

PERSONNEL

LIBRARY DIRECTOR:

1. Act as administrator of the library and advisor to the Board of Trustees, recommend needed policies, and supervise the operation of the library staff.
2. Carry out the policies of the library as adopted by the Board of Trustees.
3. Must be willing to offer prompt, efficient, impartial, courteous and friendly service to everyone. Discussion of misuse of library material with patrons should be private and not done in the presence of other library patrons.
4. Responsible for the collection development and shall select all purchases of books and materials for the library within the limits of the annual budget dependent on approval for the Board of Trustees.
5. Shall keep the record of all fiscal expenditures and shall prepare a financial statement which will be reported to the Board of Trustees at the regular monthly meeting and send a copy to Paullina City Office.
6. Maintain an active public relations.
7. Assist in the preparation of the annual budget in consultation with the Board of Trustees.
8. Affiliate with state professional organizations and attend professional meetings, workshops and continuing education courses at library expense.
9. Complaints from the public are the Library Director's responsibility. Continued dissatisfaction and problems should be taken up at the Board meeting if policy revision is necessary or legal ramifications are involved.
10. Overseeing maintenance.
11. Will research, gather information, and make recommendations concerning all library decisions such as new purchases.
12. Duties will include all the above plus any other task which might arise or occur during the course of a work day.

LIBRARY CLERK/STAFF

1. First duty is service to the patrons.
2. Must be willing to offer prompt, efficient, impartial, courteous and friendly service to everyone. Discussion of misuse of library materials. With a patron should be private and not done in the presence of other library patrons.
3. Must be able to use a computer and all other equipment owned or used by the library.
4. The work that needs to be done by staff members in order ensure the smooth operation of the library includes the following:

- a. Working at the circulation desk.
 - b. Patron assistance.
 - c. Checking materials in and out.
 - d. Telephoning patrons.
 - e. Miscellaneous duties.
 - f. Shelving materials.
 - g. Working with school classes.
 - h. Processing and preparing materials for check out.
 - i. Processing overdues.
 - j. Assisting with general programming etc.
 - k. Working on summer programs, after school programming, story hour.
 - l. Designing and setting up displays, signs and decorating the library.
 - m. Keeping a daily circulation report.
 - n. Picking up mail at the post office.
 - o. Interlibrary loaning of materials.
 - p. Miscellaneous work.
5. Duties will include all of the above plus any other task which might arise or Occur during the course of a work day.

Reviewed and Revised: January 8, 2026

Scheduled for Review: 2029