



**VILLISCA PUBLIC LIBRARY**

204 South 3<sup>rd</sup> Avenue, Villisca, IA 50864

712.826.2452 | [villisca.lib.ia.us](http://villisca.lib.ia.us) |

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**Job Title: Library Director**

**Primary Function:**

Under the direction of the Villisca Public Library Board of Trustees, develops, administers, supervises, and coordinates the work of the Library and staff, performs managerial duties related to personnel, budget, collection development, building maintenance, and Library operations and services in conformity of the policies established by the Board of Trustees and the regulations of the State Library of Iowa.

**Qualifications, Education, Experience, and Skills Required**

1. A Master's Degree in Library Science from an accredited college or university or Bachelor's Degree in a related field from an accredited college or university, plus completion of Public Library Management courses offered by the State Library within two years of employment. Maintaining this certification and keeping it up to date are also required.
2. Excellent communication skills and organizational skills
3. Ability to administer the activities of a public library and to supervise the work of others.
4. Ability to develop short and long term development plans and objectives.
5. Maintains knowledge of standard library principles and practices, concepts of freedom of speech, copyrights, collection development, patron confidentiality, censorship, and other library ethical issues.
6. Proficiency with computers, popular library software, internet and digital communications.
7. Thorough ability to establish and maintain effective working relationships with superiors, subordinates, associates, officials of other agencies, and the general public.

**Specific Duties:**

- Is recruited, hired, and annually evaluated by the Board of Trustees.
- Communicates and works cooperatively with the Board and attends all monthly Board of Trustee meetings.
- Develops, implements, and evaluates long and short term goals and objectives based on community needs.
- Makes recommendations on and administers policies as adopted by the Board of Trustees concerning library operations, budgets, and programs.
- Develops technology plan.
- Plans, implements, and evaluates library services.
- Plans, supervises, and directs other staff, including recruiting, scheduling, and supervising volunteers.
- Provides supervision and delegates responsibilities to the library staff.
- Recruits, hires, organizes, trains, assigns and evaluates personnel and volunteers annually.



- Conducts staff meetings as needed.
- Provides orientation for new Board members.
- Assists in the preparation of the annual budget in consultation with the Board of Trustees.
- Directs and controls the expenditure of fund allocations within constraints of approved budgets.
- Accepts and acknowledges gifts of money and library materials.
- Pursues and applies for grant money.
- Keeps the Board informed regarding finances, public services, personnel, collection, state laws, changes, etc.
- Prepares monthly and annual financial and statistical reports to Library Board, city and county officials, and State Library.
- Supervises maintenance of library building, equipment, and furnishings.
- Is responsible for the collection development and selects all purchases of books and materials for the library within the limits of the annual budget.
- Cooperates with community groups, organizations, and city officials to implement Library services.
- Prepares questionnaires and surveys to evaluate public responses to the Library.
- Keeps informed of current developments in library field by attending workshops, professional meetings, and continuing education courses.
- Maintains the Library web site ([www.villisca.lib.ia.us](http://www.villisca.lib.ia.us)).
- Performs other related responsibilities as necessary.

### **Requirements**

1. Is over 18 years of age.
2. Has a good general education background.
3. Is skilled in public relations and presents a professional attitude and appearance.
4. Has a background of reading in a variety of areas.
5. Is able to accept responsibility, learn new skills, and adapt to change.
6. Is physically able to perform satisfactorily the duties of this job.
7. Is familiar with the technology used in the performance of this job.

### **Job Title: Assistant Librarian**

#### **Specific Duties:**

- Works under the supervision of the Director.
- Is hired by the Library Director in consultation with the Board.
- Assists in circulation work, including checking out and checking in materials, registration of patrons, shelving and maintaining collection.
- Prepares new materials for circulation and makes needed repair of materials upon advice of the Director.



- Answers the phone and gives out general information about the library.
- Answer patrons' questions and help them find library resources.
- Records patron and computer statistics at front desk daily.
- Help patrons find and use library resources, such as reference materials, a/v equipment, computers, and other electronic resources, and provide technical assistance when needed.
- Runs necessary equipment: fax machine, copier, scanner, etc.
- Assists Director with general library procedures, children's programs, preparation of library displays, as directed.
- Promotes a positive library image to the public.
- Helps with physical upkeep of collection and property.
- Maintains the library in the Director's absence.
- Consults with the Director on a regular basis.
- Document patrons' requests to donate books or Adopt-an-Author.
- Record book requests and reserves and process interlibrary loans.
- Maintain and troubleshoot problems with library equipment including computers, tablets, Kindles, photocopiers, and audiovisual equipment.
- Use computers and computer systems (including hardware and software) to set up functions, enter data, and process information and new library materials.
- Deliver and retrieve items throughout the library by hand or using book cart.
- Train other staff, volunteers, or student assistants, and supervise their work.
- Clean library as needed, including vacuuming, dusting, emptying trash, cleaning restroom, sweeping floors, and maintain clear sidewalks during winter weather.
- Keep up-to-date technically and apply new knowledge to your job.
- Develop constructive and cooperative working relationships, and maintain them over time.
- Develop specific goals and plans to prioritize, organize, and accomplish work.
- Analyze information and evaluate results to choose the best solution and solve problems.
- Help decorate library for seasons as time permits.
- Perform all opening/closing procedures in work area/public areas.
- Turn on/off all computers/copiers/printers.
- Empty book drops.
- Turn on/off lights, heating controls.
- Obtains mail and newspapers from source when necessary.
- Take or pick up materials from City Hall, Post Office, or bank as necessary.
- Attend staff meetings as scheduled.

**Requirements:**

1. Is over 18 years of age.
2. Has a good general education background.



3. Is skilled in public relations and presents a professional attitude and appearance.
4. Has an interest in reading and other library-related activities.
5. Is able to accept responsibility and supervision, learn new skills, and adapt to change.
6. Is physically able to perform satisfactorily the duties of this job.
7. Is familiar with the technology used in the performance of this job.
8. Is able to assume responsibilities of the Library Director in his/her absence.

**Job Title: Volunteers**

**Specific Duties**

- Works under the supervision of the Director.
- Assists with library programs.
- Opens and closes the library.
- Shelves materials
- Registers new patrons.
- Works the circulation desk.
- Answers the phone.
- Volunteers are not covered under Workman's compensation.

**Requirements:**

1. Is over the age of 18.
2. Is familiar with the technology used to check in and check out materials.
3. Has organizational skills including: filing, alphabetizing, basic knowledge of cataloging and classification.
4. Must enjoy and work well with people of all ages.
5. Has knowledge of fundamentals of public library service and ability to adhere to the policies of the Villisca Public Library.
6. Is physically able to perform satisfactorily the duties of this job.

*This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities which comprise this position.*

**Work Environment:**

Work may require bending or stretching to reach shelves. Step stools are to be used to reach top shelves. General work is indoors, with much time spent at desks or computer terminals. Requires long stretches of activity where rest may not be possible. May require lifting and carrying heavy piles of books from outside book drop. May require occasional snow removal from front steps and sidewalks during winter weather. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



## Volunteer Application

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

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

\_\_\_\_\_

Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Emergency Contact:

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

Phone: \_\_\_\_\_

Volunteers may assist the Library in a variety of ways, including but not limited to shelving books, assisting patrons, checking books in and out, answering the telephone, light cleaning, running errands to the post office and City Hall.

Signature: \_\_\_\_\_

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

# Villisca Public Library Director's Evaluation Form for Trustees

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

**Directions:**

- 1) Each board member should individually respond to this form.
- 2) In responding to the form, board members may refer to the director's job description, library statistics, service report, board minutes, program results or other information sources from the year.
- 3) Submit this form to the Board president or Board Committee Chairperson for inclusion in the Summation Form
- 4) Any rating of 1 or 2 *must* include an explanation in the comments section.

**Scale:**

- 4 = excellent/exceeds criteria
- 3 = satisfactory/meets standards
- 2 = (fair) needs improvement
- 1 = unsatisfactory (did not meet expectation)

*Area of Organizational Health*

*Rating*

## Customer Service & Community Relations

1. Level of patron satisfaction	4	3	2	1
2. Customer service received by patrons	4	3	2	1
3. Consistent application of policies that affect the public	4	3	2	1
4. Services are communicated to the public effectively	4	3	2	1
5. Working relationships and cooperative arrangements with government officials, community groups and organizations	4	3	2	1
6. Awareness of community needs	4	3	2	1
7. Mechanisms are in place to hear from patrons and the community-at-large	4	3	2	1
8. Library is being marketed to the community	4	3	2	1

Comments:

CS & CR totals: 4 \_\_\_ 3 \_\_\_ 2 \_\_\_ 1 \_\_\_

## Organizational Growth

1. The library is making progress on its long-range plan (LRP)	4	3	2	1
2. Services to meet the goals and objectives of the LRP are carried out with staff and trustee involvement	4	3	2	1
3. Goals and objectives are evaluated regularly	4	3	2	1
4. Creativity/initiative are demonstrated in creating services/programs	4	3	2	1
5. Collection is responsive to community needs	4	3	2	1
6. The library is responsive to changes in the community	4	3	2	1
7. Staff are aware of library's long-range plan, policies and activities	4	3	2	1
8. There is a working knowledge of significant developments and trends	4	3	2	1
9. Building and grounds are kept up and needed repairs/maintenance are done on a timely basis	4	3	2	1

Comments:

OG totals: 4 \_\_\_ 3 \_\_\_ 2 \_\_\_ 1 \_\_\_

## Administration & Human Resource Management

- |  |   |   |   |   |
|--|---|---|---|---|
| 1. Work is effectively assigned, appropriate levels of freedom and authority are delegated                       | 4 | 3 | 2 | 1 |
| 2. Job descriptions are developed; regular performance evaluations are held and documented                       | 4 | 3 | 2 | 1 |
| 3. Personnel policies and state and federal regulations on workplaces and employment are effectively implemented | 4 | 3 | 2 | 1 |
| 4. Policies and procedures are in place to maximize volunteer involvement  | 4 | 3 | 2 | 1 |
| 5. Staff development and education is encouraged;  | 4 | 3 | 2 | 1 |
| 6. Staff understand how their role at the library relates to the mission   | 4 | 3 | 2 | 1 |
| 7. Library climate attracts, keeps, and motivates a diverse staff of top quality people                          | 4 | 3 | 2 | 1 |

Comments:

A&HRM totals: 4 \_\_\_ 3 \_\_\_ 2 \_\_\_ 1 \_\_\_

## Financial Management / Legal Compliance / Fundraising

- |  |   |   |   |   |
|--|---|---|---|---|
| 1. Adequate control and accounting of all funds takes place; library uses sound financial practices  | 4 | 3 | 2 | 1 |
| 2. Budget is prepared with input from staff and trustees; the library operates within budget guidelines  | 4 | 3 | 2 | 1 |
| 3. Official records and documents are maintained, library is in compliance with federal, state and local regulations and reporting requirements (such as annual report, payroll withholding and reporting, etc.) | 4 | 3 | 2 | 1 |
| 4. Positive relationships with government, foundation and corporate funders are in place   | 4 | 3 | 2 | 1 |
| 5. Positive relationships with individual donors is established  | 4 | 3 | 2 | 1 |
| 6. Funds are disbursed in accordance with budget, contract/grant requirements and donor designations   | 4 | 3 | 2 | 1 |

Comments:

FM/LC/F totals: 4 \_\_\_ 3 \_\_\_ 2 \_\_\_ 1 \_\_\_

## Board of Trustee relationship

- |  |   |   |   |   |
|--|---|---|---|---|
| 1. Appropriate, adequate, and timely information is provided to the board                              | 4 | 3 | 2 | 1 |
| 2. Support is provided to board committees   | 4 | 3 | 2 | 1 |
| 3. The board is informed on the condition of the organization and all important factors influencing it | 4 | 3 | 2 | 1 |
| 4. The board works effectively   | 4 | 3 | 2 | 1 |

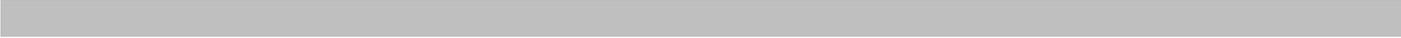
Comments:

BTR totals: 4 \_\_\_ 3 \_\_\_ 2 \_\_\_ 1 \_\_\_

Please Write Additional Comments on Back of each page.

*[Return this form to the Board President or Board Committee Chairperson for inclusion in the Summation Report.]*

<b>Summation Totals:</b>
4 _____
3 _____
2 _____
1 _____



Director	Agrees: _____	Disagrees _____
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Director Comments:

\_\_\_\_\_  
*Signature of Director*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Board President*

\_\_\_\_\_  
*Date*



## Employee Performance Evaluation

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

Employee: \_\_\_\_\_

Title: \_\_\_\_\_

Each of the evaluation elements should be rated according to the following rating scale:

- 4 Exceeds Standard:** Clearly and consistently above what is required
- 3 Fully Meets Standard:** Consistently meets the requirements of the job
- 2 Partially Meets Standard:** Sometimes acceptable, but not consistent
- 1 Unacceptable:** Does not meet the minimum requirements

Enter the number corresponding to the performance level of each evaluation element.

Evaluation Elements	Staff Rating	Director Rating	Comments
<b>Job Knowledge:</b> Proficient in skills, methods, and knowledge required for position.			
<b>Productivity:</b> Produces a volume of work acceptable compared to expected results.			
<b>Quality of Work Produced:</b> Work is accurate, neat, and thorough; work and behavior exhibits commitment to the library.			
<b>Initiative:</b> Self-motivated – consider amount of direction required; seeks improved methods and techniques consistent in trying to do better.			
<b>Use of Time:</b> Uses available time wisely – is punctual reporting to work, accomplishes required work on or ahead of schedule			



<b>Planning:</b> Sets realistic objectives – anticipates and prepares for future requirements – establishes logical priorities.			
<b>Adaptability:</b> Employee is able to adjust to a variety of situations; maintains flexibility.			
<b>Staff Relationship:</b> Interacts effectively with coworkers, acts as a team player in terms of cooperative spirit. Exhibits effective and positive communication skills.			
<b>Patron Service:</b> Manages patron interactions in a polite and professional manner. Is proactive, and provides excellent patron service; anticipates what the patron might need. Exhibits effective and positive communication skills.			
<b>Problem Solving &amp; Decision Making:</b> Anticipates and identifies problems. Uses logic and sound judgement to solve problems and make decisions. Applies and works in accordance with policies and procedures.			
<b>Final evaluation score:</b> add all of your ratings and divide by 10 to find your score.			

**Training obtained by this employee during the evaluation period year.**

Title/Subject	Hours	Type	Instructor

**Goals:**



Describe your progress toward the goals established at your last evaluation (new employees skip to next line):

Goals for next year: List 3 goals for your work in the coming year. Describe the measurable steps you will take to attain each of your goals.

**Comments:**

Briefly describe any major accomplishments that you feel you have achieved during the evaluation period year:

Briefly describe any frustrations or concerns that you have experienced during the evaluation period year:

Any other comments:

## "DAY 1" Training

Date Shown	Trainer Initials	TRAINING ITEM	Date Proficient	Director Initials
		<b>Employment Paperwork</b>		
		<b>Receiving Keys/Signing Policy/Contact Info &amp; Email</b>		
		<b>Tour of Facility:</b>		
		- Location of Keys		
		- Security Cameras		
		- Computers, iPads, and Kindles		
		- Emergency Exits		
		- Basement		
		- Storeroom		
		- Museum		
		- Closets		
		<b>How to Check In:</b>		
		- Check materials before scanning (Check for condition, missing DVDs, CDs, etc.)		
		- Scan the item in at the check out computer		
		- Place items on carts, with attention to new items, ILL items, etc.		
		- Items with special handling (holds, damaged, missing components, items from other libraries)		
		<b>Adding to Daily Library Stats</b>		
		<b>Shelving:</b>		
		- Children's books		
		- Junior Fiction		
		- Junior Nonfiction & Junior Biography		
		- Young Adult		
		- Christian Fiction		
		- Adult Fiction		
		- Large Print Fiction		
		- Westerns		
		- Mysteries		
		- Science Fiction		
		- Adult Nonfiction		
		- Large Print Nonfiction		
		- Adult Biography		
		- Large Print Biography		
		<b>Library Policies - Core</b>		
		- Circulation		
		- Confidentiality		
		- Personnel		
		- Emergency		
		- Unattended/Safe Child		



**"DAY 3" Training**

Date Shown	Trainer Initials	TRAINING ITEM	Date Proficient	Director Initials
		<b>Copy Machine</b> - How to fax - How to scan a document		
		<b>Computers</b> - Printers - Passwords for users - Computer usage rules		
		<b>Access/search for documents on the internet</b>		
		<b>Lost/Damaged Books (payment process)</b>		
		<b>How to Check Staff E-mail</b>		
		<b>How to check "Reserve Search List"</b>		
		<b>CD Cleaning</b>		
		<b>Replace Receipt Paper</b>		
		<b>Resources</b>		
		- Library Talk		
		- Monday Morning Eye Opener		
		- State Library of Iowa		



Date Shown	Trainer Initials	TRAINING ITEM	Date Proficient	Director Initials
		<b>Employment Paperwork</b>		
		<b>Receiving Keys/Signing Policy/Contact Info &amp; Email</b>		
		<b>Tour of Facility:</b>		
		<ul style="list-style-type: none"> <li>- Location of Keys</li> <li>- Security Cameras</li> <li>- Emergency Exits</li> <li>- Basement</li> <li>- Computers, iPads &amp; Kindles</li> <li>- Museum</li> </ul>		
		<ul style="list-style-type: none"> <li>- Storeroom</li> <li>- Closets</li> </ul>		
		<b>How to Check In:</b>		
		<ul style="list-style-type: none"> <li>- Check materials before scanning (Check for condition, missing DVDs, CDs, etc.)</li> </ul>		
		<ul style="list-style-type: none"> <li>- Scan the item in at the check out computer</li> </ul>		
		<ul style="list-style-type: none"> <li>- Place items on carts, with attention to new items, ILL items, etc.</li> </ul>		
		<ul style="list-style-type: none"> <li>- Items with special handling (holds, damaged, missing components, items from other libraries)</li> </ul>		
		<b>Adding to Daily Library Stats log</b>		
		<b>Shelving (see handout)</b>		
		<b>Library Policies - Core</b>		
		<ul style="list-style-type: none"> <li>- Circulation</li> </ul>		
		<ul style="list-style-type: none"> <li>- Confidentiality</li> </ul>		
		<ul style="list-style-type: none"> <li>- Personnel</li> </ul>		
		<ul style="list-style-type: none"> <li>- Emergency</li> </ul>		
		<ul style="list-style-type: none"> <li>- Unattended/Safe Child</li> </ul>		
		<b>How to Check Out:</b>		
		<ul style="list-style-type: none"> <li>- Scan the library card</li> </ul>		
		<ul style="list-style-type: none"> <li>- Scan each item, one at a time</li> </ul>		
		<ul style="list-style-type: none"> <li>- How to pay a fine</li> </ul>		
		<ul style="list-style-type: none"> <li>- How to add/delete a note</li> </ul>		
		<ul style="list-style-type: none"> <li>- How to add a fine</li> </ul>		
		<ul style="list-style-type: none"> <li>- Special handling (ILL special dates, magazines, newspaper)</li> </ul>		
		<b>Money Handling Procedures</b>		
		<b>How to give a new library card/renew</b>		

		<b>How to use/search the Catalog</b>		
		- Series Search, Refine by Material Type, etc.		
		<b>How to Place a Hold</b>		
		<b>Phone Procedures</b>		
		- How to place a call on hold - How to call holds (confidentiality, length item will be held, etc.) - Directory List - Contact List		
		<b>Copy Machine</b>		
		- How to fax - How to scan a document		
		<b>Computer use:</b>		
		- Printers - Passwords - Computer usage rules		
		<b>Access/search for documents on the Internet</b>		
		<b>Lost/Damaged Books (payment process)</b>		
		<b>How to Check Staff E-mail</b>		
		<b>How to check "Reserve Search List"</b>		
		<b>CD Cleaning</b>		
		<b>Replace Receipt Paper</b>		
		<b>What is a Reference Question?</b>		
		<b>Library Policies- Complete</b>		

		<b>Opening the Library</b>		
		- Passwords - Checklist AM/PM		
		<b>Processing Materials</b>		
		- AV: Library name, barcode, new sticker with date - Polyfit covers - Clear adhesive covers		
		<b>Book Repair</b>		
		<b>Electronic Resources: Know how to navigate and use them.</b>		
		BRIDGES		
		Learning Express		
		Credo Reference		
		Gale Pages		
		Gale Virtual Reference		
		Transparent Languages		
		Project Gutenberg		
		Goodreads		
		Villisca Review Digital Archives		
		Lexile Levels		
		<b>Resources</b>		
		- Library Talk		
		- Monday Morning Eye Opener		
		- State Library of Iowa		



## EMERGENCY CONTACT INFORMATION

Employee First Name:

Last Name:

Address:

Home Phone:

Cell Phone:

- Emergency Contact Person

Name:

Relationship:

Phone:

Address:

- Alternate Contact Person

Name:

Relationship:

Phone:

Address:

Any allergies to FOOD OR MEDICINES?

NO

YES

Explain YES answer: