

Library Director

_____ (Name) Hire date: _____

Summary: Serves as head of a public library with a service population of under 5000. Bachelor's Degree required, MLS preferable, with minimum of 5 years of public library experience. Carries out public library service according to standard library practice under supervision of the Library's Board of Trustees. Works 40 hours a week, including some nights and occasional Saturdays.

MAJOR RESPONSIBILITIES AND PERFORMANCE GUIDELINES

- A. Collection management
 - 1. Selects appropriate materials – print and nonprint, fiction and nonfiction for adults by using standard public library review sources.
 - a) Maintains balance of recreational popular reading materials and informational and homework support materials.
 - b) Orders materials in a timely and most cost-effective manner.
 - 2. Deselects (weeds) same.
 - 3. Adds gift materials by same standards as purchased materials.
 - 4. Displays materials in manner to attract readers.
- B. Performs informational, reference and referral services.
 - 1. Is familiar with standard library resources, print and nonprint
 - 2. Is able to search for information electronically.
 - 3. Trains and supervises Library Assistants in providing Reference and Reader's Advisor services, including expertise with OPAC.
 - 4. Works at regularly assigned times at Public Service Desk and is able to perform all tasks of Library Assistant with regard to circulation procedures.
- C. Supervision
 - 1. Supervises activities of all staff to ensure that excellent library service is available to all in accordance with standard library procedures.
 - 2. Ensures that patrons and staff comply with board-approved policies as found in the Policy Manual.
 - 3. Conduct staff disciplinary actions when necessary
- D. Reports to and consults with the Board of Trustees
 - 1. Administration
 - a) Drafts policies and procedures for smooth and professional operation of Library with emphasis on excellence in public service.
 - b) Works with library staff to draft accurate job descriptions.
 - c) Evaluates performance of staff annually.
 - d) Prepares work schedules.
 - e) Takes appropriate action to secure return of long overdue items
 - 2. Finances
 - a) Makes budget recommendations to Finance Committee
 - b) Makes requests for funding from taxing entities (Town, Village, School District)

- c) Presents budget request to public at Cuba Rushford School Budget Hearings
 - d) Reviews weekly bills including payroll hours and ensures that Library operations are within budget.
 - e) Prepares weekly deposit
 - f) Ensures that Library operations comply with requirements of all grants received.
 - g) Works with the Board Treasurer to ensure accurate fiscal accounting.
3. Planning
- a) Assists Planning Committee to develop and implement long-range plan, which reflects needs of Cuba community as well as standard library practice.
 - b) Writes other plans as needed.
4. Physical plant
- a) Supervises building and grounds maintenance (cleaning, mowing, snow removal)
 - b) Arranges for small repairs needed immediately.
 - c) Works with Building & Ground Committee for significant repairs.
 - d) Ensures safe use of building by patrons.
5. Southern Tier Library System (STLS) Participation
- a) Works cooperatively with STLS, following their recommendations and policies in all aspects of library service.
 - b) Attends training, workshops and Director's meetings offered by STLS
 - c) Encourages staff to attend appropriate STLS workshops
 - d) Serves on STLS committees as time permits
 - e) Works cooperatively with other STLS member libraries
- E. Liaison between staff, Board of Trustees, the community, the Friends of the Cuba Library and STLS
- 1. Prepares informative Monthly Report for Board of Trustees, Town and Village Boards
 - 2. Attends Board of Trustee meetings. Participates in Board activities
 - 3. Attends Friends of the Library meetings. Participates in Friend's activities
 - 4. Involves staff in library decision-making. Conducts monthly staff meeting.
 - 5. Represents the Library at greater Cuba community events, meetings
- F. Participates in and actively seeks local, county, state, or federal affiliations and projects that will benefit library service in general, and specifically Cuba Circulating Library.
- 1. Liaison and sometimes partner with other libraries and agencies in area.
 - 2. With Board knowledge and support, writes appropriate grants to further library service (i.e. NYS Division for Youth, Poets & Writers, NYS Council for the Humanities, and the NYS Decentralization Arts Grant etc.)
 - 3. Compiles statistics and other information to comply with grant requirements
 - 4. Keeps abreast of trends in library service by reading professional literature, by membership in NY Library Association (NYLA), American Library Association (ALA) or other, by attending conferences including NYLA and Public Library Association (PLA) when possible.

- G. Actively promotes general public library services and specific use of Cuba Circulating Library, including press releases for Patriot and the Olean Times Herald, on Library Webpage and social media networking and other appropriate places.
- H. Plans appropriate programs for adults year round possibly including but not limited to entertainment, lectures, craft instruction, computer classes, book discussion and other programs as appropriate.

App: March 1999

Rev: March 2002, June 13, 2011, March 8, 2021

Youth Services Coordinator

_____ (Name) Hire date: _____

Supervisor: Library Director

Summary: Serves as the Coordinator of Youth Services for a public library with a service population of under 5000. Bachelor's Degree required; MLS or comparable combination of education and experience in working with youth ages birth-age 18 preferred. Works 32 hours a week, including some nights and occasional Saturdays.

MAJOR RESPONSIBILITIES AND PERFORMANCE GUIDELINES

- A. Plans, promotes and conducts structured preschool storytimes for children
 - 1. Engages children in school readiness activities with emphasis on value of child's activities
 - 2. Keeps parents informed through daily contact and monthly newsletter of child's activities
 - 3. Actively encourages children/parents to check out materials from library
 - 4. Maintains storyhour room + children's wing of the library
- B. Collection Management
 - 1. Previews new material when it arrives so it is processed appropriately
 - 2. Displays materials in manner to attract readers
 - 3. Makes suggestions to Library Director for materials to add to library collection
- C. Encourages, plans, and conducts visits to the library by outside groups such as public school classrooms, Head Start, UPK, Scouts, etc.
- D. Works cooperatively with public school personnel, serving as liaison between public library and public school
- E. Prepares monthly report for Director/Board of Trustees
- F. Plans and prepares and promotes activities to encourage library use by school age children
 - 1. Conducts Summer Reading program
 - 2. Conducts after school storyhours and activities
 - 3. Plans and publicizes public performance children's programs such as magic shows, etc.
 - 4. Coordinates occasional Saturday or evening activities for children, encouraging parents to be involved with programming for their children
 - 5. Plans and prepares attractive wall and book displays
 - 6. Provides homework support for youth of all ages
 - a. Is available to assist students directly, and trains other library staff how to assist students with print and nonprint resources
 - b. Is knowledgeable about electronic as well as print resources
 - 7. Coordinates and supervises work of others involved in children's services including student volunteers and pages.
 - 8. Attends appropriate workshops and conferences offered by Southern Tier Library System, NY Library Association, NY Association of Early Childhood Education, etc.

9. Takes turn staffing circulating desk, performing all tasks of Library Assistant
10. Performs other work as required, possibly including but not limited to the following:

- a. Assists with grant writing efforts
- b. Plans and implements library programs for youth
 - i. Secures funding (grants, Friends, or other)
 - ii. Schedules and contracts with performers
 - iii. Publicizes (posters, flyers, press releases)
 - iv. Arranges facility
 - v. Hosts programs
- c. Periodically submits articles & publicity to local newspapers and social media

App. March 1999

Rev. 06/13/2011, 03/08/2021

Senior Library Assistant

_____ (Name)

Hire Date: _____

Supervisor: Library Director

MAJOR RESPONSIBILITIES AND PERFORMANCE GUIDELINES

- A. Serves the public from the Circulation Desk
 - 1. Performs all circulation functions using SIRSI Workflows software
 - a. Charges materials in and out.
 - 1) Renews requested items
 - b. Performs quick borrower registration
 - c. Administers fines policies
 - 1) Collects & records money
 - 2) Clears patron record
 - d. Able to work in all SIRSI modules
 - 2. Answers general and directional requests from public
 - a. Demonstrates use of equipment such as copier and fax
 - 3. Explains and enforces library policies
 - a. Knowledge of Cuba Circulating Library policies
i.e. hours, meeting room, opening and closing procedures
 - b. Knowledge of STLS policies, (i.e. ILL, Kits, Rotating Collections)
 - 4. Assists patrons in reference searches and in advising readers
 - a. Teaches patrons to use OPAC (online public access catalog)
 - b. Institutes ILL service when appropriate
 - c. Knowledge of popular adult reading materials including NYT bestseller list and genre fiction.
 - d. Knowledge of popular juvenile reading materials including Easy, easy readers, YA, recommended reading, series.
 - e. Knowledge of nonprint resources (audio books, DVDs musical CDs etc)
 - f. Knowledge of basic reference resources at Cuba Library
 - g. Basic knowledge of library classifications
i.e. Dewey Decimal, genres, YA, easy readers, reference etc.
 - 5. Assists patrons in using computers
 - a. Basic start up and shut down
 - b. Basic word processing skills
 - c. Basic Internet search skills
 - 6. Takes part in training and development opportunities offered by STLS or locally (i.e. public school or library)
 - 7. Takes part in Cuba Library planning and problem-solving (i.e. staff meetings, committee participation)
- B. Opens and closes the Library.
- C. Performs other work as required, possibly including but not limited to the following position specific responsibilities:

1. Plans and creates in-house library displays
2. Handles rotating collections
3. Handles Gift and Memorial funds
 - a. Recordkeeping – monies and materials received
 - b. Written acknowledgement of gifts and memorials
4. Requests Interlibrary Loans
5. Completes new patron card registrations
6. Notifies patrons of overdue items; bills patrons when necessary
7. Mends and repairs materials
8. Plans and implements library programs for the public
 - a. Assists Director and Youth Coordinator with programming
 - b. Publicizes programs (posters, flyers, press releases)
 - c. Arranges Community Room to host program/activity
 - d. Hosts performer, public
8. Adds Cuba's holdings to STLS database
 - a. Uses Cataloging module to add or correct Cuba holdings in database.
 - b. Completes physical processing of items.
 - c. Modifies or corrects identification of materials.
 - d. Maintains physical periodical holdings, discarding old.
9. Designs and produces program promotion flyers and handouts; creates covers and labels for library materials.
10. Updates web page as needed (daily or weekly)
11. Makes spreadsheets of data collection (i.e. attendance at programs)
12. Produces statistical reports of circulation using Director's Station
13. Creates Newsletter using information from Librarian's Monthly Reports
14. Maintains communication with customers via social media
15. Instructs public on use of electronic reading and listening devices

App: 09/12/2005

Rev: 06/13/2011, 03/08/2021

Library Assistant

(Name)

Hire Date: _____

Supervisor: Library Director

MAJOR RESPONSIBILITIES AND PERFORMANCE GUIDELINES

- A. Serves the public from the Circulation Desk
1. Performs all circulation functions using SIRSI Workflows software
 - a. Charges materials in and out.
 - 1) Renews requested items
 - 2) Can retrieve and implement Holds from SIRSI Report module
 - b. Performs quick borrower registration
 - c. Administers fines policies
 - 1) Collects & records money
 - 2) Clears patron record
 - d. Able to work in all SIRSI modules
 2. Answers general and directional requests from public
 - a. Demonstrates use of equipment such as copier and fax
 3. Explains and enforces library policies
 - a. Knowledge of Cuba Circulating Library policies
i.e. hours, meeting room, opening and closing procedures
 - b. Knowledge of STLS policies, (i.e. ILL, Kits, Rotating Collections)
 4. Assists patrons in reference searches and in advising readers
 - a. Teaches patrons to use OPAC (online public access catalog)
 - b. Institutes ILL service when appropriate
 - c. Knowledge of popular adult reading materials including NYT best seller list and genre fiction
 - d. Knowledge of popular juvenile reading materials including Easy, easy readers, YA, recommended reading, series.
 - e. Knowledge of nonprint resources (audio books, DVDs musical CDs etc)
 - f. Knowledge of basic reference resources at Cuba Library
 - g. Basic knowledge of library classifications
i.e. Dewey Decimal, genres, YA, easy readers, reference etc.
 5. Assists patrons in using computers
 - a. Basic start up and shut down
 - b. Basic word processing skills
 - c. Basic Internet search skills
 6. Takes part in training and development opportunities offered by STLS or locally (i.e. public school or library)
 7. Takes part in Cuba Library planning and problem-solving (i.e. staff meetings, committee participation)
- B. Opens and closes the Library.

App: 09/12/2005

Rev: 07/11/2011, 03/08/2021

Library Page

Name _____

Hire date: _____

MAJOR RESPONSIBILITIES AND PERFORMANCE GUIDELINES

- A. Serves the public by keeping library materials in correct order
1. Shelves all materials returned to the Library

Shelving Priorities:

Arrange returned items on trucks in order – alphabetically and by Dewey

Shelve adult new books and all videos/DVDs first.

Shelve remainder of items, correcting and shifting shelves as necessary. (all items should be shelved within 48 hours of being returned.)

Shelves magazines and newspapers in public area.

Shelve past date magazines and newspapers in storage area.

2. Straightens shelves and display areas daily.
3. Shelf reads weekly to keep materials in order.
4. Provides clerical support.
5. Assists the public with general directional information and assistance with copier/fax.
6. Keeps public area neat, chairs, tables and shelves clear, neat and dusted.
7. Charges materials in and out when requested by Circulation staff.
8. Provides program support to Children's Coordinator & Library Director as requested. (i.e. help with displays, search for items before overdues are sent, assist with new or gift book processing, etc.)
9. Can perform circulation functions using SIRSI software:
 - a. Charges materials in and out
 - b. Can renew materials
 - c. Can collect fines and clear patron record
 - d. Can receive items in transit
10. Performs other work as required.

App: March 1999

Rev: 03/08/2021

Groundskeeper Duties

Lawn mowing

Lawn is mowed according to need – perhaps twice a week in early summer and less often in later summer. Mower must provide own lawnmower and gas. The bike rack is moved to mow, and replaced when done. Clippings are removed from sidewalks.

Lawn raking

Lawn is raked once or twice in the fall when most of the leaves have fallen. The leaves are raked to the curb for Village pick up.

Shoveling

After a night snowfall, the sidewalks must be cleaned by 9:30am. If it snows during the day, they should be shoveled again after school or in evening.

Shovel front walk to the driveway of the house to the east, and to Maple Street on the west. Maple St is shoveled north to property line. The entire width of the walks to East Main and to the library door must be shoveled.

Clear snow from the front door overhang, using snow rake.

Custodian

_____ (Name) Hire Date: _____
Supervisor: Library Director

Five times a week, the custodian will:

1. Sweep entryway, and both sets of stairs off entryway, and rug
2. Wash entryway windows, handrails and door handles.
3. Check and clean public restrooms and refill supplies (soap, towels, etc).
4. Empty trash bins, shredder, and recycling as needed.
5. Check to see if outside flowers need watering; water if needed.
6. Disinfect high touch surfaces.
 - a. Spray everything, then go back and wipe everything down.

Once weekly, the custodian will:

1. Vacuum preschool room and backstairs during school year. **(evening)**
2. Vacuum ALL carpeted areas upstairs, including offices. **(Saturday)**
3. Wet mop entryway and both sets of stairs off entryway in inclement weather. **(Sat)**
4. Wash and disinfect preschool table and chairs when preschool is in session. **(Tues or Thurs)**
5. Vacuum Community Room. **(evening or Saturday)**
6. Clean outside benches
7. Dust all furniture, shelves, tops of cases, window sills, and muntins. **(evening)**
8. Damp clean all formica surfaces upstairs and in kitchenette. **(evening)**
9. Scour drinking fountain and downstairs kitchenette sink. **(evening)**
10. Clean staff bathroom and preschool bathroom. **(evening)**
11. Empty trash, including outside trashcan, and put out (weekly) and recyclables **(Wed)**
12. Refill water jugs for fish tank as needed
13. Notify Director of supplies that are needed.

Semi-Annually or as needed, the custodian will:

1. Move and vacuum under all furniture; use crevice tool near bookcases
2. Wash walls and doors to remove scuff marks, handprints. Dust ceilings for cobwebs.
3. Clean inside of microwave & refrigerator and vacuum refrigerator coils.
4. Murphy Oil soap all wooden furniture, doors, etc.

Maintenance Manager

Summary: oversee all installation, repair and upkeep operations of the company's facilities. Has a solid understanding of plumbing and electrical systems as well as carpentry and other crafts. Is well-versed in all maintenance process and health and safety regulations. High school diploma or equivalent; Degree from a vocational school or BSc/BA in business administration or facility management will be an advantage. Works 10-15 hours a week, including some nights and occasional weekends.

Major Responsibilities

- Develop maintenance procedures and ensure implementation
- Carry out inspections of the facilities to identify and resolve issues
- Check electrical of buildings to ensure functionality
- Plan and oversee all repair and installation activities
- Perform some general maintenance, including but not limited to, plumbing, carpentry, electrical, replacing lamps, paint, installing & moving furniture
- Monitor equipment inventory and notify director when replacements are needed
- Manage relationships with contractors and service providers
- Keep maintenance logs and report on daily activities
- Ensure health and safety policies are complied with
- Mow the lawn, rake, arrange for landscaping needs
- Shovel in winter

Requirements

- Proven experience as maintenance manager or other managerial role
- Experience in planning maintenance operations
- Solid understanding of technical aspects of plumbing, carpentry, electrical systems etc.
- Working knowledge of facilities machines and equipment
- Ability to keep track of and report on activity
- Excellent communication and interpersonal skills

