Library and Community Center is owned and operated by the City, it would be considered public business if the Library Assistant or any City employee were working at the Library and Community Center on a holiday. As such, the Library and Community Center needs to be staffed by unpaid volunteers on the above holidays.

The City Council will need to discuss and provide direction on the above items for the policy. Once direction is given, City staff will establish a draft policy and bring it before the City Council for approval.

**CITY OF NEWPORT
LIBRARY ASSISTANT JOB DESCRIPTION**

POSITION: Library Assistant
DEPARTMENT: Public Works
DATE: Revised January 30, 2013
CLASS: Exempt

At the December 1, 2011 City Council meeting, the City Council approved a Joint Powers Agreement between Washington County and the City of Newport for the Newport Public Library. As part of the agreement, the City will provide the oversight and management of the library, which includes hiring personnel to assist with varied library duties such as assisting the public with library services, answering moderately complex research questions, and assisting with the cataloging of library materials. The employee(s) will work up to 20 hours per week, Monday through Friday and the occasional weekend.

PRIMARY OBJECTIVE OF THE POSITION:

Assist in the operation of the Newport Library and Community Center.

RELATIONSHIPS:

Reports directly to the Public Works Superintendent.

TIME REQUIREMENTS:

Employee(s) will work up to 20 hours per week.

ESSENTIAL FUNCTIONS OF THE JOB:

- Conducts formalized patron interviews to assess needs/requests, and performs moderately complex searches of print and multimedia resources to locate information, in the most cost effective manner.
- Performs services for patrons utilizing the multiple functions of the computerized circulation system such as: inventory control of materials; assessing condition of returned materials; computes and collects fines for late or lost items; and assists in locating library materials and information, as needed.
- Assists with cataloging and classification of library materials.
- Routinely in charge of a small branch library.
- Assists with library events, as needed.

- Compiles, calculates and prepares reports.
- Performs organizational tasks such as filing material and records; sorting and removing obsolete material; and minor janitorial work.
- Compose minutes for City Council, Planning Commission and Parks Board meetings.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to work courteously and effectively with the public, Library Board, and other employees
- Ability to communicate effectively
- Ability to be tactful and adept in dealing with a wide variety of people
- Ability to read and comprehend English
- Ability to learn and use new technologies
- Ability to explain the services and procedures of the library
- Ability to report to work on a regular and timely basis
- Ability to search and answer reference questions
- Ability to act in a decisive manner, using good judgment.
- Ability to provide high quality service by identifying customer expectations and responding appropriately to their needs
- Knowledge of general public library policies, methods, and procedures; basic books and library materials for both adults and children; principles of cataloging and classification; reference sources, computer systems such as Internet Explorer and Microsoft Office.

MINIMUM QUALIFICATIONS:

- Previous experience in customer service and working independently
- Intermediate level of proficiency in Internet Explorer and Microsoft Word and Excel.
- Excellent written and verbal communication skills.
- Accurate typing at 40 wpm or better and a general knowledge of office procedures and skills.
- General knowledge of organizational skills

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to use the following on an occasional to frequent basis: talking, hearing, walking, standing, reading, crouching, kneeling, stooping, gripping, reaching up, reaching down, or reaching out.

The employee must frequently lift and/or move up to 10 pounds and 100 pounds on occasion. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

HOURLY RANGE

The hourly range is from \$10.00 - \$12.00, depending on qualifications.