

LIBRARY DIRECTOR

JOB DESCRIPTION:

1. Is recruited, hired and annually evaluated by the Board of Trustees
2. Communicates and works cooperatively with the Board and is at all monthly meetings
3. Keeps the Board completely informed regarding, finances, public services, personnel, collection, state laws, changes etc.
4. Maintains the budget, expend funds based on the budget
5. Makes recommendations on board policies
6. Is the administrator of the policies adopted by the Board
7. Develops technology plan
8. Develops short range and long range planning based on community needs
9. Serves at circulation desk
10. Receives and answers all mail
11. Plans, supervises, and directs other staff, including recruiting, scheduling and supervising volunteers.
12. Recruits, hires, and evaluates staff's job performance annually
13. Provides orientation for new board members
14. Trains staff in library procedures and policies
15. Purchases books and all library materials
16. Catalogs, classifies, and processes library materials
17. Handles reference requests
18. Protects the confidential relationship between the library and its patrons
19. Supervises physical upkeep of the collection and property. These duties include but are not limited to:
 - Emptying trash
 - Running vacuum
 - Cleaning windows
 - Discarding old magazines/newspapers
 - Cleaning restrooms
 - Deleting old books and disposing of them either through selling them or sending them to a charitable organization such as Better World Books
 - Monitoring the furnace, AC unit and dehumidifier
20. Plans and implements all library programs and tours
21. Keeps accurate records of all library operations, i.e. library cards, overdue materials, circulation records, etc. Prints monthly reports
22. Prepares required annual reports
23. Represents staff for salary negotiations
24. Supervises public movie performances
25. Collects and records fines according to policies set by the Board
26. Oversees maintenance of equipment i.e. computers, copy machine, fax machine and printers
27. Seeks grants and endowments

19. Organizes fund raisers
20. Completes 45 hours of continuing education units every three years, meets the appropriate qualifications for state certification and keeps these updated
21. Demonstrates basic Internet use to customers, including web navigation, email, basic searching, printing, savings, etc.
22. Writes up the weekly "Past Time Table" article for the newspaper
23. Writes up descriptions for the "New Books" article for the newspaper
24. Plans, orders, and puts up monthly bulletin board displays
25. Maintains the library web site (www.lenox.lib.ia.us)
26. Performs other duties as assigned

REQUIREMENTS – (Recruitment, hiring, and evaluation)

1. Is over 18 years of age, there is no age limit for retirement as long as the Board deems that the librarian is capable of performing the duties of the job
2. Has a good general education
3. Is skilled in public relations and presents a professional attitude and appearance.
4. Has a background of reading in a variety of areas
5. Is able to accept responsibility, learn new skills, and adapt to change
6. Is physically able to perform satisfactorily the duties of this job
7. Is familiar with the technology used in the performance of this job.

ASSISTANT LIBRARIAN / STAFF

JOB DESCRIPTION:

1. Works under the supervision of the Director
2. Is hired by the Library Director in consultation with the Board
3. Assists in circulation work, including checking out and checking in materials, registration of patrons, shelving and maintaining collection
4. Answers the phone and gives out general information about the library
5. Prepares new materials for circulation and makes needed repair of materials upon advice of the Director
6. Runs necessary equipment: fax machine, copier, microfilm, etc.
7. Assists Director with general library procedures, children's programs, preparation of displays, as directed
8. Promotes a positive library image to the public
9. Helps with physical upkeep of collection and property
10. May open and close the library
11. Maintains the library in the Directors absence
12. Consults with the Director on a regular basis
13. Attends Board meetings voluntarily
14. Performs other duties as assigned by the library director

Adopted: 5/2/11
Reviewed: 5/14/18
Revised: 8/18/20

REQUIREMENTS – (Recruitment, hiring, evaluation)

1. Is over 18 years of age, there is no age limit for retirement as long as the Director deems that the librarian is capable of performing the duties of the job
2. Has a good general education
3. Is skilled in public relations and presents a professional attitude and appearance.
4. Has an interest in reading and other library-related activities
5. Is able to accept responsibility and supervision, learn new skills, and adapt to change
6. Is physically able to perform satisfactorily the duties of this job
7. Is familiar with the technology used in the performance of this job
8. Is able to assume responsibilities of the library director in his/her absence

SALARIES:

1. All library employees are employees of the city of Lenox
2. Library staff will be paid starting at minimum wage, commensurate to their education, experience or comparable to other libraries of the same size
3. The city pays into IPERS

VOLUNTEERS (The Public Library Board sees the real need of library volunteers for ongoing assistance to the library staff and programming)

JOB DESCRIPTION:

1. Works under the supervision of the Director
2. Volunteers are in addition to paid staff, not replacement for staff
3. Volunteers are not covered under Workman's compensation

REQUIREMENTS:

1. Has organizational skills including: filing, alphabetizing, basic knowledge of cataloging and classification
2. Must enjoy and work well with people of all ages
3. Has knowledge of fundamentals of public library service and ability to adhere to the policies of the Lenox Public Library

BENEFITS:

The Board recognizes that continuing education of the library staff is vital to effective service to the public and efficient use of tax money. The board encourages the development of each employee to their fullest potential.

1. Library Director is required to attend enrichment classes or workshops for which mileage (at the per mile rate in effect for City employees) and/or registration will be paid.
2. Time spent in travel to and from out of town meetings is also covered
3. Meal expense will be reimbursed, maximum of \$10 lunch, a paid receipt is required for payment. All others should be preapproved.
4. With prior board approval, Director and staff will be given time off, pay, and expenses to attend any meeting deemed beneficial
5. Paid employees may not work for the Library as an unpaid volunteer doing the same kind of work for which he/ she is employed. Paid employees must be paid for all time spent as part of their job responsibilities, including work-related training taken during regular working hours or required by the library to attend
6. The Library will be closed for the following holidays or according to the City of Lenox policy:
 - a. New Year's Eve at noon
 - b. New Year's Day
 - c. Memorial Day
 - d. Fourth of July
 - e. Labor Day
 - f. Veterans Day
 - g. Thanksgiving Day (and the following Friday and Saturday)
 - h. Christmas Eve at noon
 - i. Christmas Day

These are not paid holidays. If the library is closed on a Friday, the following Saturday will also be closed. All closings will be posted.

7. Closing due to inclement weather will be left to the director's discretion.
8. The library director is an employee of the City and will receive sick and vacation pay according to City policy for part time librarians.
9. The City of Lenox will be in charge of recording sick and vacation hours earned or used.
10. Membership in the American Library Association and the Iowa Library Association will be paid by the library for the director
11. The library will never be left unattended. If a staff member needs to leave for a brief time, a note will be placed on the locked door.