



WPL'S CODE OF SERVICE

Library patrons of all ages will find easily **accessible** library materials in a clean, safe, organized environment staffed with **courteous** people.

All visitors, whether in person, on the phone or through the Internet, will be welcomed, **graciously** and impartially, without discrimination.

Prompt, helpful **service** to the public will take precedence over the library staff's internal assignments and interpersonal communications.

All information shared with library patrons will be based on **reliable**, current resources, and delivered in an appropriate manner.

GOALS FOR ALL STAFF

- Strive to increase the use of the library's materials, equipment and the facility. Encourage circulation and computer use.
- Willingly provide access and guidance to library materials, utilizing both print and non-print technology. Tactfully assist inexperienced patrons while encouraging them to become self-sufficient.
- Endorse patron and staff confidentiality, library policies and procedures. Refrain from discussing either patron or staff information. Become familiar with policies and stay current on procedures.
- Be both efficient and friendly; never placing a value judgment on questions or requests. Prioritize your work, putting all patrons' needs first.
- Treat coworkers with respect. Look for each other's strengths and cultivate them, assisting when appropriate. Empower the staff to make decisions, support each other and the library's goals and code of service.
- Try the current way of completing a task before seeking a shortcut - but remain open-minded and ready to try new methods.
- Communicate with finesse and the best of intentions (avoiding gossip or negativity.) Will not only avoid, but discourage gossip and negativity.
- Exhibit loyalty to the organization, each other and library peers, effectively discouraging inappropriate discussions when necessary.
- Actively work to improve knowledge of the collection and become familiar with it.

Employee Signature _____

Date _____



Job Description Director, Wamego Public Library

Essential Duties of the Director

- Responsible for management of library operations, provide staff supervision; liaison to the Board of Trustees; encourage community relations; maintaining standards of professional development for the full-time position of director.

Management of Library Operations:

1. Manages resources within budget guidelines according to current laws and legislation.
2. Monitors, analyzes and reports on income, expenditures and payroll with the help of an accountant.
3. Maintains records and makes reports as recommended and/or required by the Library Board, City and State Library. This will include, but may not be limited to, a monthly report to the Library Board, library statistics, annual budget report and salary recommendations.
4. Recommends to the Library Board any 1-time requests for the acquisition of materials, equipment, furniture, building needs, etc. that exceeds \$1000. Ongoing, previously established acquisitions that may exceed that \$1000 limit, such as yearly periodical subscription renewals, maintenance agreements, software/database renewals, etc. are exempt from this dollar limitation and shall be reported to the Library Board in the monthly director or financial reports.
5. Recommends and implements financial policies and funding strategies for human and physical resources.

Staff Supervision:

1. Develops and organizes a Library Staff within the directive of the Library Board and the established library policies.
2. Provides strong leadership skills, directing and coordinating staff.
3. Develops and updates job descriptions.
4. Hires and terminates in accordance with established library policies.
5. Conducts or consults with designated personnel on an annual written appraisal of each employee.
6. Fosters a professional and cooperative attitude among library staff.
7. Maintains professional standards with training and continuing education through workshops, professional meetings and applicable courses of study.
8. Provides for staff development and training.
9. Is educated in all staff duties, enabling director to fill any position at any time.
10. Runs regular staff meetings with an agenda.
11. Handles employee disputes and disciplinary action following policy manual and direction of the board.

Responsibilities to Library Board of Trustees:

1. Represents the Library Staff at Board meetings.
2. Compiles the monthly Board meeting packet
3. Establish procedures to implement policies adopted by the board
4. Recommends policy changes as needed

Encourage Community Relations:

1. Develops and participates in partnerships with other agencies and organizations in the community, identifying key community leaders and interest groups, to promote and market existing and new library services.
2. Serves as primary spokesperson to the community and acts as liaison with local, state and national officials; represents the library in various business, professional and community functions and attends high profile events.
3. Provides leadership and develops library services that fulfill the mission.

Individual:

1. Maintains professional standards with 20 hours of training and continuing education per year through workshops, professional meetings and applicable courses of study.
2. Sets personal and library goals in collaboration with the Library Board.
3. May perform other related duties as deemed necessary or required by the Library Board.

Physical Requirements for the Position

- Must be able to communicate clearly and concisely in both oral and written format.
- Must be able to push a fully loaded book cart that may weigh up to 120 pounds.
- Must be able to move objects weighing up to 40 pounds.
- Must be able to bend, lift, stoop or squat to place library materials on shelves.

Minimum Qualifications

- Bachelor’s degree or equivalent is required; Master’s degree or equivalent in Library Science from an ALA accredited university preferred
- Two years of management experience.
- Library experience preferred.
- Full time salary exempt position with a minimum of 35 hours/week.
- Excellent computer skills required for operation of QuickBooks and Microsoft software.

Employee Signature _____

Date _____