Reviewed 2/23/2021



**Staffing Plan**

**Job Descriptions, Competencies**

**Organizational Development & Succession Planning**

**Our Vision**

The Baldwin City Library provides library resources, services and programs as a gateway to information that support and enhance lifelong learning, personal leisure, and the community’s quality of life.

Our strategic areas of focus: Literacy, Lifelong Learning, Community Engagement, and Local History & Genealogy.

Our staff bring every aspect of the library to life. Professional, knowledgeable, and skilled workers are vital to every area of our mission and goals. Library staff help patrons connect with materials and resources; provide technology support; organize and run events and activities; plan displays and outreach; partner with schools and community organizations; preserve and promote awareness of local history information; and help manage and maintain the collection.

**Job Descriptions**

Job descriptions should be regularly reviewed and updated. Current job descriptions for each employee are included in the library’s policy manual.

**Competencies**

Some competencies are included in job descriptions, with areas for learning and development made part of yearly goal setting. Core competencies are listed below; reflected in policy, procedures, and staff evaluation criteria; and part of annual continuing education and development goals.

Core Competencies for every employee:

* Follows Library policies and procedures, and asks questions or clarifies as needed
* Learns and applies new skills and knowledge through various means, including formal continuing education each year
* Stays up to date with Next/Koha and shows a willingness to learn new technology
* Shows a commitment to professional development and continued learning
* Accepts change and adapts with flexibility and positivity
* Meets or exceeds required duties defined in the job description
* Uses time and resources effectively
* Welcomes customer service interactions in a friendly and professional manner
* Interacts in a respectful and empathetic way with coworkers and volunteers
* Cooperates with and actively supports colleagues
* Shares information and keeps coworkers informed
* Upholds the principles of intellectual freedom
* Distinguishes between personal convictions and professional duties by not allowing personal beliefs to interfere with providing library services
* Understands privacy issues and protects user confidentiality
* Provides equitable service to all patrons
* Respects and values the diverse backgrounds and experiences of coworkers, patrons, and community members

**Organizational Development**

Guided by the library’s strategic plan and areas of focus, the director will develop yearly goals for the library in collaboration with the board of trustees. The director will work in conjunction with library staff to set specific projects, training, and collaborative tasks to address these goals.

The board of trustees will complete at least one continuing education activity annually.

Library staff will complete a combined total of no less than 36 hours of continuing education activities as stated in the policy manual.

**Succession Planning**

The director will maintain an electronic and physical file of key operational information and guidance in the event of the director’s prolonged absence. The director and board of trustees will establish an emergency succession plan in the case of the director’s unplanned or sudden departure, which will become part of the procedures manual.