

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 \$500,000 annual budget
- Manage Payroll and finances using Quickbooks and Checkmark
- Oversee a staff of 2 full time librarians and 7 part time staff
- Attend board meetings, town department meetings, and library co-op meetings
- Work collaboratively with other town departments and entities to enrich the community
- Discover, apply for, and implement grants
- 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
- Migrate from Koha ILS to Apollo ILS
- Initiate first full library weed in 20+ years
- Create and implement 5-year strategic plan in collaboration with Trustees
- Work with staff to ensure library services run smoothly day-to-day

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
- 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 filed annual state report
- 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

- RUSA member 2022 & 2024
- Listen List Committee- Listen List is the ALA award for audio books. This committee requires quarterly zoom meetings and listening to vast amounts of audio books.

New England Library Association- September 2015 to present

- Attended Annual Conferences
- Serve as New Hampshire State Representative November 2023- present

New Hampshire Library Association- September 2015 to present

- Attended Annual Conferences
- New England Library Association Representative November 2023- present
- President of YALS January 2022-December 2022
- YALS Conference Chair 2021
- Chair Teen Book Award Committee (YALS E-Board Member) March 2018- December 2021

Volunteer Work:

January 2024- present: Chair of the Libraries of the Upper Valley co-op

2015 to present: Curate the state-wide Overdrive Service, New Hampshire Downloadable Books, managing a \$5,000 weekly budget and serving 4,000 daily users

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 businesses and public schools

Technology:

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