



**RESOLUTION 2021-039**

**A RESOLUTION AMENDING THE JOB DESCRIPTION OF HEAD LIBRARIAN**

**WHEREAS**, the Head Librarian job description was approved on May 01, 2013.

**WHEREAS**, the board wishes to amend the job descriptions for the Head Librarian to properly reflect the duties of this position.

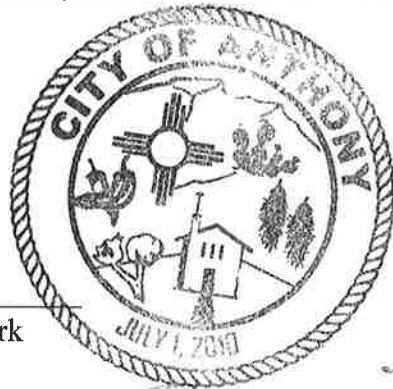
**WHEREAS**, the proposed changes to the job description were discussed and reviewed by the City Attorney, City staff, and the Board of Trustees;

**NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE CITY OF ANTHONY, NEW MEXICO HEREBY RESOLVES TO ADD:**

1. Assists patrons in the use of print materials, equipment, and technologies by answering questions, offering basic technical assistance, troubleshooting computer problems, assisting in navigating the Internet, and locating databases to help patrons use library resources.
2. Locates materials, answers questions, requests materials through ILL, and refers patrons to outside resources and collections when appropriate in order to provide information services to patrons.
3. Trains and supervises volunteers to help deliver programs and services.
4. Develops collection in response to community's needs, develops materials purchase procedures, purchases materials, carries out weeding, and evaluates donated materials.
5. Initiates and coordinates programs
6. Advises the City Manager and Board of Trustees on pertinent Library issues
7. Furnishes monthly reports on library operations, attends meetings and community events.

**PASSED, APPROVED, AND ADOPTED THIS 2<sup>nd</sup> DAY OF DECEMBER 2021**

*Diana M. Trujillo*  
Diana M. Trujillo, Mayor



{SEAL}

ATTEST:

*Esther Motongo*

Esther Motongo- City Clerk

**ROLL CALL VOTE:**

Mayor Pro Tem, Fernie Herrera

YES  NO

*Fernie Herrera*

Trustee Gloria Gameros

YES  NO

*Gloria Gameros*

Trustee Elva Flores

YES  NO

*Elva Flores*

Trustee Javier Silva

YES  NO

*Javier Silva*