

Homeless Services Team Charter

This team's purpose is to develop and present guidelines for improving library service delivery to the homeless population of McKinney without diminishing the enjoyment and use of the library by all patrons.

Expected Results:

1. Recommendation of specific policy changes needed to improve library service delivery to McKinney's homeless population
2. Identify and recommend onboarding and training resources needed to help staff deliver library services to the homeless population.
3. Generate an exhaustive list of local resources and organizations serving the homeless population and identify potential partnerships.
4. Full presentation to the library board of these recommendations and at the October 2018 board meeting.

This team is facilitated by Sarah Campagna. The team members are Kaci Falcon, Trevor Naughton, Alicia Quiroz, and Helen Talley.

The Homeless Services Team has the full support of the MCKPLS Leadership Team to do what is necessary to achieve the results outlined in this charter, with independent action using a wide variety of resources and methods guided by R.I.S.E. values and the library's Operational Vision document.

Library Budget Team Charter

This team's purpose is to develop a recommendation for Fiscal Year 2019's operating budget for McKinney Public Library System that will fund the library to accomplish its mission and make progress on the long term goals and library Key Performance Indicators.

Expected Results:

1. Completed budget proposal presented to the Leadership team by April 1, 2018.
2. Explanation of all supplemental requests as they pertain to the Council Goals
3. Explanation of how the budget helps accomplish the library Long Range Plan and library KPI
4. Preliminary budget proposal for FY 2020.
5. Presentation of budget proposal to Library Advisory Board at the April 2018 meeting.
6. Recommend a plan for sharing information about the adopted budget will all staff.

This team is facilitated by Kristy Tebbets. The team members are Ann Gustafson, Steve Sexton, Spencer Smith, and Sandra Thomas.

The Library Budget Team has the full support of the MCKPLS Leadership Team to do what is necessary to achieve the results outlined in this charter, with independent action using a wide variety of resources and methods guided by R.I.S.E. values and the library's Operational Vision document.

Outreach Library Vehicle Team Charter

This team's purpose is to develop policies and procedures governing the use of the newly acquired Outreach Library Vehicle with the goal of expanding outreach to underserved communities and engage in proactive and formal community outreach to the citizens of McKinney.

Expected Results:

- 1) Recommendation and creation of specific policies governing the use of the outreach vehicle including guidelines for reserving and requesting visits.
- 2) Recommendation and creation of procedures guiding acceptable use of the outreach vehicle.
- 3) Recommendation and creation of a preliminary outreach vehicle travel schedule.
- 4) Recommendation of appropriate routes from libraries to outreach locations to accommodate for speed limits and traffic.
- 5) Presentation of new Outreach Vehicle policies, procedures, schedule, and routes to the Library Advisory Board for the May 2018 meeting.

This team is facilitated by Mike Smith. The team members are Marci Chen, Laura Compton, Holly Malone, and Bill Olsen.

The Outreach Library Vehicle Team has the full support of the MCKPLS Leadership Team to do what is necessary to achieve the results outlined in this charter, with independent action using a wide variety of resources and methods guided by R.I.S.E. values and the library's Operational Vision document.

Training and Onboarding Team Charter

This team's purpose is to develop a curriculum and manual for new employee onboarding and ongoing employee training covering everything from library technology and customer service to cash handling and everything in between.

Expected Results:

- 1) Creation of a checklist for required training for all new library employees, accompanied by a recommended timeline, relative to hire date.
- 2) Recommendation for any additional technology/resources/budget required to accomplish a complete onboarding and training system.
- 3) Creation of library employee training tracks.
- 4) Presentation of new onboarding and training resources and plans to the Library Advisory Board at the November 2018 meeting.

This team is facilitated by Rebecca Hantson. The team members Tamara Biggio, Kenali English, Jason Giang, Ed Veal.

The Training and Onboarding Team has the full support of the MCKPLS Leadership Team to do what is necessary to achieve the results outlined in this charter, with independent action using a wide variety of resources and methods guided by R.I.S.E. values and the library's Operational Vision document.

Job Description Team Charter

This team's purpose is to rewrite all library position job descriptions to more accurately reflect the tasks and duties of the job and incorporating the R.I.S.E core values, the library Operational Vision, the HPO team model of work, and how each job connects to the mission of the library and goals of the city.

Expected Results:

- 1) Creation of a new recommended job description for every position working in the library.
- 2) Integrate the new job descriptions with the HR recruitment and hiring process.
- 3) Recommend a schedule and process for re-contracting current employees under the new job descriptions.
- 4) Generate a list of sample interview questions for all library interviews.
- 5) Creation of a process for future evaluation and updating job descriptions.

This team is facilitated by Ed Veal. The team members are Lisa Bailey, Marci Chen, Gary Landeck, and Helen Talley.

The Job Description Team has the full support of the MCKPLS Leadership Team to do what is necessary to achieve the results outlined in this charter, with independent action using a wide variety of resources and methods guided by R.I.S.E. values and the library's Operational Vision document.

Middle Zone Fiction Breakout Team Charter

This team's purpose is to develop guidelines and procedures for creating a Middle Zone section of materials in between juvenile fiction and young adult fiction reading levels in order to facilitate browsing and reading level appropriate discovery and colocation.

Expected Results:

- 1) Create a comprehensive guideline to be used by selectors and catalogers to determine when a specific title should be placed in Middle Zone instead of Juvenile Fiction or Young Adult Fiction.
- 2) Apply that criteria to the existing collections to create a recommended initial Middle Zone collection from existing holdings.
- 3) Present their recommendations to the Library Advisory Board at the December 2018 meeting.

This team is facilitated by John Hummel. The team members are Stephanie Harrison, Gary Landeck, Elfi Roberts, and Mike Smith.

The Middle Zone Fiction Breakout Team has the full support of the MCKPLS Leadership Team to do what is necessary to achieve the results outlined in this charter, with independent action using a wide variety of resources and methods guided by R.I.S.E. values and the library's Operational Vision document.