

LIBRARY DIRECTOR

JOB DESCRIPTION:

Duties:

1. Collection development
2. Programming and promotion
3. Customer service
4. Budget and Finance
5. Policies
6. Long and short range plans
7. Staff management

Expectations:

8. Keeps the Board completely informed regarding, finances, public services, personnel, collection, state laws, changes etc.
9. Communicates and works cooperatively with the Board and is at all monthly meetings
10. Is skilled in public relations and presents a professional attitude and appearance
11. Prepares all monthly and annual reports
12. Develops materials to publicize and market library services and resources
13. Protects the confidential relationship between the library and its patrons
14. Supervises physical upkeep of the collection and property, including maintaining equipment
15. Keeps accurate records of all library operations, i.e. circulation records, finances, etc.
16. Records fees collected according to policies set by the Board
17. Applies for grants and organizes fund raisers
18. Provides orientation for new board members

Qualifications (Knowledge, Skills and Abilities):

19. 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
20. Is certified with the State Library of Iowa, Public Library Director Endorsement or successfully complete State Library Endorsement program within two years of hire
21. Completes 45 hours of continuing education every three years, meeting all qualifications to maintain state certification
22. Skills required: All technology used in the performance of this job, Internet use, typing, Microsoft Office products, library automation system, web site maintenance, develops and maintains social media,
23. Is physically able to perform satisfactorily the duties of this job

Supervision (Recruitment, hiring, evaluation):

24. Is recruited, hired and annually evaluated by the Board of Trustees
25. Hires, trains, supervises, and evaluates all other staff

LIBRARY STAFF

JOB DESCRIPTION:

Duties:

1. Works under the supervision of the Director
2. Circulation desk, collection management, readers advisory
3. Assist with programs and events
4. Janitorial duties

Expectations:

5. Is skilled in public relations and presents a professional attitude and appearance.
6. Runs necessary equipment: fax machine, copier, etc.
7. Preparation of promotions and displays, as directed
8. Promotes a positive library image to the public
9. Helps with physical upkeep of collection and property
10. Is able to maintain the library in the Directors absence
11. Is able to accept responsibility and supervision, learn new skills, and adapt to change
12. Performs other duties as assigned by the library director

Qualifications (Knowledge, Skills and Abilities):

13. 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
14. Good working knowledge of social media and other technology
15. Sufficient mobility, dexterity, vision and speech to perform satisfactorily the duties of the job

Supervision (Recruitment, hiring, evaluation):

16. Is hired by the Library Director in consultation with the Board
17. Annually evaluated by the Library Director

YOUTH SERVICES LIBRARIAN

JOB DESCRIPTION:

Duties:

1. Participate in collection development for children and youth
2. Provide programming and events for children and youth
3. Circulation desk; including assisting patrons, processing library materials, and interlibrary loans
4. Develop and maintain content on library's website and social media (Facebook)
5. Janitorial duties

Expectations:

6. Communicates and works cooperatively with the Director and other staff
7. Promotes a positive library image to the public
8. Provides exemplary customer service and presents a professional attitude and appearance
9. Develops promotional materials to publicize and market programs, services and resources
10. Create and maintain an inviting children's environment
11. Runs necessary equipment; fax machine, copier, scanner, etc.
12. Helps develop and maintain social media and library website
13. Keeps accurate records of library operations; stats on programing, money collected, etc.
14. Protects the confidential relationship between the library and its patrons
15. Helps with physical upkeep of the collection and property
16. Is able to maintain the library in the Director's absence

Qualifications (Knowledge, Skills and Abilities):

17. 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
18. Is certified with the State Library of Iowa, Public Library Youth Services Endorsement or successfully complete State Library Endorsement program within two years of hire
19. Completes 30 hours of continuing education every three years, meeting all qualifications to maintain state certification
20. Good working knowledge of a variety of technology; Internet use, Canva, PowerPoint, Word, Excel, library automation system, web site development and social media
21. Skillful in working with children
22. Knowledge and application of library policies and procedures
23. Is physically able to perform satisfactorily the duties of this job
24. Strong organizational skills
25. Good communication skills, a patient friendly personality

Supervision (Recruitment, hiring, evaluation):

26. Works under the supervision of the Director
27. Is recruited, hired and annually evaluated by the Director

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 and Youth Services Librarian are 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. President's Day
 - d. Memorial Day
 - e. Fourth of July
 - f. Labor Day
 - g. Veterans Day
 - h. Thanksgiving Day (and the following Friday and Saturday)
 - i. Christmas Eve at noon
 - j. Christmas Day

These are paid holidays. (Except Saturdays). Employees will be paid according to the hours they are normally scheduled to work.

If the library is closed on a Friday, the following Saturday will also be closed. All closings will be posted. Staff will not receive holiday pay for Saturdays.

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.

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