



How Does The Regional Office Function?

The Uncle Remus Regional Library System (URRLS) is composed of nine Member Libraries in six counties. The Regional Office serves each library by providing a variety of cataloging, administrative and programming services that would be difficult for a one-library, one-county system to offer. Below you will learn more about the people at the Regional Office, their unique backgrounds and the services they provide.

DIRECTOR

Steve W. Schaefer has worked in public libraries for over forty two years (he started on his 17th birthday). He has been a page (book shelver), library phone receptionist (the type used by Lilly Tomlin's Ernestine), desk clerk, programming librarian, bookmobile librarian, Assistant Director, Director (for 28 years), a retired librarian, Interim Director, retired librarian (again), and Interim Director (yet again). At Florida State, he earned a Master's and a wife (a librarian--one of those library school romances). He earned a Specialist's degree (in Library and Information Science) from the University of South Carolina. He is an unapologetic biblioholic and writes movie reviews for the *Lake Oconee Breeze*.

As Director, Mr. Schaefer has responsibility for the total library program including all Member Libraries within the framework of State law, Regional Board plans, policies, and budgets. As stated in Georgia law, the Director performs a myriad of duties including; preparation of all library reports, attends all Regional Board and Local Board of Trustee meetings and keeps Board Members informed of progress and problems. He advises the Regional Board and Local Boards of the implication of various decisions, including the suggestions of legal review or counsel for appropriate Regional Board and Local Board actions.

Mr. Schaefer also assists in criteria and selection of new Board Members and participates in Trustee orientation. He assures that staff maintains complete and accurate records of finance, inventory and annual reports and prepares any local, state, or federal budgets. Further, he oversees building maintenance for all Member Libraries and decides on the use of money and disburses funds based on the approved budget.

Furthermore, Mr. Schaefer recommends, administers, and interprets policies to staff and public, recommends plans for growth and objectives to achieve goals, administers URRLS in terms of its plans as adopted by the Regional Board and notifies the Office of Georgia Public Library Services and the Regional Board of any failure to comply with policies, criteria for state aid, state, federal, and local regulations or laws. He attends all meetings called by Georgia Public Library Service, Board of Regents, works with State committees concerning public library issues, and hires the Certificated Librarians and Library Managers with input from Local Boards, staff and Certificated Librarians.

ADMINISTRATIVE SERVICES LIBRARIAN

Mary E. Young has served as the Administrative Services Librarian since June 2012. A lifelong resident of Georgia, Ms. Young grew up in Rockdale County. She has a Masters of Library and Information Science degree as well as a Juris Doctor degree. She has a background in business and employment law and is a member of the Georgia State Bar Association.

As the Administrative Services Librarian, Ms. Young is responsible for overseeing all personnel and Human Resource matters. She processes all new hires, coordinates employee benefits, and completes retirement and termination paperwork. She attends all Regional Board Meetings and ensures compliance with the Open Meetings Act. She oversees issues related to records retention, Georgia Department of Labor Regulations, Family and Medical Leave Claims and Workers' Compensation Claims.

In addition, Ms. Young submits the E-rate telecommunications grants for reimbursement for telephone and internet expenditures. She maintains all Constitution and Bylaws of URRLS and Member Libraries and is responsible for updating the Personnel and Policy Manuals. Further, she supervises payroll, maintains employee annual and sick leave and participates in the quality control of Accounts Payable for URRLS. Ms. Young has an interest in genealogy and is currently working on a special project to update the genealogy and local history collections in all nine libraries.

MEMBER LIBRARY SERVICES LIBRARIAN

Nancy Condon Bryan has been our Member Library Services Librarian since July 2012. She has a Bachelor's Degree in History and Archaeology from Rutgers University and a Master's Degree in Library and Information Studies from Florida State University. Before joining the Uncle Remus team, she worked for the Newton County School System as a Library Media Specialist in an elementary school. As a child, Nancy dreamed of becoming a librarian and organized a home library, complete with a card catalog, spine labels and check-out cards for the books. She still has a home library today, and enjoys sitting on the back porch of her country home, reading and watching the wildlife

Mrs. Condon Bryan works with all the Library Managers to ensure they have the tools, knowledge, and support needed to run their libraries smoothly and efficiently. She plans and develops the training lessons for our annual Staff Development Day and coordinates the monthly Managers Meetings. She serves as a resource for Library Managers to call on when they have questions about PINES, GALILEO, reference services, and staff training. She is responsible for the development and implementation of Trustee Trainings for board members. Further, Mrs. Condon Bryan handles Accounts Receivable duties and works closely with the Bookkeeper in the BLACKBAUD Accounting System. She works with the weekly and monthly revenue reports sent by the Library Managers, and ensures that deposits are properly credited.

Mrs. Condon Bryan also works to promote our libraries by coordinating and distributing the monthly newsletter, *Brer Facts*, to staff, board members, funding agencies, state representatives, and local newspapers. She compiles and submits data for the Georgia Annual Report and the Public Library Data Services Survey.

TECHNICAL SERVICES LIBRARIAN

Holly R. Jarrell has served as URRLS' Technical Service Librarian since June 2005. For seven years prior, she served as the Technical Services Associate Librarian. Mrs. Jarrell received her Masters of Library and Information Services Degree from the University of Kentucky and her Bachelor's degree from Wesleyan College in Macon, Georgia. She is active in various regional and state Technical Services organizations and has been a sitting member of the PINES Cataloging Subcommittee for much of the past thirteen years.

As the Technical Services Librarian, Mrs. Jarrell is responsible for acquisition and purchasing, as well as quality control of cataloging and processing of all materials within URRLS. She supervises two support staff, the Receiving Associate and the Cataloging Associate. She provides Library Managers with selection tools and coordinates their orders. She determines payment of invoices for material purchase, working within specified budget parameters and according to auditor procedures.

Furthermore, Mrs. Jarrell supervises the addition of gift materials to the collection, and the coordination of weeding, as well as maintaining the PINES database according to established national and international standards. Mrs. Jarrell also provides support to the IT Consultant, as needed. Mrs. Jarrell is actively interested in archival and preservation issues. Genealogy and botanical drawing are hobbies she enjoys. She is married and the mother of an active six year-old daughter and four year-old son. Mrs. Jarrell is working hard to instill a love of reading in her children, while keeping up with the new trends in devices on which to read.

BOOKKEEPER

Chris Fitch has worked for URRLS nearly all of her adult life. She worked as a clerk, the manager of the Morgan County Library, an assistant bookkeeper and now, bookkeeper. She started her bookkeeping career as URRLS went from manual (paper and ink) to software record keeping. She has guided URRLS through three software versions.

As the bookkeeper, Ms. Fitch is responsible for all accounting and financial matters for URRLS. She prepares semi-monthly payroll, enters invoice data and makes payments through the BLACKBAUD accounting program. In addition, she maintains withholding records for taxes, teacher retirement, flex benefits, state health, annuities and employee garnishments. Ms. Fitch handles tax deposits and records as well as maintains financial records in accordance with the BLACKBAUD accounting system and State Audit Regulations.

Furthermore, Ms. Fitch works closely with the auditors during the annual audit, checks revenue receipts for accuracy and monitors Member Libraries' phone and utility bills for unusual increases. She assists in preparing bills sent to local funding agencies, monitors revenues from the state and handles all construction accounts. In addition she prepares monthly revenue and expenditure reports and answers questions from the Regional Board and staff dealing with purchasing disbursements.

RECEIVING ASSOCIATE

Born and raised in Morgan County, Gloria Ward serves as the Receiving Associate for URRLS. Ms. Ward has been with URRLS since 1990 and has served in a variety of positions. Ms. Ward has five children and ten grandchildren. She enjoys playing solitaire, watching classical movies and collecting angel dolls.

As the Receiving Associate, Mrs. Ward works under the direction of the Technical Services Librarian. She manages the shipping and receiving of mail and materials for the Regional Office, including the receipt of shipments from book vendors, items received from the PINES contracted courier service and in-house delivery contents from each Member Library.

Further, Mrs. Ward serves as the Interlibrary Loan Coordinator, handling requesting, packaging, mailing, and documenting of all Interlibrary loan items. Further, she adds gift materials to and removes weeded items from the catalog, monitors security cameras and assists in problem-solving for the Technical Services Department. In addition, Mrs. Ward maintains departmental records, such as records of receipt, inventories and related paperwork. She opens all checks and records pertinent information on daily receipt forms.

CATALOGING ASSOCIATE

Stacy Reid began as a library associate at the Greene County Library in 2000. In 2009 she transferred to the Regional Office and became the Cataloging Associate. Ms. Reid was born in Augusta and raised in Putnam County. She spends her time with family, raising her niece and quilting.

Ms. Reid works under the direction of the Technical Services Librarian to provide general maintenance of the collection and the online catalog. She provides quality control for fully processed items purchased for URRLS and provides general processing of gift materials that are added to the URRLS collection. Further, she barcodes non-outsourced items for which records are found, adds item records to the PINES database and corrects problem items found on shelves within the Member Libraries.

In addition, Ms. Reid handles collection maintenance projects, prints spine/pocket labels, applies labels to spines and flyleaf, wraps plastic covers over dust jackets and attaches them to the books and laminates the covers of paperback books. Further, Ms. Reid provides

inventory control for PINES patron card sets and item barcodes, processes supplies and reports low inventory to the Technical Services Librarian.

DELIVERY SERVICES ASSOCIATES

Jim Rigsby and Alan Johnston serve as the delivery services associates. Mr. Rigsby served in the Marines during the Korean War. He has been with URRLS since 1994. Mr. Johnston is a professional carpenter. He has been with URRLS since 2013.

Mr. Rigsby and Mr. Johnston are responsible for the daily deliveries to each Member Library. They deliver reference materials, interlibrary loan materials and supplies. Furthermore, they maintain the delivery vehicles and perform minor duties in the Regional Office.

IT CONSULTANT

Charles Rigsby serves as the Information Technology Consultant for URRLS. He began working at URRLS in 2006.

As the IT Consultant, Mr. Rigsby maintains information technology strategies by managing all staff and patron computers and the related networking, internet and wireless connectivity needs. Further, Mr. Rigsby researches and implements system-wide technological strategic solutions for all hardware and software matters and provides support to the overall development effort for URRLS in an array of areas including the installation and testing of all hardware, software, and peripherals systems.

In addition, Mr. Rigsby serves as the technical liaison with vendors for all software and hardware matters and provides “help-desk” support to URRLS. He implements and maintains the URRLS web server, the administration of the URRLS web site and manages staff email boxes.

Other services provided by Mr. Rigsby include database analysis, development and monitoring. He maintains all software, including the installation and testing of patches and new software versions; monitors system performance, analyzes operational problems and takes corrective actions. He also performs database report analysis, design, development, and testing and prepares technical and user documentation. Further, Mr. Rigsby provides network and database procedural support; runs reports, verifying output and record counts, and ensures data accuracy and the timely delivery of files to both the Regional Office and Member Libraries.