

 <b>COUNTY LIBRARY</b>	<b>REVIEWER:</b> Management Team	<b>NUMBER:</b> 1.10
	<b>DATE DEVELOPED:</b> June, 2002	<b>DATE REVISED:</b> June, 2006
<b>PAGE:</b> 1 of 9	<b>APPROVED:</b> Vanessa Czopek	
<b>TITLE: MEETINGS/COMMITTEES</b>		

- < Collection Development Committee
- < Management Team
- < Staff Development Committee
- < Steering Committee
- < Outreach Activities Committee
- < Employee Recognition Committee
- < Meetings

## COLLECTION DEVELOPMENT COMMITTEE

- < **Board Priority:** Efficient delivery of public services
- < **Mission:** To discuss ideas, issues, and trends in library collection development and to set priorities for the selection and deselection of materials.
- < **Membership:**
  - Susan Novak, Collection Development/Acquisitions Librarian
  - Patricia Phelan, Head of Reference Division
  - Sharon Arpoika, Head of Youth Services Division
  - All selectors of adult materials
  - All selectors of children's and teen materials
- < **Meetings:** Four times per year
- < **Sub Committees:**
  - AV
  - E-resources

## **MANAGEMENT TEAM**

< **Board Priority:** Efficient delivery of public services

< **Mission:**

To maintain focus on the library's mission and goals by:

- Providing direction for the library (strategic planning and budget)
- Developing overall policy and providing guidance to the Steering Committee
- With the Steering Committee, reviews progress made toward achievement of library goals and recommends changes as necessary

< **Membership:**

County Librarian  
Public Services Manager  
Public Information Manager  
Business Manager  
Information Technology Manager  
Regional Operations Manager

**Meetings:** Twice a month on the first and third Tuesdays

## STAFF DEVELOPMENT COMMITTEE

- < **Board Priority:** Efficient delivery of public services
- < **Mission:** To plan, promote, and coordinate staff training, education, and acquisition of knowledge through any means possible. Such means include, but are not limited to workshops, training sessions, speakers, online courses, and self-teaching courses.
- < **Membership:** Cross section of library staff. Members have a two-year commitment. Chair rotates through Management Team members.
- < **Meetings:** Monthly and as needed
- < **Sub committees:**
  - **New employee orientation** (updates and presents quarterly orientations for all new library employees and volunteers to provide them with specific information on the library and how we do business; meets annually and as needed.)
  - **New employee training** (plans and implements training for new staff hired throughout the system; meets annually and as needed.)
  - **Quarterly customer service training** (presents training to both new and long-standing staff; meets annually and as needed.)

## STEERING COMMITTEE

- < **Board Priority:** Efficient delivery of public services, a safe community, and a strong local economy.
- < **Mission:** The Steering Committee is a problem-solving driven committee which makes *recommendations* to the County Librarian in determining the policy and direction of the Stanislaus County Library System. Members are responsible for: Safety in their department/divisions; Monitoring and implementing the strategic plan; Updating system-wide policies; Improving processes and procedures.
- < **Membership:**
  - Division and Department Heads
  - Regional Branch Managers
  - Management Team
- < **Meetings:** 8:30 a.m. on the second Thursday of each month
- < **Sub committees:**

- **Safety Committee:** Ensures the library is a safe environment for customers and employees, reviews library policies and procedures, corrects situations that can or do cause accidents, keeps the library in compliance with State laws regarding workplace safety.

### **Membership:**

Safety Officer  
All Steering Committee members

- **Policy & Procedure Committee:** Edits and keeps current library policies and procedures, reviews them annually, presents them in a uniform format for inclusion to the library's intranet.

### **Membership:**

Steering Committee members or appointed staff

- **Process Improvement Committee:** Regularly reviews processes in Divisions and Departments; seeks to improve the efficiency of library processes; keeps a prioritized inventory of most important processes which are critical functions within the library.

### **Membership:**

All Steering Committee members. Meets annually and as needed.

## **OUTREACH ACTIVITIES COMMITTEE**

(Replaced Marketing Committee)

- < **Board Priority:** Efficient delivery of public service.
- < **Mission:** To coordinate outreach, marketing and public relations activities system-wide. Seeks out community partnerships and media opportunities.
- < **Membership:**
  - Public Information Manager
  - Home Delivery Coordinator
  - Library staff as appointed by Steering Committee Members
- < **Meetings:** Monthly
- < **Sub Committees:** Established as needed

## EMPLOYEE RECOGNITION COMMITTEE

- < **Board Priority:** A safe community; a healthy community.
- < **Mission:** The library employee recognition committee promotes a safe and healthy work environment by recognizing employees for their commitment to customer service.
- < **Membership:** The committee consists of 5 members, with the goal of across-the-board representation. Terms are staggered so that the committee will have a few “hold-over” members instead of all new members. Terms are for 2 years. As a member’s term limit is about to expire, new members are sought by emailing all staff. If more staff volunteer than are needed, an email will be sent to all staff for them to vote on new members. New committee members will be announced at a general staff meeting and through an all staff email.
- < **Meetings:** Monthly
- < **Committee Workings:**
  - **Employee of the Month**
    - Nominations are sent to an Employee Recognition Committee email account. The committee reviews the nominations to select Employees of the Month. Incomplete or insufficient nominations are rejected. Nominations may not be submitted anonymously.
    - Ideally, enough nominations are submitted to allow for 11 Employees of the Month per year plus 1 Employee of the Year. Winners will be announced at the monthly staff meeting and at the December potluck. Employee of the Year is announced in July for the previous fiscal year and is chosen from those monthly winners.
    - Winners cannot be chosen again for 3 years.
    - Employee Recognition Committee members may not receive the award while they are serving on the committee.
    - One week before the staff meeting, committee members vote on nominations to select the employee of the month. This allows time to prepare for the announcement at the staff meeting.
    - Winners are notified before the meeting so they can attend and so they can choose a gift certificate.
    - Employee Recognition Committee sends the name and nomination to the Webmaster for the Intranet. The Public Information Officer is also notified in order to get the Employee of the Month picture for the Intranet.

- **Award for Employee of the Month consists of:**
  - \$10 gift certificate (theaters, bookstores, nurseries, restaurants,....?)
  - Employee of the Month pin
  - Nomination in a blue folder
  - Note card signed by county librarian, which the committee provides with the information, etc. before the all staff meeting
  - Employee of the Month plaque, which travels from month to month to the new winner
  - Single flower and cake at meeting when Employee of the Year is announced
- **Award for Employee of the Year consists of:**
  - \$30
  - Employee of the Year pin
  - Employee of the Year award
  - Note card signed by county librarian, which the committee provides
  - Name on the Employee of the Year plaque, which is hung in the Modesto staff break room
  - Flowers
  - Cake
- Other awards/recognition, events or tasks as determined
- Supervisors are encouraged to recognize their own employees in their department or division.
- < **Funding:** The Employee Recognition Committee uses funds generated from the library recycling efforts (cans and plastic bottles). On a quarterly basis, the committee will review the committee's funds.
- < **Use of funds**
  - Pay for Employee of the Month and Year pins, gift certificates or other items as needed (plaque, etc)
  - Employee of the Month/Year party (flowers; 2 cakes – 1 for monthly winners & 1 for year winner)
  - Event to recognize entire staff's efforts (for example, Employee Fun Day on Oct 8, 2005)
- < **Sub-Committee:**
  - **Safety Incentives:** The awards committee is working with the library safety officer to establish a safety incentives program for the library. The program will have separate funding to pay for the incentives associated with safety achievements.



## MEETINGS

- **General Staff Meeting**.....Monthly, 1<sup>st</sup> Thursday, 8:30 a.m.
- **Managers**.....Semi-monthly, 1<sup>st</sup> and 3<sup>rd</sup> Tuesday, 2:00-4:00
- **Steering**.....Monthly, 2<sup>nd</sup> Thursday, 8:30 a.m.
- **Branch Managers**.....Monthly, 3<sup>rd</sup> Thursday, 8:30 a.m.
- **Divisions/Regions/Departments**.....Monthly
- **Individual Branches**.....Monthly