Mary Cotton Public Library, Sabetha, KS

Accreditation Standard:

The library adopts a staffing plan that addresses job descriptions, competencies, organizational development and succession planning.

Ideas:

* Job Description Management
  + Schedule for review by Director and Personnel committee
  + Include shift
  + Minimum age standard
  + Competency tests, qualifications, expectations of positions
  + Ensure job descriptions are supported with Personnel policies where needed
    - Staff Attitude and Conduct
    - Absence/Tardiness
    - Changes in Position
    - Dress Code
    - Non-Harassment Policy
    - Non-discrimination Policy
* Some competencies included in job descriptions
  + Training plan for staff competencies—includes a minimum of 3 CE hours for staff per year
  + Guidance and training programs available through NEKLS, TechSoup, Niche Academy, etc.
* Organizational development
  + Positions determined by number of staff needed for certain level of NEKLS accreditation.
  + Personnel hired based on knowledge and education, attitude, able to deal patiently with patrons, willingness to work, & educate oneself to accomplish tasks put forth by the director/board.
* Succession plan
  + Key Positions:
    - Director
      * Position last filled: May 2001
      * Job Description reviewed and updated 2020
      * Identify critical skills, characteristics, and desired attributes
      * Assess staff for their potential to step into a key position
      * Trains staff as needed to fill in at key position
      * If identified, develop employees who show potential with training and mentoring.
      * Provides adequate time, if leaving the position, for the board to find a suitable replacement.
      * succession-planning-2016-1https://libraries.msl.mt.gov/learning/library\_development/administration/successionhttps://web.ncls.org/page/succession-planning

Other Key positions:

* Communications specialist—web development, social media posts, newspaper and radio communication
* Activities coordinator—works with library programming such as children’s programs, summer reading, book clubs
* Story time & Children’s outreach—coordinates both library story times and outreach to pre-schools and day care facilities—may be in person or virtual
* Circulation clerk—works circulation desk, may do cataloging of new library items, first line of contact with customers, so must be able to deal with people easily. Would expect a friendly, respectful person that can handle crowds or singles.
* Volunteers—works with circulation to replace books on shelves, and help at circulation desk if needed.