



Library Staff Job Descriptions and Salary Ranges

LSSI currently employs more than 1,000 librarians and library staff at the various libraries we operate throughout the country. We have been operating libraries for more than 33 years and have extensive experience in recruiting, selecting, hiring, training and retaining highly qualified library employees. Should LSSI be selected to operate the Sierra Madre Public Library, we will staff it with experienced, well-qualified staff members who will provide services and programs to library patrons during all hours the Library is open to the public. LSSI hires the best and brightest staff members available, and augments their expertise with that of LSSI's senior support staff and Management Team. All employees hired to work in the Library will be LSSI employees, and LSSI will pay all costs related to their employment, supervision and training, including the provision of employee benefits.

We have found that flexibility together with consistent and continuous training are keys to efficient library staffing; therefore, we cross-train a significant percentage of our on-site staff so they can perform multiple tasks when needed. Library staff members who shelve books are also trained to work on the circulation counter and vice versa to ensure that adequate back-up is available at all times, and especially at times of scheduled or unscheduled staff absences.

Customer service is always our top priority. All staff members are trained to handle routine patron inquiries and services, and can fill in to provide basic patron services in a variety of positions as necessary. Finally, we closely monitor staff performance to ensure that library patrons are treated according to the highest standards of customer care found in the commercial world, and that everyone is working as effectively as possible. As a result, we tend to have fewer and less rigid job classifications and descriptions than what might be found in libraries operated by local governments.

LSSI offers salaries that are competitive with the local library job market. We've been operating libraries in the southern California region for more than 18 years and are quite familiar with the salary and wage levels required to attract and retain highly qualified library employees.

Below are brief job descriptions for the positions included in our proposal:

Library Director/Project Manager: Responsible for day-to-day management of the library, with the support of the LSSI Management Team. Also responsible for the Library's marketing and programming efforts. Position requires an MLS from an ALA accredited program.

Adult Services Librarian: Responsible for managing adult reference services, assisting with collection development, and instituting and maintaining an on-going training program to ensure that all library staff and volunteers have the knowledge and information they need to provide excellent customer services to the Library's patrons. Position requires an MLS from an ALA accredited program.

Youth Services Librarian: Responsible for managing children and teen services, assisting with collection development, and instituting and monitoring an on-going training program to ensure that all library staff and volunteers have the knowledge and information they need to provide excellent customer services to the Library's patrons – children, teens and their parents. Position requires an MLS from an ALA accredited program.

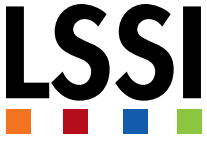


Library Support Staff (Associates/Assistants/Pages/Clerical): Responsible for customer service points, circulation functions, shelving, automation, and in-building patron experience, other clerical/technical functions.

Salary ranges associated with the above positions are as follows:

Salary Ranges (Hourly)	From	To
Library Director/Project Manager	\$ 25.00	\$ 48.00
Librarians/Supervisors	\$ 15.00	\$ 30.00
Support Staff(Associates/Assistants/Pages)	\$ 9.00	\$ 20.00

Attached as a separate document is a description of the benefits LSSI provides to its employees.



LSSI Benefits Summary

Employees working 30 or more hours per week are eligible to participate in the Medical, Dental and Vision Plans. The effective date for all plans is the first calendar day of the month following their date of hire. LSSI offers a subsidy for individuals, employee plus child(ren), and families.



Health Insurance (United Healthcare)

LSSI's medical insurer is United Healthcare. United Healthcare is one of the largest networks in the U.S. with dedicated customer care and 24/7 Personal Support. LSSI offers 6 different plan designs including 1 FREE plan for employees enrolled as employee only. PPO and National HMO Plans are offered. Your share of the health care premium payments is paid with pre-tax dollars.

Dental Insurance (United Healthcare)

LSSI's national dental plan is through United Healthcare, offering an extensive national dental network. Qualified employees can choose between two separate plans. Both plan options have a rollover feature to allow employees to rollover for unused benefit coverage.



Vision (VSP)

VSP provides an open access to see any eyecare provider, you can see the one who's right for you. Vision insurance is effective on the first day of the month following date of employment.



Life Insurance (Guardian)

Life coverage can help protect your family's future, with money to pay for: funeral costs, mortgage payments, legal or medical expenses, childcare expenses, children's college education, and outstanding debts. Life Insurance offers: low group rates, family coverage for spouse/domestic partner and children, and reliable claims payments.

Critical Illness (Guardian)

Critical illness insurance eases a complicated situation by providing a benefit payment when a patient needs it most - with the freedom to spend the payment whichever way he/she wants.

Long Term Disability (Guardian)

Disability insurance provides you with an income if you have an accident or illness that prevents you from working. Your Guardian Plan Offers: Free employee assistance program, confidential advice and crisis intervention by phone from, registered nurses and psychotherapists, premium payments waived once you begin receiving benefits, and reliable claim payments. Short term disability is included for all full-time employees.



Vacation and Sick Leave

Full-time employees are qualified for 10 days of vacation leave for the first five years; 15 days between years 6 through 10, and 20 days thereafter. Employees working 20 hours or more, but less than 40 per week, receive one half the benefit of a full time employee.

Full-time employees qualified for benefits accrue 10 days of sick leave per year; part time employees of 20 hours or more accrue 5.

Accrual for both begins on the first day of employment.

Paid Holidays

Qualified employees receive 10 paid holidays per year based on their status as either part time or full time.

Tuition Reimbursement

“LSSI hopes to help foster and support ongoing education. On an individual basis employees are eligible for reimbursement for continuing education through an accredited program that offers growth in an area related to his or her current position or might lead to promotional opportunities. Eligible courses include: college credit courses, continuing education unit courses, seminars and certification tests.

Voluntary Section 529 College Tuition Savings Plan is a national plan sponsored through John Hancock which is also offered through LSSI.

401(k) Retirement Plan

LSSI’s 401(k) Retirement Plan is through Mass Mutual. All new hires will be eligible to enroll in the 401K on a quarterly basis. LSSI matches 10% of the employee contribution after 1 year of employment. We offer pre-tax and post-tax (ROTH) options. Employees are not eligible to receive the company match until they have been employed for 1 year.

Employee Assistance Program (Guardian)

All LSSI employees are eligible for Guardian’s Employee Assistance Program. The confidential employee assistance program through Guardian and Integrated Behavioral Health (IBH) offers assistance with: education, lifestyle & fitness management, dependant care and care giving, working smarter, and legal & financial.

Direct Deposit

LSSI provides the convenience of direct deposit for all employees.

