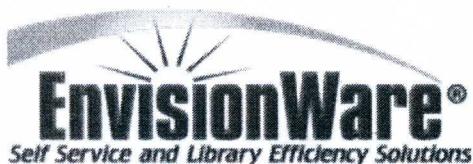


**Carson City Library
Board of Trustee's**

Supporting materials for the April 21st 2015
meeting

*This is posted as a courtesy.



Quotation

EnvisionWare, Inc.
 2855 Premiere Parkway | Suite A
 Duluth GA 30097-5201
 United States
 800-216-8370 / +1 678-382-6500
 www.envisionware.com
 Tax ID # 58-2424595

Date 1/15/2015
Quote Number US-22882
Quote Expires 4/15/2015
Project
Sales Rep D'Alessandro, Ted
Partner
Currency US Dollar
Memo (Prints)
Terms Net 30 Days
Currency US Dollar
End User
End User Expiration
Maintenance Expira... 6/30/2015

Bill To

Accounts Payable
 Carson City Library
 900 N Roop St.
 Carson City NV 89701
 United States

Ship To

Item	Qty	Description	Rate	Amount	Ship To
RFID-GATE 3D-R-U (1-Aisle)	1	TRANSPARENT 3D RFID GATES WITH RADAR PEOPLE COUNTER- 1-Aisle (2-Pedestals) - 3D, high accuracy, multi-dimension detection; Transparent Acrylic blends with every decor; auto-tuning; 40-item/second; Visual and Audible alarms plus Ethernet integration to Branch Manager software. Internal radar technology people counter for directional accuracy and auto-gate wake-up. + OPTION: EnvisionWare Branch Manager	6,595.00	6,595.00	Main
RFID-READER-KI T 1-Pad-U	8	ENVISIONWARE 1-Pad RFID READER KIT INTEGRATED high performance ISO standard RFID Reader/Writer/Pad in acrylic black and white enclosure. Surface or under-mount. * Dimensions: 14.8" x 10.87" x 1.06" (376 x 276 x 26.8mm) * Output Power: 1.5W -- 50% more power than earlier designs translates to superior detection. * UNIDIRECTIONAL system detects above the surface of the pad but not to the sides or bottom. Even works on metallic surfaces. * Universal Power supply, 6ft shielded USB Cable, high quality ferrites and installation accessories ++ Requires EnvisionWare RFID Software Suite	835.00	6,680.00	Main
PS-PM-BLDG	1	ENVISIONWARE COLLABORATIVE PROJECT SERVICES -- PER BUILDING * Includes installation of all products ordered or guidance to install items as part of a single project/trip on a per building basis. EnvisionWare generally installs management or host components and trains customers in the deployment of Client modules. * A Statement of Work (SOW) will be developed collaboratively which defines the responsibilities of EnvisionWare and your staff and includes consulting services, planning, installation, training and acceptance criteria. ++ This price does not include any of the fixed travel costs (Continental US) or billed expenses (Outside USA) items when onsite services are requested.	1,000.00	1,000.00	
PS-EXPPF-U 1st Day	1	ENVISIONWARE PROFESSIONAL SERVICES - FLAT FEE FOR EXPENSES - First of Every Five Days Onsite. No partial days.	975.00	975.00	

** Already approved.*

*= \$8,570
* will negotiate*

Subtotal 15,250.00
Shipping cost () 174.15
Total \$15,424.15

DRAFT 4/15/2015

Recommended Action on Carson City Library Efficiency Study*

*Approved by the Carson City Board of Supervisors 12/4/2014

Current Managers:

MLIS – Director**

MLS – Business Manager

MLS – Adult Services Librarian**

MLIS – Youth Services Librarian**

Programming and Outreach Manager

Facilities and Circulation Manager

MLS – Access (Technical) Services Manager

** Minimum Public Library Standards for a population of 50,000 or more states "Public library jurisdictions shall have a library director who holds a master's degree in library or information science from a college or university accredited by the American Library Association. Any additional staff in the position of librarian or other full-time professional library position performing the duties of reference and/or children's services shall hold the credential of certified librarian from the State of Nevada (NAC 379.010)." *This means that the (**) positions are required for us to get any LSTA, federal or state funding through the State Library and Archives.*

Accept Study and Implement the following:

- **Reclassify 2 unclassified management positions (Programming and Outreach Manager and Facilities and Circulation Manager) to CCEA Librarian positions.**
- Spread management duties to the other current unclassified managers, remove lower level duties and incorporate into new positions.
- Hire and move 1 unclassified MLS manager.
 - Shadow Adult Services Librarian from 6/12/2015 to retirement (approx. End of November 2015) Upon retirement; unclassified MLS manager would assume Adult Services Librarian position.
 - Implement the Nevada's Working Capital Grant as of 7/1/2015.
 - Current Adult Services Librarian would take on administrative duties such as finance and training her replacement until retirement.
- Unclassified MLS position would be re-evaluated and filled addressing the needs in the efficiency study, such as finance.

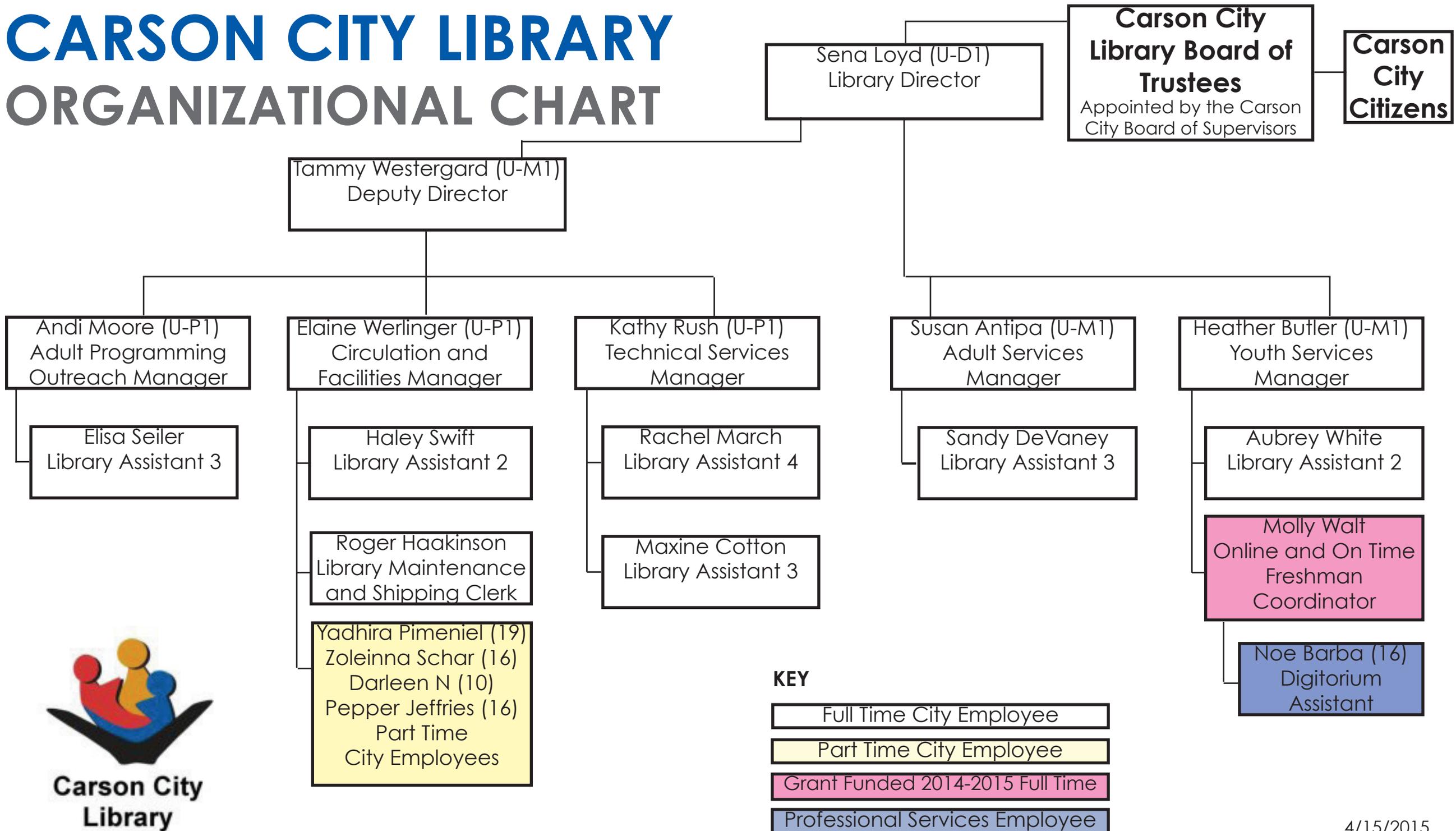
Attached:

A) Current Organization Chart

B) Organizational Chart projection as of January 2016

C) Job Description for CCEA Librarian

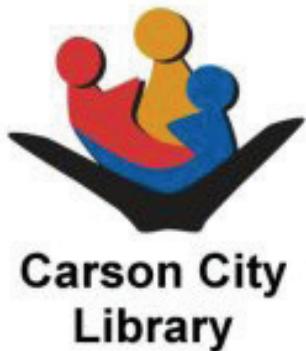
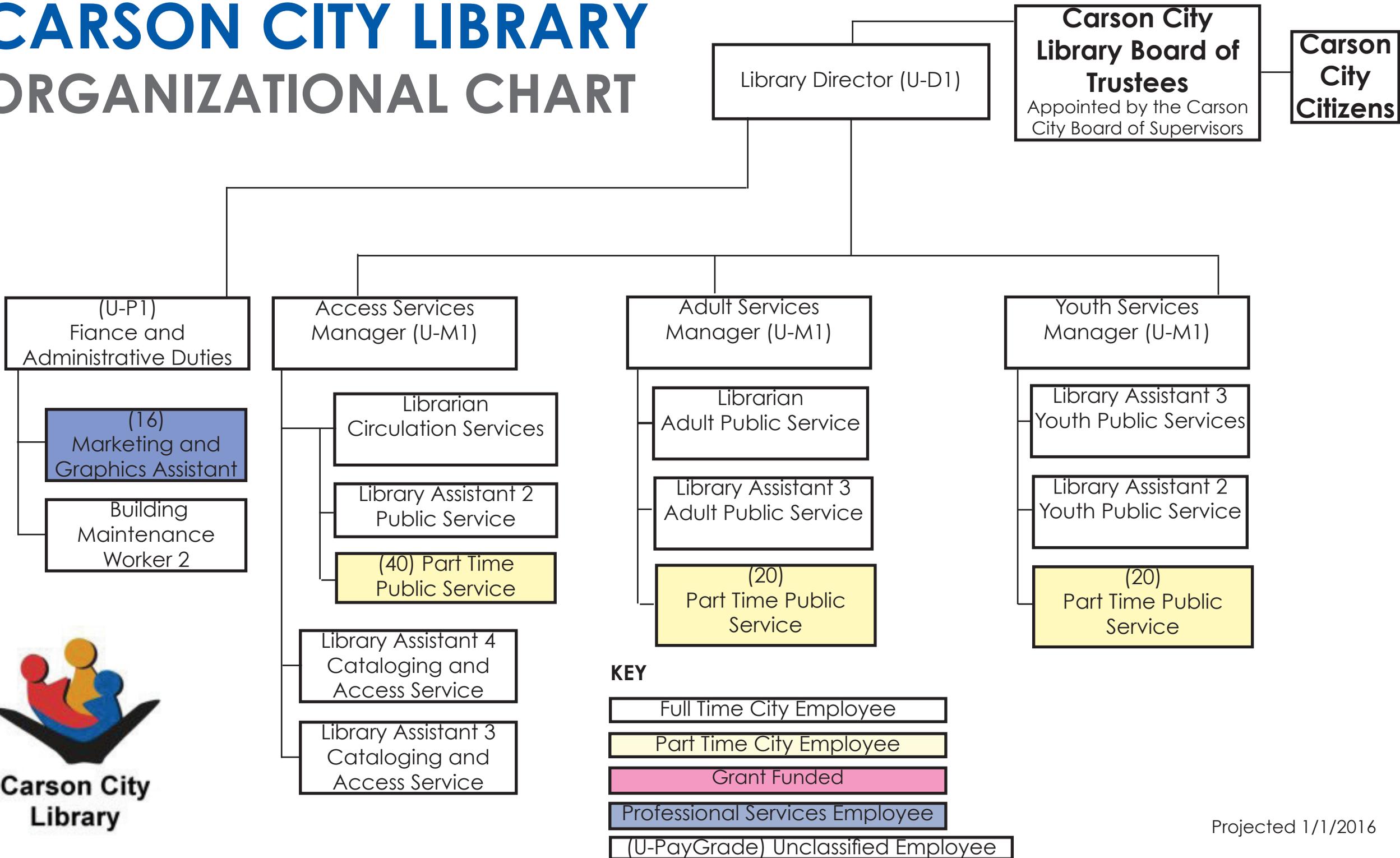
CARSON CITY LIBRARY ORGANIZATIONAL CHART



KEY

Full Time City Employee
Part Time City Employee
Grant Funded 2014-2015 Full Time
Professional Services Employee

CARSON CITY LIBRARY ORGANIZATIONAL CHART





Librarian

Class Code:
00328

Bargaining Unit: CARSON CITY EMPLOYEES
ASSOCIATION

CONSOLIDATED MUNICIPALITY OF CARSON CITY
Revision Date: Jan 28, 2010

SALARY RANGE

\$17.41 - \$24.60 Hourly
\$36,210.10 - \$51,164.05 Annually

DESCRIPTION:

DEFINITION:

Under general supervision performs a wide variety of professional librarian duties in the activities of the library including reference and technical services. Perform related duties as required.

CLASS CHARACTERISTICS:

This is the entry level in the professional librarian series. Work may involve responsibility for assignments in any library program area which requires the application of fundamental library science principles and practices. Assignments are generally limited in scope and within the design and procedural framework established by higher level employees. However as experience is acquired, the employee performs with increasing independence. This position exercises functional and technical supervision over technical and clerical library staff. Since this class is typically used as a training class, employees may have limited work experience in the field and may be flexibly staffed, providing successful completion of the required experience, standard or better evaluation and approval from the appointing authority.

PHYSICAL DEMANDS:

In addition to the minimum requirements and the job duties listed for this position, the following are required: Duties require sufficient mobility to work in a typical library setting (heavy books, bending, reaching, etc.) and use specialized library and standard office equipment, including a computer, vision to read printed materials and a VDT screen, and hearing and speech to communicate in person or over the telephone. NO accommodations can be made for these physical demands.

EXAMPLE OF DUTIES:

EXAMPLES OF DUTIES: (The following is used as a partial description and is not restrictive as to duties required.)

- Assist in the development, implementation and evaluation of programs and services in such areas as reference and technical services; recommend program and procedure changes.
- Review new publications and collections materials and select materials for acquisition and/or disposition, as appropriate.
- Determine appropriate classification and subject headings for Library acquisitions including books, reference materials and publications.
- Oversee and coordinate the processing of Library acquisitions for circulation.
- Input, modify and retrieve cataloging files using a computer terminal.
- Advise and assist Library patrons; demonstrate the use of Library catalogs and other reference resources.
- Refer patrons to books or other Library materials to further their reading interest; assist patrons in developing research strategies.
- Perform manual and computerized bibliographic searches and retrievals for local and state agencies, other Libraries and academic institutions.
- Research and respond to difficult or technical reference questions.
- Assist in the preparation and administration of the Library's budget.
- Attend and represent the Library at professional meeting as required.
- Explain and enforce Library policies and procedures regarding patron behavior and Library resource use.
- Supervise and train assigned staff.
- Compile Library activity reports and statistics.
- Conduct Library tours explaining and describing Library resources, facilities, policies and procedures.
- Must perform all duties in a safe manner.
- Perform related duties and responsibilities as requires.

QUALIFICATIONS:**MINIMUM QUALIFICATIONS:**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities. A typical way to qualify: A Master of Library Science degree from an American Library Association accredited college or university.

KNOWLEDGE, SKILLS AND ABILITIES:**Knowledge of:**

- Basic principles and procedures of professional library work including methods, practices and techniques of library classification, cataloging, and reference services.
- Modern office procedures, methods and computer equipment.
- Basic principles of supervision and training.
- Safe work practices.
- Department policies, procedures, organization and operating details.
- Services and functions of a public library system.
- Public library materials selection standards and procedures.

Ability to:

- Learn to perform the full range of technical and professional library tasks in areas of

reference and technical services.

- Work well with children and adults.
- Assist library patrons in response to reference and related library questions.
- Supervise and train assigned staff.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

SUPPLEMENTAL INFORMATION:

SPECIAL CONDITIONS:

CANDIDATES WILL BE REQUIRED TO SUBMIT TO A BACKGROUND INVESTIGATION.

FAILURE TO PASS BACKGROUND WILL RESULT IN REMOVAL FROM THE POSITION.

Employees must be willing to work overtime, shift work, weekends, flexible hours and holidays. Employees may be required to be on-call, may work under hazardous working conditions and in inclement weather. Employees in this position will have a one year probationary period.