



## **Request for Additional MHLS Staff Position**

**REQUEST:** The MHLS Administrative Team requests the MHLS Board approve establishing an additional MHLS Materials Handler staff position. The primary reason for the new staff position is to ensure MHLS Delivery Services has the necessary staff hours required to sort the more than 1.7 million items loaned and borrowed by member libraries. This position is in addition to the Staff Positions and Salaries for 2015 approved by the MHLS Board in January 2015. The position will not require additional 2015 salary funds because salary funding can be reassigned from a temporary part-time position for video production to the Materials Handler position.

**POSITION DESCRIPTION:** **Part-Time Loading Dock Materials Handler-MHLS** is seeking a responsible person who possesses a strong work ethic to work up to 20 hours per week sorting a variety of library materials such as books, DVDs, CDs. Position requires strong attention to detail and ability to work in a fast paced, team environment. Must be able to meet the physical demands of the job by being on your feet and able to lift 50 pounds and assist in unloading cargo vans. Hourly wage is \$10.77 per hour. Weekday hours are late morning to early afternoon with Saturday hours a must from 9:30am to approximately 2:00pm.

**NEED:** Chris Herron is the Shipping & Receiving Assistant in Delivery Services and also serves as the MHLS Facilities Manager. Due to the ongoing commitment of MHLS to maintain and improve MHLS facilities, the time required of Chris on facilities matters has increased and the time he is available to sort materials has decreased.

MHLS commitment to additional facility maintenance and improvement projects, managed by Chris, includes:

- (1) Refurbishing the 2<sup>nd</sup> floor of the MHLS Office Building including wall/ceiling painting, floor refinishing, and establishing a MHLS Staff Lounge
- (2) Repairs & repainting of MHLS front property wall
- (3) Phase 2 removal of asbestos from the Auditorium Basement;
- (4) Replacement of the MHLS Auditorium's 23 year old Lennox condenser and the 24 year old Lennox furnace with units meeting or exceeding MHLS energy conservation useful life maintenance guidelines;
- (5) Planning facilities project for the 2015 State Construction Grant Application
- (6) Refurbishing the 3<sup>rd</sup> floor of the MHLS Office Building to support public use

