

Justine Fafara
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Education:

University of Pittsburgh, Pittsburgh, PA
Master of Library and Information Science, Graduated August 2015

Rowan University, Glassboro, NJ
Bachelor of Arts in Writing Arts, Concentration in Creative Writing, Minor in Communication Studies
Graduated May 2013 Cum Laude

Library Work Experience:

Richards Free Library, Newport, NH- Library Director March 2021 to present
Assistant Director, August 2020 to March 2021

- Manage the \$400,000 annual budget
- Manage Payroll and finances using Quickbooks and Checkmark
- Oversee a staff of 2 full time librarians, 5 part time staff, and 2 high school pages
- Attend board meetings, town department meetings, and library co-op meetings
- Work collaboratively with other town departments and entities to enrich the community
- Responsible for all Inter-Library Loan transactions
- Catalog all new materials
- Run monthly usage statistics for board reports
- Manage social media accounts to keep community informed
- Keep website and staff wiki updated
- Work with Bywater for KOHA support, including asking for a number of new reports
- Work with staff to ensure library services run smoothly day-to-day
- Revamp collection spine labels starting with DVDs, and moving into the Children's collection
- Create, plan and execute a community Read-A-Thon

Walpole Town Library, Walpole, NH- *Library Director, August 2015 to July 2020*

- Sole full-time employee managing 6 part time staff, 2 substitutes and 3 volunteers at main library as well as 1 part time staff and 2 substitutes at branch library
- Oversaw \$500,000 expansion & renovation project including a successful fundraising campaign
- Curated the state-wide Overdrive Service, New Hampshire Downloadable Books, managing a \$2500 weekly budget and serving 3,300 daily users
- Directed all library operations including community relations, budgeting, fundraising, grant writing, outreach, interviewing, supervising, training, coaching, policy writing, liaison to town officials, scheduling, collection development, customer service, building maintenance, IT, website development, advertising, reference, programming, reader's advisory, workflow, HR, etc.
- Collected data for and file annual state report
- As the New Hampshire Teen Book Award Committee Chair, attended annual conferences for YALS, NHLA, and NELA
- Created a 3 year strategic plan with the Library Trustees
- As Nubanusit Library Co-op Treasurer, managed budget, annual dues, and invoices
- Created YA collection

- Collaborated with staff to create and facilitate programs for all ages including Maker program for tweens, 1,000 Books Before Kindergarten, and two new adult book/discussion groups

Jaffrey Public Library, Jaffrey, NH- *Saturday Reference Librarian, April 2019 to December 2019*

- Assisted public with reference questions
- Created reference and marketing materials
- Assisted with circulation desk duties

Murrysville Community Library, Murrysville, PA- *Bookkeeper/ Assistant, January 2015 to July 2015*

- Managed bookkeeping records including invoices, checks and petty cash using QuickBooks
- Assisted at circulation desk
- Designed summer reading programs for teens
- Assisted with weeding of children's picture book collection
- Initiated the creation of a Juvenile Fiction series book section

Carnegie Library of Homestead, Homestead, PA- *Intern, September 2014 to July 2015*

- Conducted outreach storytime for Kindergarten through 3rd graders at local Charter school.
- Performed storytime for toddlers through 1st graders
- Revamped "Book Bag" service which offered backpacks full of books on a specific topic for patrons and local teachers to check out.
- Assisted at circulation desk using Sierra
- Facilitated a book club for adults, reading YA novels

Memberships:

American Library Association- February 2021 to present

New England Library Association- September 2015 to present

- Attended Annual Conferences in 2015, 2017, 2018, and 2019.

New Hampshire Library Association- September 2015 to present

- Attended Annual Conferences in 2015, 2017 & 2019
- Chair Teen Book Award Committee (YALS Executive Board Member) March 2018- present
- Vice President/President Elect of YALS January 2021-present
- Attended & presented at YALS 2019 Fall conference

Volunteer Work:

September 2015 to present: Collection development and curating collections for the state-wide Overdrive collection

August 2016 to September 2019: Walpole Village School Board of Directors

- President June 2018 to September 2019
- Secretary August 2017 to June 2018
- Redesign and update website
- Organize and execute major fundraising events
- Build and maintain relationships with local business and public schools

Websites I've Designed:

- www.justinefafara.com
- www.fafarawaytravel.com
- www.walpoletownlibrary.org

- www.walpolevillageschool.org
- www.sylviejulietshaffer.com

Technology:

- Wordpress & Weebly for website design
- Koha, Apollo, Polaris & Sierra ILS
- Facebook, Instagram, TikTok, Goodreads, Pinterest, Twitter, Youtube
- Quickbooks
- Microsoft Office
- Google Drive