

# VALPARAISO PUBLIC LIBRARY POLICIES

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## **VALPARAISO PUBLIC LIBRARY POLICIES**

### **I. Mission Statement**

The mission of the Valparaiso Public Library is to provide the people of the community with access to traditional library services and to emerging technology which expands or enhances those services, without regard to age, sex, ethnic origin, economic status, and legal, mental, physical or other restrictions.

Adopted April 1, 1999  
Revised May 12, 1999  
Revised June 9, 1999  
Revised August 3, 2010

### **II. Vision Statement**

The Valparaiso Public Library is committed to the wise use of its assets. The Library aspires to foster a love of reading, encourage lifelong learning, respond to the diverse needs of our community, and offer a safe and accessible space for people to seek and exchange information and ideas.

Adopted April 1, 1999  
Revised May 12, 1999  
Revised June 9, 1999  
Revised August 3, 2010

### **III. Ethics Statement**

The Valparaiso Public Library adheres to the principles of intellectual freedom as expressed in the American Library Association's *Library Bill of Rights*, the *Freedom to Read Statement* and the *American Library Association Code of Ethics*, 1995.

Adopted April 1, 1999  
Revised May 12, 1999  
Revised June 9, 1999  
Revised August 3, 2010

#### **IV. Privacy and Confidentiality of Patrons' Records**

##### **Patron's Records**

The Valparaiso Public Library adheres to the principles of intellectual freedom as expressed in the American Library Association's *Library Bill of Rights Statement* and *Freedom to Read*. The Library therefore protects the privacy and confidentiality of all Library users, no matter their age, with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted. We avoid creating or retaining records we do not need for Library purposes, and we electronically purge or manually shred data no longer needed for Library purposes.

##### **Photographs and Recordings**

Library staff may gather photos, videos, and recordings from public programs, events, and Library spaces, and these may appear on the Library's web site or bulletin board or newsletter. To insure privacy, images will not be identified with full names or personal identifying information without written approval from the photographed subject, parent, or legal guardian. As a courtesy to our patrons, before taking photographs, videos, or recordings in the library, staff will announce that individuals may ask for themselves and/or their children not to be included.

Adopted April 1, 1999

Revised May 12, 1999

Revised June 9, 1999

Revised August 3, 2010

Revised July 9, 2014

## V. Circulation of Library Materials

### Library Cards

#### Types of Patron Accounts

The Library creates a Patron Account for each individual patron. An Adult account is for persons over age 19 and a Child account is for persons under age 19. The Library issues a physical library card to patrons who desire one, but patrons do not have to show the card to borrow items; a \$5.00 fee applies to replace a lost or damaged card.

#### Registration

All card applicants must complete a registration form before they may receive a library card. Registrations for non-emancipated children under age 19 require the signature of a parent or guardian; the parent/guardian must have no overdue materials or outstanding fines. Address verification may be required. Borrower cards require annual renewal and are not transferable.

#### Account Fees

Upon application, residents and/or property owners of the Village of Valparaiso, NE, are issued a Patron Account without charge. An annual fee of \$20 per household applies to non-residents of the Village; the Director, with the Board's approval, may waive this fee under circumstances the Board authorizes. The Board has permanently waived this fee for residents of the surrounding area who have no closer library.

#### Confidentiality and Reporting

Registration and circulation statistics are reported to the Library Board, Village Council, and Nebraska Library Commission. All individual registration and circulation records of this Library are confidential and shall not be disclosed to or examined by the public.

### Checkout Limits

The Library staff will not deny check-out privileges on circulating materials to any borrower in good standing. This means that children will not be denied the right to borrow adult materials, except videos. Parents who wish to restrict children's check-out privileges must accompany their children to the Library to do so, as the librarians cannot do this for them.

#### Item Restrictions

Most of the Library's collection is available for circulation. Exceptions include reference works, current issues of magazines, some extremely old items, and one-of-a-kind historical documents, especially those in our Local History/Heritage collection.

New registrants may check out two items. When these items are returned in good condition, the registrant will be allowed full borrowing privileges.

Videos are limited to 4 per patron over age 18 and 2 per patron under age 18. Audio books are limited to 6 per patron over age 18 and 2 per patron under age 18. Total items are limited to 15 per patron. These limits include any items on Interlibrary Loan.

Regardless of the media, these borrowing terms apply:

*Initial check-out period:* Two weeks.

*Renewal:* Available unless another patron has asked for the item (placed it "on hold") or unless the item is from the "NEW" display.

*Renewal period:* Two additional weeks.

### Reserves (Holds)

The Library will place holds on reservable circulating materials on a first-come, first-serve basis and will notify the borrower by telephone or e-mail when the items become available. Held items not picked up within a week of notification will be returned to circulation.

### Interlibrary Loan

The Valparaiso Public Library provides Interlibrary Loan service through the Nebraska Library Commission and subscribes to the Nebraska and National Interlibrary Loan Codes.

Patrons requesting Interlibrary Loan services must have a current library card with no delinquencies and must complete and sign Interlibrary Loan forms. The patron must pay for the return library-rate postage and any other fees due the lending library, regardless of whether the item is picked up or received after a date when it is useful. Any cancellations must occur before interlibrary loans are shipped. The lending library determines the circulation period and possibility of renewals. If a patron requests a renewal, we will contact the lending library about the request and contact the patron with the answer.

Patrons may request 3 items at one time; that number may be increased to 5, depending on the type of materials and their intended use.

### **Fines and Penalties**

#### Overdue Items

Fines for overdue items apply only on days the Library is open. They apply at the rate of ten cents per day, per item, with a maximum per item equal to the item's replacement cost.

#### Damaged Items

Fees for damaged items will be determined by the Librarian but will not exceed the cost of loss (see below). Damage may include chewing or tearing damage to covers or pages, missing covers or pages, warping, water damage, damaged or removed bar codes or call numbers, or other damage which requires repair or replacement.

#### Loss

Replacement fees apply to lost items and to items so damaged as to not be usable; the fee is the price of the item plus a \$5 administrative fee. An item not returned within 3 months after it becomes overdue is considered lost and will be withdrawn from the collection catalog; the patron then will be charged the replacement fee. If the item is returned after that, the replacement cost and administrative fee still will apply.

#### Additional Administrative Fees

An administrative fee equal to at least the amount of postage cost will be added for the collection of any fines or penalties which require mailed notices for collection.

#### Non-payment of Fines

Borrowing privileges will be suspended for any patron who has materials over 14 calendar days overdue, or fines and/or fees due totaling more than \$1.00, unless special arrangements have been made with the Library Director.

Repeated failure to return overdue materials for lengthy periods, and/or repeated loss of or damage to Library materials, may result in curtailment or loss of Library privileges. Unless special arrangements have been made with the Library Director, fines and/or fees totaling over \$25.00 and/or not paid within 30 days will be turned over to the Village for collection.

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Revised August 3, 2010  
Revised September 6, 2011  
Revised February 5, 2013  
Revised April 1, 2014

## **VI. Collection Management and Development**

The Valparaiso Public Library adheres to the principles of intellectual freedom as expressed in the American Library Association's *Library Bill of Rights*, the *Freedom to Read Statement*, and the *American Library Association Code of Ethics, 1995*. These are integral parts of this policy.

### **Community Served**

The Valparaiso Public Library's Legal Service Area is the Village of Valparaiso, which has a population of approximately 600 and includes two schools, a K-6 public elementary school and a preschool. The Library also serves the surrounding rural area, primarily within the 68065 Zip code, with a population of approximately 1,000. The community is a farming community, and the population spans all ages.

### **Library Mission**

The mission of the Valparaiso Public Library is to provide the people of the community with access to traditional library services and to emerging technology which expands or enhances those services, without regard to age, sex, ethnic origin, economic status, and legal, mental, physical or other restrictions. The needs of the community, the size and design of the Library's physical space, and funding all play a role in the selection of materials necessary to fulfill that mission. The Library strives to make available audio, visual, and print materials that will aid the individual's intellectual, social, and cultural growth.

### **Library Roles and Community Needs**

Traditionally, presently, and for the foreseeable future, the Library has functioned and will function primarily as a popular materials library for persons of all ages and as a community information center. Community requests for popular materials far outweigh other requests.

The Library does not function as a reference library or research center, though it does house a small collection of local historical documents and regional or heritage publications, which see regular use. Other requests for reference or research materials are few. Access to the Internet and to Interlibrary Loan services expands patrons' access to materials not available locally.

Library support of formal and informal education is severely limited by staffing and funding.

In its present location, the Library cannot be a central focus point for community activities, meetings, or services. However, the Library is an activities center for children and youth in the summer months and periodically sponsors or co-sponsors educational community events and special community service events. Much of this is possible only because the Village and adjoining businesses allow the Library free use of adjoining indoor and outdoor space, and the public school and community organizations support joint efforts.

### **Current Facility and Collection**

The Library occupies the first floor and basement of a former bank building in downtown Valparaiso. The first floor is, but the basement is not, handicapped accessible. Staff members retrieve items from the basement for patrons who cannot easily use the stairs.

The first floor includes two small rooms, the Children's Room for preschool through grade 3 readers and the Young Readers' Room for grades 3 through 7 readers, mostly fiction in both cases. Games and toys are in the Children's Room. The Young Readers' Room also houses most of the Young Adult Science Fiction and Fantasy.

Nonfiction for young readers is in the main first-floor room and includes biography, history, science, geography and so on. Some nonfiction for adults but which also appeals to young readers also is on these shelves.

Young Adult material (for reading levels Grade 7 up) is shelved with the adult collection in the main room of the first floor.

The main room houses fiction (including Large Print), humor, biography and memoir, literature, and frequently used reference books, such as dictionaries and atlases. It also houses the Local History/Heritage collection, audio books, videos, computer games, and the displays for New Books, Sales, and Special Items. The Librarian's Desk, patrons' computer area, printer/fax/photocopier, and some seating for patrons are also in this main room. The old walk-in safe behind the Librarian's Desk provides some storage space for supplies, files, and materials being processed but also must function as Emergency Storm Shelter.

The basement provides meeting, storage, and shelf space. Most of the non-fiction is on these shelves. Cabinets in a separate storage room house the Library's collection of old Village newspapers, all of which also are on microfilm at the Nebraska Historical Society.

### **Weeding**

The Library strives to keep an up-to-date, attractive, and useful collection that is maintained through a continual withdrawal and replacement process. The Library Director is responsible for this process, authorized by the Board of Trustees.

### Purpose

As required for continued Nebraska State Certification of the Library, at least 3% of the collection must be weeded every year. Weeding is necessary to eliminate outdated information, prevent shelf crowding, maintain useful and usable materials, and meet the community's changing tastes and needs.

### Process

Weeding is an ongoing process. The Librarians should weed regularly, as items are checked in and shelved. Popular items which require weeding because of their condition should be replaced. Librarians should consult with the Nebraska Library Commission before weeding or disposing of historical, rare, or specialized items.

Weeded items must be removed from the collection before disposal. This requires removing the item's listing from the computer catalog and removing/obliterating all Library identification marks from the item, such as the item card and/or check-out slip, call number and item labels, and "Property of" stamps.

### Criteria for Weeded Items

Items suitable for weeding shall NOT include:

1. Any “Local History/Heritage” item. These items include one-of-a-kind original documents, some old items now out of print, and some newer items, by or about local and regional persons, places, and events. Some but not all of these items are for in-Library use only.
2. Any item by a local or Nebraska author which is not a duplicate.
3. Items in a popular series which still is acquiring new readers.

Items suitable for weeding include:

1. Duplicates in the same media. (If the duplicates are Large Print/regular print, keep both or eliminate the regular print version.)
2. Items not checked out in the last 7 years, even if displayed prominently/advertised.
3. Items in poor physical condition and which are not repairable.
4. Outdated reference works.
5. Superseded editions.
6. Items which do not meet the Library’s acquisition requirements.

### Disposition of Weeded Items

Weeded items may be used as prizes in various Library programs or events, sold, passed on to those who may benefit from them, or recycled. Saleable items should be placed in the Sales display area for no more than two months or may be stored for up to six months for a special sale. Paperbacks and other items which physically fit may be placed in the rotating “Exchange” rack in the foyer. Items which do not sell in the sales period, and those which remain over two months on the “Exchange” rack, should be donated appropriately, as the Board directs. If donation is not possible, the items should be recycled.

Disposal of large items requires the Board’s approval.

### **Selection of New Items**

The Director is responsible for selection of new materials and may be advised by the Board. The Library also welcomes patrons’ suggestions for purchases.

New items may be books, magazines, other publications, music, videos, computer and other games, and toys. If possible, the Director will select hardbound, library quality editions of books instead of paperbacks and will select current instead of older media – for example, CDs and DVDs or the most current other media instead of audio or video tapes. As feasible for the community, the Library may incorporate downloadable items, such as e-books and other digital media, in the collection. The Library does not purchase textbooks, encyclopedias, or reference books which are quickly outdated.

### Priorities for purchases are:

- Current best sellers, for adults and for young adults (including some Large Print, audio books, and other media).
- Current items by authors popular in this community, for adults and for young adults (including some Large Print, audio books, and other media).
- Current children’s fiction, non-fiction, and other literature (with the goal of creating a balanced collection of both recreational and educational materials).
- Items for the Local History/Heritage collection.
- Recent popular and award-winning films, especially those for children and for families.

Criteria for specific selections are:

- Individual merit of the item.
- Popular appeal/demand.
- Suitability of material for the patrons.
- Existing Library holdings.
- Budget.

Reviews are one of the major sources of information about new materials. *Library Journal* and *School Library Journal* are two primary sources of reviews. For books for children, the Libri Foundation's book list and the reviewing organizations it references are excellent. ALA and NLA reviews, and reviews by other professionals, also are valuable. The lack of a review or an unfavorable review shall not be the sole reason for not purchasing a title that is in demand. Consideration also is given to patron requests and books discussed on public media. Materials are to be judged on the basis of the entire work, not just points or parts taken out of context.

**Donated Items**

The Library welcomes donations of items and memorials for the collection, as long as they are given without attached restrictions. Donated items become the property of the Library and may be incorporated into the collection, sold, donated, or otherwise disposed of, as suits the Library's needs. The Library is not responsible for assessing the value of such donations.

Accepted donated items are added to the computer catalog. Any duplicates are culled, but so as to retain the item which is the most recent edition and is in the best condition.

The Library welcomes cash donations and encourages donors to give significant amounts through the Valparaiso Women's Club, which acts as the Library's Friends group.

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Revised May 12, 1999  
Revised June 9, 1999  
Revised August 3, 2010  
Revised April 1, 2014

## VII. Materials Complaint Policy

The Collection Management and Development Policy, the *Library Bill of Rights*; and the *Freedom to Read Statement* guide the Library Director in the development of the collection. The only recognized ground for challenging an item in the collection is a complaint that these policy statements do not support the Library Director's decision to include an item in the collection. The Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles just stated.

It is the parent's or legal guardian's responsibility to know what their child is reading or viewing. The Library will not base its selection of materials on the possibility that children may view them.

Library materials will not be labeled or marked to show approval or disapproval of their contents and NO Library material will be sequestered EXCEPT to protect it from damage or theft.

Staff members (paid and volunteer) receiving a complaint about materials present or not present in the collection must not try to defend the material or lack of material. They should react in a manner indicating understanding of the concern (even though they may disagree with the complaint). They should tell the person complaining that materials selection is the responsibility of the Library Director and invite the person to visit with the Director immediately or at a specific date and time. Staff members should not give the person a copy of the "Request for Reconsideration" form (See Appendix) unless the person specifically asks for it. Whether or not anything more happens, the staff member should promptly report the complaint to the Director.

On receipt of a complaint, whether through a staff report, contact with the complaining person, or receipt of the "Request for Reconsideration" form, the Library Director will examine the complaint, including consideration of the item in question and the circumstances involved in the complaint. If the Director is able to resolve the matter, no further action needs to be taken.

If the Director cannot resolve the complaint, the person complaining must be given the "Request for Reconsideration" form to complete. The patron must complete the form; then the request will be placed on the agenda of the next regular meeting of the Library Board of Trustees. The person completing the request must attend this meeting to discuss the request.

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Revised May 12, 1999  
Revised June 9, 1999  
Revised August 3, 2010

## **VIII. Computer and Internet Use**

### **General Rules**

The Library provides the community with equitable access to programs, services, and materials, with the understanding that the individual is responsible to use good judgment, show respect for others, and behave well while in the Library. The Library does not monitor or control the information accessed on its computers and cannot be held responsible for its contents.

All Library computers may be used only for legal purposes and may not be used to harass, libel, or slander others, or to perform unauthorized copying of copyright-protected material. The computers may not be used to access illegal materials such as child pornography.

Parents and legal guardians, not the Library or its staff, are responsible for the Internet information their children access. Parents concerned about what is accessible on the Internet are encouraged to supervise their child's Internet sessions in person. The Library staff does not supervise Internet content for patrons of any age.

Librarians will do their best to assist our computer users with the basics of the Internet or in-house computer programs. However, they should not be expected to provide in-depth training about the Internet or other computer functions.

### **Access**

The Library provides computer use and access to the Internet during regular Library hours and provides WiFi access for anyone within range 24/7. A library card is not required.

To prevent damage to the computer equipment, children under age 6 must be supervised by a parent or guardian, who may be a sibling over age 12, except when the child(ren) is(are) under the supervision of Library Staff or a Library Program Volunteer during a Library Program such as Summer Reading. This includes during use of the children's computer tablets, which are intended for children ages 3 through 6. In all cases, for a child of any age to use a computer tablet, the child's parent or adult guardian must have signed a form granting permission for that child to use it. This form must state that the parent/guardian is responsible for the full cost of any repair or replacement required because of the child's damage of the tablet. Children age 6 or older who have parental permission to use a tablet may do so only within sight of Library Staff, a Library Program Volunteer, or a parent/guardian.

A user's session on a Library computer may be terminated for disruptive behavior, misuse of the computer, damaging Library property, or illegal activity. A computer user may be barred from using the Library computers for up to two weeks for failing to comply with the Library's computer use policy. A patron who deliberately damages a Library computer or peripheral equipment will be required to pay for the required repair or replacement.

### **Time Limits**

We do not require patrons to reserve computer time and do not automatically end their sessions. However, we do ask them to share the resources with each other so that no one must wait more than a half hour for access.

### **Privacy**

Space and budget constraints limit the number and placement of computers. Therefore, computers are not set aside specifically for adults or children, and the degree of privacy available to users is limited.

The Library adheres to the principles of intellectual freedom as expressed in the American Library Association's Library Bill of Rights. We do not control or block access points on our computers. Cookies, web history, cached files, and other computer and internet use records are erased at logoff, and at reboot our software automatically erases these files and other software code placed on our computers and returns the computers to their original state.

**Printing**

The computers for patrons are connected to a printer. Patrons should consult with the Librarian before trying to print a document. During the annual budget meeting, the Board sets that year's fees for printing black and white and color copies.

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Revised May 12, 1999  
Revised June 9, 1999  
Revised August 3, 2010  
Revised March 1, 2011  
Revised April 1, 2014

## **IX. Faxing and Photocopying**

The Library provides faxing and photocopying services. Copyright restrictions apply for photocopying. During the annual budget meeting, the Board sets that year's fees for faxing and photocopying.

Adopted April 1, 1999  
Revised May 12, 1999  
Revised June 9, 1999  
Revised August 3, 2010  
Revised April 1, 2014

## **X. Emergency and Safety Issues**

If severe weather conditions result in area school closings (or if they would do so during the school year), the Library will be closed. However, the basement of the Valparaiso Public Library can function as a storm shelter in case of tornadoes or other threatening weather. If such an emergency arises while persons are in the building, staff should direct everyone to the basement and everyone should remain there until the threat ends.

Emergency problems with the building, such as a gas leak, require professional response. Staff should evacuate the building and contact Village Maintenance staff.

Sudden illness or injury of anyone on the premises, illegal or threatening behavior, or other circumstances may require emergency help. Staff should call 911 and/or contact the Volunteer Fire Department or staff at neighboring businesses, as appropriate.

Phone numbers for emergency contacts are posted at the Librarian's Desk and include:

- Valparaiso Volunteer Fire Department, for fire and rescue and EMT response.
- Valparaiso Village Maintenance staff, for gas leaks, electrical problems, water in the basement, or other emergency problems with the building.
- 911, for County Sheriff or other law enforcement.
- Staff at neighboring businesses (Harry's; Val Tavern).

Adopted April 1, 1999

Revised May 12, 1999

Revised June 9, 1999

Revised August 3, 2010

## **XI. Personnel**

### **Paid Staff**

The paid personnel of the Valparaiso Public Library shall include at least a Director and a Librarian or an Assistant Librarian and may include Emergency Substitutes and one or more Specialty Librarians. The Board is responsible for interviewing, hiring, and firing all paid Library personnel. The Board is responsible for setting salaries and benefits, with the consent of the Village Board. The Director reports directly to the Board. Other staff members report to the Director.

### Qualifications

All staff members must meet the qualifications established by the Village and the Nebraska Library Commission. The Director and Librarian must meet state qualifications for certification at the level required for the Library's current level of certification and, although the Director may fulfill the responsibilities of Librarian, the Director may not be on duty as Librarian while completing tasks which are specifically the Director's responsibility. A more detailed statement of qualifications for individual positions appears as Appendix Item 2.

### Number on duty

Under most circumstances, only one paid staff member at a time shall be on duty at the Librarian's Desk when the Library is open, with these exceptions: when the Director is completing tasks that are specifically the Director's responsibility; and during special programs (such as Summer Reading sessions) or tasks (such as inventory) which require the presence of more than one staff member.

### Responsibilities

*General responsibilities specific to the Director* are stated in the Bylaws of the Board of Trustees: "The Director shall be the Executive Officer of the Library. The Director shall have sole charge of the administration of the Library under the direction and review of the Board. The Director shall be responsible for the direction of the staff, the efficiency of the Library's service to the public, and the operation of the Library in accordance with the annual budget. The Director shall assist in preparing the budget and shall prepare an annual report of fiscal and circulation activity to be submitted to the Library Board, the Village Board, and the Nebraska Library Commission."

*The Director's responsibilities also shall include* programming, publicity, community outreach, collection management and development, inventory, ordering, and required reporting, including reports to the Board, the Valparaiso Woman's Club, and State agencies. The Director also shall apply for grants as the Board approves or directs, periodically review policies and procedures and recommend revisions, and undertake other duties as appropriate to promote use and support of the Library throughout the community.

A more detailed description of the Director's tasks and detailed descriptions of other positions' tasks appear in Appendix Section 3, "Position Descriptions."

### Professional Development

Staff members are encouraged to participate in NLC-sponsored training online and at workshops which provide CEUs. Within the limits set in the annual budget and with prior approval, the Library will compensate staff for enrollment fees and for cost of transportation to and from workshops.

**Volunteer staff**

The Library welcomes volunteer help from persons of all ages, both with regular duties and for special events and programs. Persons interested in volunteering should contact the Director to arrange times and activities.

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Revised May 12, 1999  
Revised June 9, 1999  
Revised August 3, 2010  
Revised September 13, 2012  
Revised September 16, 2015

## **XII. Finance**

The Board of Trustees, in consultation with the Village Treasurer and the Library Director, determines the Library's annual budget. The Board of Trustees must authorize all expenditures. The Village Treasurer makes authorized payments from the Library's budgeted funds. The Village Treasurer provides the Board with a financial report at each Board meeting and annually.

Most funds for books and other media are provided by the Valparaiso Women's Club, which informs the Library in September of the amount which will be available through August of the next year. The Director provides detailed invoices and reports of expenditures to the Women's Club, the Board, and the Village Treasurer.

The Village provides the building and utilities for the Library, maintenance services, and occasional materials and labor for special projects. Other funds come from the State of Nebraska, donations and grants, and fines and fees. The Library encourages donors of significant amounts of money to contribute through the Valparaiso Women's Club.

Librarians keep track of the Library's Petty Cash fund and account to the Board for additions to and expenditures from that fund. Librarians may make deposits from Petty Cash into the Library's bank account, as the Board directs.

Adopted April 1, 1999  
Revised May 12, 1999  
Revised June 9, 1999  
Revised August 3, 2010  
Revised Dec. 16, 2010

### **XIII. Acceptable Behavior**

The Valparaiso Public Library is a public, tax-supported organization which must provide a safe, clean, comfortable environment for selecting materials, reading, researching, studying, writing, and attending programs and meetings. As such, the Library must establish rules of conduct to protect the rights and safety of Library patrons, volunteers, and staff and to protect the Library's materials, equipment, facilities, and grounds. In addition, Library staff must enforce these rules in a fair and reasonable manner.

Library staff will intervene to stop prohibited actions or behaviors. Failure to comply with requests to modify behavior may result in exclusion from the library facility for the remainder of the day. Repeated or severe incidents may result in more extended loss of privileges or in contacting law enforcement.

These actions are examples of conduct not allowed on library premises:

- Engaging in any activity in violation of Federal, State, local, or other applicable law or Library policy.
- Carrying firearms or dangerous weapons of any sort (except for law enforcement officers).
- Being under the influence of, using, possessing, or selling alcohol or any illegal substance.
- Smoking or using other tobacco products.
- Fighting or challenging to fight, running, pushing, shoving, or throwing things.
- Engaging in any verbally or physically threatening or abusive behavior, including (but not limited to) stalking, staring, lurking, offensive touching, or indecent exposure.
- Trespassing in non-public areas or being in the library without permission of an authorized Library employee before or after hours.
- Tampering with or destroying Library property.
- Creating disruptive noises such as shouting, using profanity or obscenities or rudeness, screaming, or banging on walls, furniture, or equipment.
- Using audible devices without headphones. Using cell phones, pagers, and other communication devices in a manner that disturbs others. Audible ringers of cell phones and pagers should be OFF and calls should be made/taken in areas where they do not disturb others.
- Littering.
- Bringing food or drinks into the library, except as authorized by appropriate Library personnel.
- Bringing pets or other animals, other than service animals necessary for disabilities, into the library, except as authorized by appropriate Library personnel.

Adopted March 1, 2011  
Revised April 1, 2014

#### **XIV. Unattended Children**

The Valparaiso Public Library welcomes children and families to use its facilities and services. However, responsibility for children rests with the parent, guardian, or assigned chaperone, not with library personnel. The Library staff is not responsible for the safety, care, or supervision of minors of any age at any time, whether in the library or on library premises.

Except during special library programs which make other provisions, such as Summer Reading, someone age 12 or older must accompany children under age 6 in the library. This person should remain in the child's line of sight and is responsible for the child's behavior and supervision in the library. If a child under age 6 is left unattended at the library, staff will contact the parent or guardian to come for the child and, if no one can be reached, will contact the Saunders County Sheriff's Department for assistance.

Parents, guardians, or other caregivers are responsible for picking up children before closing time. Staff may not transport children home or to any other destination under any circumstances. Many children age 6 and older who reside within the Village normally walk to and from the library. However, during inclement weather and/or after dark, staff may decide circumstances for walking are not safe and may contact a parent or guardian for transportation and ask children to remain in the library until the parent or guardian arrives.

If a minor child under age 16 is left at the library and staff cannot contact anyone to provide transportation, staff will not leave the child unattended. Staff will contact the Saunders County Sheriff's Department for assistance within 15 minutes after closing time and will remain with the child until the law officer arrives.

Adopted March 1, 2011  
Revised April 1, 2014

## **XV. Facilities**

### **Maintenance**

In order to provide a pleasant environment for patrons, staff members are expected to ensure that the Library is clean and free of clutter in all areas and that materials are well organized and accessible. Staff members must immediately report any maintenance problems to the Board for resolution or, in case of a structural emergency, to the Village Maintenance Department.

### **Meeting Space**

As an expression of its mission to connect people with information, ideas and experiences, the Valparaiso Public Library provides meeting space in the basement. This space may be used by members of the community for the presentation and exchange of information and opinions, for work by committees, for interest groups, and so on. The Library makes this space available on equal terms to all persons and groups, regardless of opinion or affiliation. By making meeting space available, the Library does not sponsor or endorse the views of any group using the space.

### **Guidelines**

Meeting space is primarily for Public Library programs and use. When not in use by the Library, the space can be used for meetings and events which are sponsored by the Library in support of its mission and goals, or by the Valparaiso Woman's Club (which functions as the library's Friends group), the Val Days Committee, the Soup Supper Committee, similar community organizations, or by agencies of the Village, County, State, or Federal Government.

The Library may cancel confirmed reservations to accommodate Library sponsored activities. Library staff will notify meeting space users in the event of cancellation.

The Library reserves the right to review each prospective use and determine whether or not that use falls within the Library's guidelines. Use of the premises may be terminated at any time if the conduct of the group, or any member of the group, is disruptive to Library service, abusive, or dangerous to the building, Library materials, exhibits, furnishings, or individuals in the building.

The Library is a non-smoking facility.

Library staff or representatives may enter the reserved premises at any time and on any occasion.

Those using the Library's space may not move exhibits, furniture, other Library equipment, or collection materials.

Animals (with the exception of Seeing Eye or registered assist dogs) may not be brought onto Library premises unless a part of a Library sponsored program.

The Library is not responsible for items or equipment left in the building before, during, or after an event.

Adopted Sept. 13, 2013  
Revised April 1, 2014

## **XVI. Exhibits and Displays**

During at least the 1st week of each month, Staff will update exhibits in main room, Children's Room, and Young Readers' Room and will document this activity on the Daily Activity Sheet.

During at least the 3rd week of each month, Staff will remove and shelve books from the New Book display areas and will document this activity on the Daily Activity Sheet.

During at least the 2nd and 4th weeks of the month, Staff will post new colorful notices of some sort in the windows and will document this activity on the Daily Activity Sheet. Trustees may assist in acquiring and/or creating window posters.

Adopted April 1, 2014

## **XVII. Advocacy**

At least one Trustee, one Staff Member, and one Volunteer will attend the annual NLA Advocacy Day, which usually occurs in late January or early February and includes an early morning meet-and-greet, an advocacy orientation meeting, a visit with our State Senator and other Senators about their support of Nebraska libraries and the Valparaiso Public Library, honoring of volunteers by the Nebraska Legislature, and luncheon with State Senators. This event also will be a Library budget item. Staff and Trustees who attend earn CEs and accreditation points for the library, and they encourage volunteers to continue volunteering.

Adopted April 1, 2014

### **XVIII. Strategic Planning**

The Board will review progress on meeting the goals of the current Strategic plan by including progress updates and discussion at each Board meeting. The Board will revise the Strategic Plan annually, setting new goals as previous goals are met and as the community's needs change. The Board will publish the revised Strategic Plan each October.

Adopted April 1, 2014

## **Appendix**

Item 1: Valparaiso Public Library Request for Reconsideration of Materials form

# Valparaiso Public Library Request for Reconsideration of Materials

Date Submitted: \_\_\_\_\_

The Board of Trustees of The Valparaiso Public Library has delegated the responsibility for selecting and evaluating Library resources to the Library Director and has established formal reconsideration procedures to address concerns about those resources. The first step in those procedures is to complete this form. If you wish to request formal reconsideration of a Library resource, please return the completed form to the Library Director. Your concerns will then be added to the Agenda of the next meeting of the Board of Trustees. For the Board to consider your concerns, you must be present to discuss them.

Your Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

Do you represent yourself? \_\_\_\_

Do you represent an organization? If so, please name it: \_\_\_\_\_

Describe the material on which you are commenting:

\_\_\_\_ Book \_\_\_\_ Textbook \_\_\_\_ Video \_\_\_\_ Display \_\_\_\_ Magazine \_\_\_\_ Library Program

\_\_\_\_ Audio Recording \_\_\_\_ Newspaper

\_\_\_\_ Electronic information/network (please specify)

\_\_\_\_ Other: \_\_\_\_\_

Title: \_\_\_\_\_ Call Number: \_\_\_\_\_

Author/Producer \_\_\_\_\_ Publication date: \_\_\_\_\_

**DISCUSSION:** *Please answer these questions as completely as possible.*

*Use the back of this sheet and additional pages as necessary.*

1. What brought this resource to your attention?
2. Have you examined the entire resource? If not, what specific parts have you examined?
3. What concerns you about the resource? (Please be specific; for example, cite pages.)
4. What do you feel might be the result of reading or viewing this resource?
5. For what groups or individuals would you recommend this resource?
6. Is there anything good about the resource?
7. Are you aware of the judgment of this resource by literary or other professional critics?
8. What do you believe is the theme of this resource?
9. What would you like your Library to do about this resource?
10. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?
11. What material of equal literary or informational value would you recommend that would convey as valuable a picture and perspective of the subject treated?

Signature of Complainant: \_\_\_\_\_

## Item 2: Valparaiso Public Library Personnel Requirements

### **Village of Valparaiso Requirements for all Village Personnel**

Employees must be legal residents of the United States.

### **State Standards for Personnel of Certified Libraries**

State standards require the Director and Librarians to be Certified Librarians, which, in turn, requires a minimum formal education level, education in Basic Skills, and ongoing completion of Continuing Education Credits. For the Valparaiso Public Library and others serving populations of 500-2,499, staff must include *at least* a Director and one Librarian, both of whom must have *at least* a High School Diploma or GED. Assistant Librarians, Interns, Specialty Librarians, and Emergency Staff do not have to be Certified and therefore do not have to have a High School Diploma or GED.

Becoming a Certified Librarian also requires the employee to (1) enroll in the Nebraska Library Commission's (NLC's) certification program (complete the online Public Librarian Certification enrollment form at <http://nlc.nebraska.gov/CE/PLCertappOnline.asp> ; no fee); (2) provide proof of education; (3) within 3 years, complete the Basic Skills requirement by completing Basic Skills courses or by completing equivalent formal training, **and** earn a total of 45 continuing education credits (of which some may be earned by successfully completing Basic Skills courses). After that, to renew certification, the employee must complete an addition 45 continuing education credits every 3 years. The NLC provides qualified applicants preliminary certification while the applicant completes the required courses.

The Basic Skills courses are presented online. Basic Skills participants must complete at least thirteen modules – 6 requisite modules and 7 electives – each of which is scheduled to be completed within 2 weeks (except the “Organization of Materials” module, which takes 4 weeks). Participants watch online presentations or read material on the days/times they choose but must complete assignments by specified dates. Requisites include Collection Management; The Community and the Library; Communication; Customer Service; Intellectual Freedom and the Core Values of Librarianship; and Organization of Materials. Electives include Leadership; Library Finance, Library Governance; Library Policy; Library Services to Children and Youth; Library Technology; Management and Supervision; Programming and Outreach; Readers Advisory; and Reference.

### **General Valparaiso Public Library Requirements for All Personnel**

The Director, Librarians, Assistant Librarians, Specialty Librarians, and Emergency Staff must be of legal age. Interns may be High School juniors or seniors or college students. All employees must work with the public in a manner consistent with the Library's mission to provide free access to information to all citizens, regardless of race, gender, creed, religion, political affiliation, socio-economic status, marital status, or sexual orientation.

## **Additional Qualifications for the Director**

### Prerequisite Qualifications

1. Extremely good organizational, administrative, managerial, and communication skills and excellent writing, analytic, budgeting, documentation, and record-keeping skills, documented by experience and/or formal education/training.
  - a. Ability to manage and train staff.
  - b. Ability to work well with the public; to recruit and work with and train adult and teen volunteers; to maintain good relations with the Valparaiso Woman's Club; and to work with staff, Trustees, and volunteers to develop programs that meet the goals of the Strategic Plan.
  - c. Ability to produce, keep, and maintain records in spreadsheet format which document statistics about library use, patrons, and the collection; Petty Cash credits and debits, Orders/Purchases; and the annual Budget/Actual Income & Expense.
  - d. Ability to analyze past and project future income/expenses, and consider other factors, to create an annual budget which meets Accreditation standards and is consistent with Policy and the Strategic Plan.
  - e. Ability to manage the library's collection of materials in accordance with Policy and the Strategic Plan, including weeding, selecting items to add to the collection, and handling purchasing.
  - f. Ability to maintain inventory and manage purchasing in accordance with Policy and the Budget.
  - g. Ability to work with the Trustees to obtain information about community needs from community leaders and stake-holders and community members, using interviews, surveys, and other means, in order to obtain information required to create and update the Strategic Plan.
  - h. Ability to prepare clear and accurate written documents, including reports to the Board of Trustees, the Strategic Plan, the narrative section of the Annual Public Library Survey, Policies, Procedures and other training materials, grant applications, publicity materials, correspondence with patrons and volunteers and vendors, etc.
  - i. Ability to complete online reports and forms, including the Annual Public Library Survey, the NLC Supplemental Survey, CE Reports for Board of Trustees, the Accreditation Application, USAC E-rate application forms, and so on.
2. Strong computer skills and the willingness and ability to acquire additional computer and other technical knowledge and skills as needed, documented by previous experience and/or formal education/training. These skills must include at least:
  - a. Basic computer file management (creating and naming folders; organizing files and folders; creating and saving files; copying files; searching for files and folders)
  - b. Use of Office software (MS Office or its equivalent OpenOffice versions of EXCEL and WORD; and Publisher or other Desktop Publishing software) to create spreadsheets, documents, forms, fliers, posters, and signage.
  - c. Use of printers and other peripherals, such as scanners.
  - d. Internet skills: searching, email, and posting on social media such as Facebook and Twitter.
  - e. With minimal instruction, ability to post on and update the library's Wordpress website, which the NLC maintains at no charge at <http://libraries.ne.gov/valparaiso>. Technical support is available weekdays from the NLC.

*Continues*

*Director, cont.*

f. With minimal instruction, ability to maintain the Library's successful use of the Pioneer Koha ILS.

- (1) The Director is the Library's only staff member with SuperLibrarian permission status and must clearly understand how to correctly assign appropriate task-related permissions to staff members; how to update the Library's specific patron types and categories, circulation and fines rules, and calendar; and how to prevent making or allowing other staff to make changes which affect the system rules for all other Pioneer Koha libraries.
- (2) The Director must be able to train staff to use the ILS correctly and must be able to update the Koha manual as needed.

NOTE: Technical assistance and training is available from the Pioneer Koha Technical and Training staff.

Qualifications Preferred but not Required

1. B.A. or B.S. from accredited college.
2. Current Level 1 or higher Librarian Certification.
3. Experience working in a library as an intern or employee.
4. Experience working with an ILS for libraries.

## **Additional Qualifications for the Librarian and Assistant Librarian**

### Prerequisite Qualifications

1. Ability and willingness to understand and comply with Library Policies and, with training, understand and follow Library Procedures.
2. Good interpersonal communication skills and the ability and willingness to work well with others. This includes:
  - a. Welcoming library visitors, answering questions, finding information in library materials and online, and, with training, providing help with computers and other devices and with Overdrive accounts.
  - b. Working with the Director, other staff, and volunteers to create/supervise/staff programs for library patrons and other members of the public, of all ages and backgrounds, in the library and the community.
  - c. Working with the Director to create and distribute posters and informational materials and to promote and sell tickets to Library fundraisers.
3. Basic computer skills and the willingness and ability to acquire additional computer skills and other technical knowledge and skills as needed, including at least:
  - a. Basic computer file management skills (creating and naming folders; organizing files and folders; creating and saving files; copying files; searching for files and folders).
  - b. Basic ability to use Office software (MS Office or its equivalent OpenOffice versions of EXCEL, WORD, and Publisher) to create documents, and willingness to learn how to create spreadsheets, forms, fliers, posters, and signage.
  - c. Ability to use printers, and willingness to learn how to use other equipment, such as scanners and fax machines.
  - d. Ability to perform internet searches, use email, complete online forms, download and upload files, and use social media such as Facebook and Twitter; and willingness to learn how to post on the library's website and social media accounts.
  - e. Willingness to learn how to use the Library's online ILS to do searches, create online lists, check materials in and out, assess fees and fines, place holds, add and edit patron records, add materials to the catalog by working with MARC and ITEM records, do other cataloging tasks, run and save reports, and so on.
  - f. Willingness to learn how to use Overdrive to download digital ebooks and audiobooks to a computer and to various other devices, including phones, tablets, and ereaders.
4. Ability to perform a variety of secretarial/administrative tasks, including keeping written records, processing mail, taking and forwarding messages, answering the phone, setting up displays, updating the bulletin board, putting up signs and posters, monitoring use of supplies and reporting pending shortages and needed purchases, receiving and processing deliveries, tallying petty cash, photocopying, faxing, selling books and other items on sale, collecting fines and fees, and making change.
5. Physical ability to open and close the facility, retrieve items from the lockbox and mail from the post office box, set the thermostat, turn computers and other equipment on and off, shelve and unshelve materials, retrieve materials from the basement for patrons who cannot use the stairs, sort through and reorganize materials in specific sections of the library, and do light custodial tasks.

*continues*

*Librarian and Assistant Librarian, cont*

Qualifications Preferred but not Required

1. Residence within easy driving distance of the Library.
2. Familiarity with the purposes, services, and programs of public libraries.

## **Additional Qualifications for Emergency Staff**

### Prerequisite Qualifications

1. Willingness and ability to understand and comply with Library Policies and, with training, ability to understand and follow Library Procedures.
2. Ability to welcome and assist visitors, complete the Daily Record Sheet and Time Sheet, answer the Library telephone and take messages, make sales, recognize and set aside damaged or excessively used materials, and check materials in and out either on the handwritten Checkout Form or, after training, on the online ILS.
3. Physical ability to open and close the facility, retrieve items from the lockbox, set the thermostat, turn computers and other equipment on and off, and retrieve materials from the basement for patrons who cannot use the stairs.
4. Residence within easy driving distance of the Library.

### Qualifications Preferred but not Required

Basic computer skills and the willingness and ability to acquire additional computer skills and other technical knowledge and skills in order to better assist visitors, including:

1. Basic computer file management skills (creating and naming folders; organizing files and folders; creating and saving files; copying files; searching for files and folders).
2. Basic ability to use Office software (MS Office or its equivalent OpenOffice versions of EXCEL, WORD, and Publisher) to create wordprocessed documents, and willingness to learn how to create spreadsheets and other documents.
3. Ability to use printers, and willingness to learn how to use copier and fax machine.
4. Ability to perform internet searches, use email, complete online forms, download and upload files, and use social media such as Facebook and Twitter.
5. Willingness to learn how to use the Library's online ILS to do searches, create online lists, check materials in and out, and record payments of overdue fees.
6. Willingness to learn how to use Overdrive to download digital e-books and audiobooks to a computer and to various other devices, including phones, tablets, and e-readers.

## **Additional Qualifications for the Specialty Librarian**

### Prerequisite Qualifications

1. Ability and willingness to understand and comply with Library Policies and, with training, understand and follow Library Procedures.
2. Good interpersonal communication skills and the ability and willingness to work well with others.
3. Skills in the related specialty area, and, as necessary, additional supporting skills, documented by experience and/or formal education/training. More specific requirements can be stated only for a specific specialty or program, such as cataloging or Summer Reading.

### Summer Reading Librarian

The Summer Reading program typically includes activities for preschoolers (ages 3-5), who meet in the library basement; gradeschoolers (entering grades 1-6 in the fall), who meet in the Senior Center; and teens through age 16, who work as volunteers to help the program leader by working with assigned small groups of preschoolers and gradeschoolers. Adult volunteers also are important to the program.

The Summer Reading Librarian must be able to:

1. Plan the summer reading program for children and teens ages 3 through 16, including weekly program topics, books, activities, materials needed, special speakers, prizes, and snacks.
2. Order and create print materials for the program, including publicity posters and handouts, registration sheets, reading contracts, reading reports, handouts to use in the program, end-program certificates, correspondence to teen and adult volunteers (recruitment letters, thank-you letters, etc.), and so on.
3. After inventorying supplies on hand, order/purchase small weekly prizes for participants and end-program prizes for volunteer teens and adults.
4. Work with library staff to develop a book list for the program, including books from the catalog and books to be ordered.
5. Recruit, train, and supervise the work of teen and adult volunteers – usually 2 teens and 1 or 2 adults for the preschoolers, and 12-14 teens and 2-4 adults for the gradeschoolers.
6. Manage/conduct the program.
7. Keep up-to-date, accurate records of the program, in spreadsheet format, including registration details and attendance records for volunteers (training sessions and program sessions) and participants; reading contracts and reports; correspondence; supplies (inventory; orders/purchases); expenses.
8. Keep accurate, complete record of dates and hours worked and tasks accomplished on Employee Time Sheet and submit monthly to the Director for approval.

## **Position Description: Valparaiso Public Library Director**

### I. General Responsibilities

Because State standards require the Director to be certified, this position requires timely fulfillment of the Nebraska Library Commission's (NLC's) Basic Skills requirement and timely completion of 45 Continuing Education credits every three years.

As the Bylaws of the Board of Trustees states, the Director is the Executive Officer of the Library and has sole charge of its administration, under the direction and review of the Board. Responsibilities specific to the Director include the direction and supervision of the staff, the efficiency of the Library's service to the public, and the operation of the Library in accordance with the annual budget, which the Director drafts for the Board's review and approval and then revises as directed.

The Director must prepare the annual report of fiscal and circulation activity (Annual Public Library Survey) for the Library Board, the Village Board, and the Nebraska Library Commission (NLC); every three years, prepare and submit, to the NLC, the Library Certification Application; and work with the Board to prepare the Library's Strategic Plan. (The Strategic Plan includes the Technology Plan and must accompany the Library Certification Application; the Board must adopt, publish, use, and update it annually as required for ongoing Library Certification.) The Director also assists the Board by annually reviewing the Bylaws and recommending revisions and by providing training sessions for Trustees to complete the 20 Continuing Education Credits required every 3 years to maintain Board Certification.

The Director is responsible for programming, publicity, community outreach, collection management and development, inventory, ordering, and required reporting, including reports to the Board, the Valparaiso Woman's Club, and State agencies. The Director applies for grants as the Board approves or directs; periodically reviews Library Policies and recommends revisions; develops and updates Procedures to implement Library Policies; and undertakes other duties as appropriate to promote use and support of the Library throughout the community.

### II. Specific Tasks

#### *A. Staff management*

The Director must:

1. Schedule staff working hours.
2. As appropriate, train staff, volunteers, and Trustees.
3. As appropriate, train and delegate staff to train other staff and/or volunteers.
4. Oversee staff to make sure tasks are completed on time and accurately.
5. Provide frequent, specific, accurate feedback to staff about their work. If improvement is needed, accompany that feedback with appropriate instruction/training.
6. Work with staff and volunteers to create, manage, and lead or assist with programs.

*B. Pioneer Koha ILS\* Maintenance (\*Nebraska Pioneer Consortium is an organization of libraries who share an online ILS and costs associated with its maintenance, updates, and technical support. Koha is the open source database software the Consortium currently uses.) The ILS is the Integrated Library System database for the libraries' catalogs and patron data.*

The Director is the only staff member with Super Librarian permissions to access ILS Administrative functions. As such, the Director:

1. Assigns appropriate task-related permissions to each staff member.
2. Updates Administrative Information for the Library, such as the calendar, patron types and categories, and circulation and fines rules.
3. Trains staff in ILS use and maintains an up-to-date Koha manual.
4. Provides feedback about system issues to ILS technical staff; and performs and has staff perform tests of coming system upgrades. Reports the results to ILS technical staff.

*C. Computers, Printers, and Other Devices and Equipment*

Within the limits of the Budget, and in accordance with Policy, the Strategic Plan, and the Technology Plan, the Director makes purchases of computers, printers, other hardware, and other technical devices and provides or arranges for technical support to:

1. Maintain in working order for staff and the public: computers, printers, other devices and equipment, and the internet connections, both hardwired and 24/7 wifi.
2. Update software.
3. Maintain appropriate protection from viruses, malware, and spyware for all computers, printers, and other electronic devices and equipment.

*D. Records*

The Director maintains digital copies of available/recoverable historical and current records online; and creates and maintains accurate current records in Excel spreadsheet format, with up-to-date backups online, of these items:

1. Library statistics.
  - a. Daily, monthly, and annual totals of the number of adults and children/teens who enter the library, attend a program (and name of program), use a computer, ask a question or ask for any assistance (about/for what), open/renew a library account, etc. This data comes from the Daily Record Sheets which staff on duty at the Librarian's Desk complete.
  - b. Monthly and annual statistics about the items checked out or renewed either in the library or electronically via Overdrive. This data comes from reports that must be generated online from the ILS and online from Overdrive at the first of every month.
2. Patrons. This information comes from an online ILS report.
  - a. Detailed list of all patrons (account number; name; address; phone; email; dates enrolled, renewed, will expire; etc.)
  - b. Deleted patrons. Create this spreadsheet by copying data about the patrons in question from the detail list BEFORE deleting the patron accounts.
  - c. Patrons added between certain dates. Get this information by sorting the Detail list in "date enrolled" order.
3. Collection information
  - a. Items added, quarterly and annually. This information comes from an online ILS report which must be generated at least annually ON October 1.
  - b. Items deleted. This information comes from an online ILS report which must be generated on the same day that any items are deleted, between the step that tags them as "in storage" and the step that actually deletes them. This online ILS report is likely NOT to be accurate unless done immediately after items are deleted, especially if an item is the only item attached to a MARC record but also if the system managers move any deleted records to archive tables or delete any empty MARC records.

4. Petty Cash. This information comes from the Daily Record Sheets which staff complete while on duty.
5. Orders/Purchases. Some of this information comes from the Daily Record Sheets which staff complete while on duty. The rest of it comes from vendors or through the Village Clerk, who also provides information about payments to vendors.
  - a. Records of purchases of collection materials must include
    - (1) Details about vendors, order/shipping/invoice/bill/credit/payment dates, per item invoice amounts, post-order credits, refunds, payment check numbers and amounts.
    - (2) Details about materials purchased, including per item cost, quantity; and Item Type/ title/ author; or type of maintenance/repair material, for which media type. (Repair/maintenance supplies are accounted for as collection purchases.)
    - (3) Details about contributions to Library from Woman's Club, including check numbers and dates and applications to which specific payments.
  - b. Records of other purchases must include at least the vendor, order/purchase date, item description, invoice/bill date(s) and amount, amount paid, date paid, and how paid (Village check [and number], local store charge, reimbursement [date, check number, to what staff member]).
  - c. Use these records to reconcile amounts billed with amounts paid and balances due.
6. Budget (see *E. Budget*, below). Created by compiling, in one spreadsheet, financial details from the above Petty Cash and Orders/Purchases records and from the Board Treasurer/Village Clerk's Annual Income and Expense Report for the just-ending fiscal year, in preparation for the Annual Public Library Survey (see Reports, 2a, below).

#### *E. Budget*

The Director creates the Budget in Excel format and maintains backups of historical and current copies online.

1. Add information for the just-closed Fiscal Year to the existing budget spreadsheet. This compiled information is necessary to complete the Annual Public Library Survey as well as to project future income and expense.
2. Compare specific income amounts for the just-closed Fiscal Year to those of previous years. Note especially the previous three years. To maintain certification points, local income must equal or exceed that of the lowest of the previous three years, but also must equal or exceed either the average or the median amount of its Nebraska library peer group\*.
3. Project the coming year's specific income amounts based on (a) a realistic comparison to previous years and (b) information from the Village Clerk about probable Village and State contributions. Also note relevant sections of the Strategic Plan and Technology Plan.
4. Compare specific expense amounts for the just-closed Fiscal Year to those of previous years. Note especially the previous three years. To maintain certification points, expenses for both the collection and staff must equal or exceed those of the lowest of the previous three years. In addition, collection expenditures as a percentage of all expenditures must equal or exceed those of its peer group's\* average or median expenditures; and staff expenditures must , equal or exceed either the average or the median amounts of those of its peer group\*.
5. Also note relevant sections of the Strategic Plan and Technology Plan and consider the size and state of the library's collection (which should equal or exceed the average or median collection size of its peer group\*); the condition and adequacy of librarian and patron computers, printers, and other devices and equipment; the condition and adequacy of furnishings; programming

needs; staffing needs; expected ILS and Overdrive fees; and general needs for office and other equipment and supplies.

6. Project the coming year's expenses to reflect both the above comparisons at 3 and 4 and previous years' expenses.

*\*Peer group comparative detail appears on the online version and printout of the last accepted Application for Accreditation.*

#### *F. Collection Management*

The Director maintains the Library's Collection in accordance with Policy and the Strategic Plan.

1. To eliminate outdated information, prevent shelf crowding, maintain useful and usable materials, and meet the community's changing tastes and needs, ensure that at least 3% of the collection is weeded every year (culled; removed from the online ILS catalog; prepared for disposal; and disposed of by being sold, used on the swap rack, donated, or recycled).
  - a. Unless they can be replaced or are damaged beyond even careful in-library use, exclude any "Local History/Heritage" item, any item by a local or Nebraska author which is not a duplicate, and items in a popular series which still is acquiring new readers.
  - b. Include duplicates in the same media; items not checked out or used in the Library during the last 7 years, even if displayed prominently/advertised; items in poor physical condition and which are not repairable; outdated reference works; superseded editions; and items which do not meet the Library's acquisition requirements.
2. Select items to add to the collection (by donation or purchased) in accordance with Policy priorities and criteria. Include:
  - a. For adults and for young adults, current best sellers and other current items by authors popular in this community.
  - b. For children and youth, current fiction, non-fiction, and other literature (both recreational and educational).
  - c. Local History/Heritage items.
  - d. Recent popular and award-winning films, especially those for children and for families.
  - e. Items patrons have requested, and lost/damaged/aged items that should be replaced.
3. Ensure that annual collection expenditures meet annual Budget requirements and, to the extent possible, earn accreditation points by meeting these criteria:
  - a. Adds enough items that the Library's collection size equals or exceeds the per capita size of the peer group's\*\* average or median size.
  - b. Totals enough that the Library's expenditure, as a percentage of total expenditures, equals or exceeds that of its peer group's\*\* average or median expenditure.

*\*\*Peer group comparative detail appears on the online version and printout of the last accepted Application for Accreditation.*

*NOTE: This is only possible if the Library shops carefully for lower prices and does not purchase collection materials through traditional library vendors. Therefore the Library has an account with Amazon.com and, when items are not available there, orders from other online sources.*

4. Recommend digital purchases to Nebraska Overdrive and encourage patrons to recommend purchases on the Overdrive site. Our annual membership fee allows our patrons to download digital ebooks and audiobooks.
5. Ensure that purchases are made throughout the year, to provide appropriate new materials for programs, special events, and seasonal appeal.

6. Ensure that new materials are prepared for cataloging, catalogued, and shelved as quickly after receipt as possible.
7. Keep up-to-date, accurate records of all purchases and all additions to and deletions from the catalog. (See the earlier section, *D. Records.*)

#### *G. Inventory and Ordering/Purchasing*

The Director ensures that staff monitor the use and inventory of supplies (for programming, collection preservation and repair, programs and events, secretarial and business use, and cleaning) and make timely reports of pending shortages to the Director.

The Director ensures that staff purchases are pre-authorized, within Budget guidelines, and documented with receipts, whether the purchases are made from Petty Cash, by charge on the Library account at local stores, or purchased as reimbursable expenses. The Director must approve staff members' requests for reimbursement, record them, and then forward them to the Village Clerk for payment.

The Director places orders through Library accounts with vendors, or forwards order requests to the Village Clerk, who is authorized to place orders for the Library on Village accounts with vendors. The Director also place orders pre-authorized for the Director to purchase for reimbursement.

#### *H. Reports*

The Director maintains backup copies online of historical and current reports to the Board and the NLC.

##### 1. Bi-Monthly Report to Board of Trustees

This is a word-processed report; backup copies of historical and current reports should be maintained online. The report includes:

- a. Summary of the previous two months' Petty Cash credits and debits and reconciliation with final cash on hand, and an attached copy of the Excel spreadsheet Petty Cash record for the previous two months.
- b. Table of previous years' totals and current year's monthly and year-to-date totals of library non-program visitors (adult and child/teen), computer users (adult and child/teen), programs, program attendance (adult and child/teen), reference/assistance questions (adult and child/teen), new/renewed patrons (village/non-village), and circulation statistics (by Item Type, from the online ILS and online Overdrive).
- c. Text which reports updates since the previous Board meeting about progress made or needed related to Old Business, recent events/issues, and/or specific areas of the current Strategic Plan.

##### 2. Reports to the NLC

- a. Annual Public Library Survey (completed online at Bibliostat™ Collect). Functions as annual report to NLC, Board of Trustees, and Village Board. Covers the fiscal year of Oct. 1 through Sept. 30 and usually is due in January or early February. Compiled from information in previously completed Records (see above) and from information provided by the Board Treasurer/Village Clerk's Annual Income and Expense Report for the fiscal year. Requires:
  - (1) General information about the Library, Board, facility, and open weeks per year.
  - (2) Finance details -- federal, state, county, local, and other income [contributions, fees, sales, etc.] and capital revenue; operating expenditures by category, including:
    - (a) Staff wages, benefits, and continuing education support.
    - (b) Collection expenditures for materials of different types (print, electronic, and other).
    - (c) All other operating expences.

- (3) Detailed collection information (print, audio, audiovisual, serial, and electronic materials and reference databases for adults and children held at the end of the previous year and since then deleted and added).
  - (4) Statistics about patrons added and deleted.
  - (5) Statistics about visitors of various age groups, programs for various age groups, and circulation of various types of materials for various age groups.
  - (6) Information about technology (patron computers, internet speed and access availability via 24/7 wifi).
  - (7) Staff FTEs.
  - (8) Narrative describing successes and challenges from the past year (programs, people, services, events).
- b. NLC Supplemental Survey (online; information about public library staff, board members, friends groups, hours, website URL, and social media accounts).
  - c. Broadband speed connection test (online, from librarian's computer).
  - d. CE Reports for Board of Trustees Training Sessions (online, as training completed).
  - e. Accreditation Application, due Oct. 1 every 3 years (completed online).
  - f. Strategic Plan (annual update; new version due every 3 years with Accreditation Application).

### 3. Reports to the Valparaiso Woman's Club

The Valparaiso Woman's Club founded the original Valparaiso Library and has supported the Library ever since. The Club hosts a large fund-raising event every year and donates the proceeds to the Library for the collection. Even though it does not have the 301C status of a Library Friends group, the Woman's Club is the Library's major supporter, and one of its members always serves on the Board of Trustees.

The club meets on the 3<sup>rd</sup> Thursday after the 3<sup>rd</sup> Wednesday of each month during the school year (September through May). The Director provides reports at those meetings, in person or in writing, about additions to the collection, general Library concerns, and Library programs and events.

#### *I. Strategic Planning*

The Strategic Plan, which includes the Technology Plan, must be revised annually, adopted and signed by the Board of Trustees, posted online, and submitted online with the Application for Certification by Oct. 1 every three years (2016, 2019, etc.). The Board of Trustees and Director are to use this plan as a guide for budgeting, staffing, providing programming and other services, publicity and community outreach, managing the collection, using technology, recruiting and using volunteers, and in all other ways in which the Library can meet the community's needs. To obtain the information about community needs basic to the Plan, they must consult with community leaders and stake-holders and develop surveys and other ways to obtain information from community members.

The Plan must include:

1. The library's Mission Statement.
2. A community profile which includes an assessment of community needs (all needs, not just in relation to the Library).
3. An analysis of Library strengths, weaknesses, and opportunities and threats coming from outside the library.
4. An analysis of what all this means and, based on the previous 3 items, where/how the Library can contribute to community progress.

(list continues)

The Plan also must include, based on the previous 4 items:

5. Specific goals with measurable objectives or action plans that provide details such as timelines and assignment of responsibility.
6. A plan for evaluation of accomplishment.
7. A summary of evaluation of previous accomplishments.

#### *J. Policies and Procedures*

The Director reviews Policies with the Board annually, at the April Board meeting. Then and as issues arise, the Director drafts needed revisions for the Board's approval. The Director immediately posts newest approved Policies online and replaces old versions in Library Manuals. See the Application for Certification, the NLC Trustee Handbook, and other NLC information and examples for guidelines.

Procedures must comply with current Policies and provide staff with step-by-step directions for completing tasks and must function as training materials for staff and volunteers. At least annually and as issues arise, The Director reviews and has staff review and provide feedback about Procedures and related Forms; drafts revisions/updates; and reviews proposed changes with staff. The Director revises drafts as appropriate, reviews final changes with staff, and replaces old copies with current versions.

#### *K. Programming*

The Director works with staff, volunteers, and Trustees to implement the programming goals of the Strategic Plan.

The Director works with staff and Trustees to recruit Adult and Teen Volunteers.

#### *L. Grant Applications*

The Director completes timely applications for such grants as The Libri Children's Book grant, Federal E-rate funding, and NLC grants as available.

The Director searches for additional grant providers and applies for appropriate grants as the Board advises.

#### *M. Publicity and Community Outreach*

To provide for publicity and community outreach, the Director:

1. Ensures regular (at least weekly), accurate postings of library events on the library website and social media, and ensures regular postings of Board Meeting Notices, Agendas, and Minutes.
2. Ensures regular updates of the library website's static content. These updates include changes in hours, members of the Board of Trustees, By-Laws, Policies, Programming, links to onsite items and to resources on other sites, and so on.
3. Creates/works with staff to create and distribute posters publicizing library events.
4. Works with staff and Board members to publicize the Valparaiso Woman's Club's fundraiser and sell tickets to the event.
5. Implements the recommendations of the Strategic Plan.

## **Position Description, Valparaiso Public Library Librarian and Assistant Librarian**

### General Responsibilities

Because State standards require the Librarian to be certified, this position requires timely fulfillment of the Nebraska Library Commission's Basic Skills requirement and timely completion of 45 Continuing Education credits every three years. The Assistant Librarian does not have to be certified.

The Librarian and Assistant Librarian report to the Director. They are responsible for asking the Director questions as they arise and for informing the Director of issues, questions, problems, ideas for improvements, and so on which arise in relation to their work, the Library collection, patrons' requests or needs, programming, equipment, furnishings, supplies, the facility, Policies, Procedures, and so on. This information is crucial to maintaining and improving the Library.

The Librarian and Assistant Librarian are responsible for understanding and adhering to all Library Policies and Procedures. They must stay alert for circumstances related to monitoring the facility as guided by the specific Policies "VIII. Computer and Internet Use," "X. Emergency and Safety Issues," "XIII. Acceptable Behavior," "XIV. Unattended Children," and "XV. Facilities."

The Librarian and Assistant Librarian perform all the duties necessary to operate the Library. In a larger library, these duties are shared among administrative and secretarial staff; librarians specializing in such areas as circulation, cataloging, materials preservation, reference, and programming; shelvers; interns; and custodial staff.

### Specific Tasks

#### *A. Opening and Closing Tasks*

1. While opening the facility, turn on all the lights (all rooms, both floors), open the blinds, set the "OPEN" sign, set the thermostat at the season's required temperature for open hours, and turn on the computers, monitors, and printers. Note that the inside lock on the door in the Children's Room is to remain locked except in case of emergency.
2. Immediately after opening:
  - a. Retrieve materials from the drop box. Shelve them at the Desk to be checked in.
  - b. Get the mail from Post Office box.
3. Immediately before closing, check all areas of the library for collection materials left off the shelves/obviously used during the day. Take these to the Desk for checkout to the patron "VAL In House Use" (24444000026593).
4. At closing, turn off the computers, monitors, and printers; set the thermostat at the season's required temperature for closed hours; set the "CLOSED" sign; close the blinds; turn off all the lights; lock up.

#### *B. Secretarial/Administrative Tasks*

1. Keep Records.
  - a. Throughout the shift, update the Daily Record Sheet.
  - b. Throughout the shift, update your Time Sheet. (Submit to Director at end of month for approval.)
2. Process mail.
  - a. Dispose of junk mail.
  - b. Forward any phone/utility bill to the Village Clerk with a note attached to pay the bill.
  - c. Process publications as Procedures require.
  - d. Hold other bills and any official library correspondence for the Director and alert the Director about the mail.
  - e. Note bills received and any forwarded on the Daily Record Sheet.
  - f. Prepare mailings and post them as the Director asks.

3. Play messages from recorded phone messages. Return calls or write messages to forward, as appropriate.
4. Answer the telephone and, when necessary, take messages.
5. Monitor use of supplies (for programming, collection preservation and repair, programs and events, secretarial and business use, and cleaning) and make timely reports of pending shortages and purchases needed to the Director.
  - a. When authorized, purchase supplies on the Library's accounts with local stores or with Petty Cash. The Director must specifically pre-authorize all reimbursable expenses made by staff from their own funds.
  - b. Record all purchases on the Daily Record Sheet. Attach to it all receipts for Petty Cash purchases and one copy of any receipt for a preauthorized reimbursable expense. File charge receipts from local stores in the local receipt box.
  - c. Give the Director your request for reimbursement with an attached copy of the receipt. Attach another copy of the receipt to the Daily Record Sheet. Keep a copy of the request and the original receipt for your records.
6. Receive and process deliveries.
  - a. Store package contents appropriately.
  - b. Compare package contents with the shipping list. On the shipping list, write notes about any missing or damaged contents.
  - b. File or hold for the Director, as appropriate, all enclosed paperwork, software, etc.
  - c. Alert the Director about the delivery (contents and paperwork).
  - d. Record deliveries on the Daily Record Sheet. Also note any missing/damaged contents.
  - e. Prepare return packages and ship them as the Director asks.
7. On the last working day of the month, tally the Petty Cash and record the amount on the Daily Record Sheet.

### C. Working at the Librarian's Desk

1. At the start of the shift:
  - a. Run online reports to track messages and overdue materials and holds.
  - b. Notify by phone or mail those patrons with holds, overdues, or messages who have no email addresses.
  - c. Process the holds.
2. Throughout the shift, record on the Daily Record Sheet any problems with the facility, the ILS, or the computers, printers, or other devices and equipment, and alert the Director by phone or email to these problems.
3. Check items in and out.
  - a. Examine all items **before** checking them in or out. Proceed to check in/out only items in good condition. Do not check out any item which is missing content or is damaged or shows excessive wear/age. Do not check in any such item until **AFTER** it has been processed.  
Instead:
    - (1) Set aside any item which is missing contents or is damaged or shows excessive wear/age, and attach a note to it about its condition and, if appropriate, the patron who just returned it.
    - (2) As the item is processed, add to its attached note a list of the changes made to the Item record and fine/fees added to the Patron's record, if any.
    - (3) To process the item:
      - (a) Open the Item record. Set the Status (to "damaged") and Location (to "repair" if to be mended; "storage" if to be deleted) and add a description of the item's condition.
      - (b) If the Patron is responsible for the damage, open the Patron's record and add the appropriate fee/fine.
      - (c) If the item was to be checked in, now check it in.
      - (d) Set aside the item for repair or deletion from the collection, as appropriate.

- b. Immediately before closing, check all areas of the library for collection materials left off the shelves/obviously used during the day. Take these to the Desk for checkout to VAL In House Use patron (24444000026593).
4. Collect payments of fines and fees and record the amounts on the Daily Record Sheet.
5. Place holds on items as patrons ask.
6. Record titles and authors of materials patrons ask to be added to the collection.
7. Open new patron accounts and renew and update existing accounts.
  - a. Help the patron complete the required paperwork.
  - b. Set up/renew/edit the patron's account on the ILS.
  - c. Record new and renewed accounts on the Daily Record Sheet.
8. Sell books and other on sale objects, and record the sales on the Daily Record Sheet.

#### *D. Working with the Public*

1. Welcome all visitors and offer to be helpful.
2. Promote library services, programs, events, sales, and fundraisers in conversation and by distributing printed materials.
3. Answer questions and help visitors find the information they need online, in library materials, and from community and government sources.
4. Help visitors locate items in the collection by searching the stacks and looking them up in the ILS catalog and on Overdrive.
5. Help visitors by retrieving materials for them from the basement when they cannot use the stairs.
6. Help visitors use the computers and other electronic devices. For example, help them use installed and/or online programs, do internet searches, use email, use headphones, install Overdrive to their devices, and use their patron number to log on to Overdrive and download digital books and audiobooks to their devices.
7. Help patrons use the printers, make photocopies, and send faxes. Collect required fees and record the amounts on the Daily Record Sheet.
8. Record instances of #3, 4, 5, and 6 on the Daily Record Sheet

#### *E. Collection Maintenance and Cataloging*

1. Shelve materials.
2. Mend damaged materials.
3. Prepare excessively aged/damaged materials for sale, for the swap rack, or for recycling.
  - a. Remove/obliterate barcodes and call numbers and remove checkout pockets and sheets.
  - b. Stamp "WITHDRAWN" over all "Property of" stamps.
  - c. Shelve items appropriately on for sale shelves or on the swap rack or box them to recycle.
4. Prepare new and donated items for cataloging.
  - a. Complete the "New Book Information" form.
  - b. Cover, barcode, and label the item for shelving.
5. Add Item Records to the catalog.
  - a. Write the date the item is being added to the catalog near the inside barcode number label.
  - b. If an appropriate MARC record exists in the catalog, add an Item Record to it. As necessary, edit the MARC record to add details about this item.
  - c. If no appropriate MARC record exists in the catalog, search for one online and import and save it, if possible. Then add the Item record.
  - d. If you cannot import an appropriate MARC record, create one if you are trained to do so and add the Item Record to it. Otherwise, set aside the item with its information form for trained staff.

6. As frequently as possible, sort through the contents of a specific library area (New Books, DVDs, Audiobooks, Children's Area, Young Readers' Room, Biography/Memoir, Fiction, Basement, etc.).
  - a. Reshelve materials to restore order.
  - b. Pull materials for repair/possible deletion, as Policy/Procedures state.
7. As directed, perform tasks necessary to inventory the collection.

*F. Programming*

Work with the Director as asked to create/supervise/staff programs in the library and in the community, such as library days at the Senior Center, movies in the library, the Summer Reading program, book and craft clubs, open house events, and so on.

*G. Publicity and Community Outreach*

1. As the schedule requires, set up/change special displays of materials within the library, update the bulletin board in the foyer, and post/change signage, informational posters, and announcements/posters about Library programs and events.
2. Work with the Director to create and distribute posters and informational materials in the Village, promote programs, events, and fundraisers, and promote and sell tickets to the annual Woman's Club Fundraiser.
3. Contribute to the Library's use of social media (website/Facebook/Twitter/other) by providing information to the Director and/or posting to the Library's social media accounts, as directed.

*H. Custodial Tasks*

1. Dispose of Library trash.
2. Dust and vacuum.
3. Perform other duties as necessary to keep the Library well organized, clean, and easy to use.

## Position Description, Valparaiso Public Library Emergency Staff

### General Responsibilities

Emergency Staff do not have to be certified. They report to the Director. They are responsible for understanding and adhering to all Library Policies and Procedures and must stay alert for circumstances related to monitoring the facility as guided by the specific Policies VIII. Computer and Internet Use,” “X. Emergency and Safety Issues,” “XIII. Acceptable Behavior,” “XIV. Unattended Children,” and “XV. Facilities.” They are responsible for asking the Director questions as they arise and for informing the Director of issues or problems which arise while at work in the Library.

### Specific Tasks

#### *A. Opening and Closing Tasks*

1. While opening the facility, turn on all the lights (all rooms, both floors), open the blinds, set the “OPEN” sign, set the thermostat at the season’s required temperature for open hours, and turn on the computers, monitors, and printers. Note that the inside lock on the door in the Children’s Room is to remain locked except in case of emergency.
2. Immediately after opening, retrieve materials from the drop box. Shelve them at the Desk to be checked in.
3. Immediately before closing, check all areas of the library for collection materials left off the shelves/obviously used during the day. Take these to the Desk for checkout to the patron “VAL In House Use” (24444000026593).
4. At closing, turn off the computers, monitors, and printers; set the thermostat at the season’s required temperature for closed hours; set the “CLOSED” sign; close the blinds; turn off all the lights; lock up.

#### *B. Administrative Tasks*

1. Complete the Daily Record Sheet, updating it throughout your shift.
2. Complete your Time Sheet, updating it throughout your shift. (Submit to Director at end of month for approval.)
3. Answer the telephone and take messages.

#### *C. Working with the Public*

1. Welcome visitors.
2. To the extent possible, answer patrons’ questions and help patrons find materials in the collection. Record such instances on the Daily Record Sheet.
3. If trained to do so, help patrons operate the computers and electronic other devices (for example, use installed and online programs, do internet searches, use email, use headphones) and download digital e-books and audiobooks from Overdrive to their devices. Record such instances on the Daily Record Sheet.
4. If trained to do so, help visitors print from computers, make photocopies, send faxes, and buy items for sale. Collect required fees and record amounts on the Daily Record Sheet.

#### *D. Working at the Librarian’s Desk*

Check materials in and out, either by recording information in writing on the Checkout Form or, if trained, by using the online ILS catalog.

1. Examine all items **before** checking them in or out. Especially examine returned items. DO NOT check any item in or out which is damaged, missing contents, or shows excessive wear or age. Instead, set it aside and attach a note to it about its condition and, if known, the patron who just returned it and the date it was returned.
2. Immediately before closing, check all areas of the library for collection materials left off the shelves/obviously used during the day. Take these to the Desk for checkout to VAL In House Use patron (24444000026593).

## **Position Description, Valparaiso Public Library Specialty Librarian**

### General Responsibilities

The Specialty Librarian does not have to be certified. The Specialty Librarian reports to the Director. The Specialty Librarian is responsible for asking the Director questions as they arise and for informing the Director of issues, questions, problems, ideas for improvements, and so on which arise in relation to their work, the library collection, patrons' requests or needs, programming, equipment, furnishings, supplies, the facility, Policies, Procedures, and so on. This information is crucial to maintaining and improving the Library.

The Specialty Librarian is responsible for understanding and adhering to all Library Policies and Procedures and must stay alert for circumstances related to monitoring the facility as guided by the specific Policies VIII. Computer and Internet Use," "X. Emergency and Safety Issues," "XIII. Acceptable Behavior," "XIV. Unattended Children," and "XV. Facilities."

Other general responsibilities depend on the area of Specialty. For example, a programming librarian such as the Summer Reading Librarian is responsible for the Summer Reading program for children ages 3 through grade school and for Summer Reading Teen and Adult Volunteers, including planning, staffing, materials, and publicity; recruiting, training, and supervising volunteers and other staff; managing/conducting the program; and rewarding volunteers.

### Specific Tasks

Specific Tasks depend on the area of Specialty. In every case, the Specialty Librarian must keep an up-to-date record of work on the monthly Time Sheet and submit it to the Director for approval.

For example, the Summer Reading Librarian's tasks begin in September of the previous year:

Sept.: Plan the weekly programs and inventories; work with the Director to order prizes and materials and supplies.

Sept./Oct.: Organize NLC-provided materials and use them to select appropriate books to feature in the program and for participants and other patrons to check out during the program.

Nov.: determine which of the selected books the library has (via online catalog and work with staff) and work with the Director to hone the book list.

Dec.: Work with Director to place the book order; confirm with the Director details of plans for special Wednesday programs and for training volunteers.

Jan.: Create registration packets; draft correspondence to volunteers and special guests; begin contacting potential guests and volunteers in person and by phone.

Feb.: Print and assemble registration packets; mail Teen Volunteer recruitment letters.

Mar.: Mail Teen Volunteer, Program Leader, and Adult Volunteer confirmation letters; make follow-up phone calls to Teens; create letter-sized posters.

April, first week: Distribute registration packets and large posters to schools; put up letter-sized posters around Village; organize weekly and end-program prizes.

Apr.-early May: Arrange for use of the Senior Center and to borrow enough chairs for the programs there; arrange for volunteers to take the chairs to the Senior Center; clear with Village Maintenance any use of the park across from the Library; make sure the general supplies and snacks are on hand and arrange with the Director for any necessary purchases.

May after school is out: Train Teen Volunteers.

During the program, the Summer Reading Librarian's tasks include:

1. Before each weekly program, ensure that all general supplies, program materials, books, drinks, snacks, and so on are organized ready for use and that the program areas are set up ready for the program to begin. After each weekly program, ensure that all leftover materials and supplies are appropriate collected, organized, and stored, and that the program areas are cleaned and ready for re-use.
2. Immediately before each weekly program, remind all adult program leaders and volunteers and all teen volunteers of their responsibilities and of that day's schedule, including small group trips to the library to check books in and out. Greet special program guests and help them with setup, as needed.
3. Supervise and assist volunteer program leaders and adult and teen volunteers.
4. Maintain records of registration, attendance (volunteer teens and adults, visiting adults, and participating children), and submission of reading reports. Update the previous year's Excel file to do this – starting when registrations begin arriving.
  - a. Maintain these records in the Excel Summer Reading spreadsheet for the current year.
  - b. Each week, ensure that Teen Leaders take role and that Adult leaders keep track of teen and adult volunteers and visitors.
  - c. Each week, work with the Desk Librarian to record on the Daily Record Sheet for that Wednesday, in the "Program" section, the number of kids, Teen Volunteers, Adult Volunteers, and Adult Guests who attended Summer Reading that day.
5. The next-to-last week of the program, run totals on each person's attendance (including teen and adult volunteers) and each participant's submission of reading reports. Based on that, decide how to distribute end-of-program prizes. Fill out a Certificate for each participant (not for the volunteers) and pack the prize bags for the children and the thank-you bags for the teens.
6. After the last program, run totals on each teen's participation for the whole 6 weeks plus training. Then update their thank-you letters to give them credit for all the time they put in and print and mail them. Also update, print, and mail thank-you letters to all the special guests and adult volunteers.
7. Immediately after the last program, arrange with volunteers to return the borrowed chairs.
8. Reorganize the leftover prizes and, in the process, inventory them. Record the inventory in WORD and copy the saved file to the Library's Google drive.