

CHAPTER C
Staff

Sec. C-1-1 GENERAL STATEMENT

While it is an important duty of the library staff to provide the community with a quality conscious collection on a variety of subjects, an equally important function for all staff members is to provide assistance to those using the library and the materials.

Sec.C-1-2 LIBRARIAN/ DIRECTOR DUTIES

The Librarian/Director shall:

1. Act as a resource person to the library board.
2. Prepare new materials for circulation.
3. Register Patrons
4. Make selections and purchase new materials.
5. Guide and complete inter-loan requests.
6. Plan and prepare special displays and publicity to stimulate growth.
7. Plan and prepare special programs, e.g. Story Hours, etc.
8. Read library literature for book reviews, trends, etc.
9. Make repairs on materials when necessary.
10. Read and review monthly reports produced by Winnefox Automated Library System (WALS).
11. Prepare and present to the Library Board the first budget draft.
12. Supervise other staff and/or volunteers.
13. Present all bills to the Library Board for approval before payment by the Village of Coloma Clerk
14. Maintain employment records, including work hours and leave hours, to be submitted to Village of Coloma Clerk
15. Attend the following:
 - a. Workshops/Webinars to fulfill certification requirements
 - b. Committee meetings
 - c. LAC/WLS meetings
 - d. Maintain communications, including requested periodic updates, with the Village of Coloma governing body
16. Strive to do anything that will enhance or improve library service and/or the collection.
17. Promote the library to governmental donors, private donors, volunteers, civics groups, school organizations, attending meetings where appropriate

Sec.C-1-3 SALARIES, SCHEDULES, BENEFITS

The Library Board, per state statute and according to the need of the community, shall establish the work schedule of the librarian and other employees, and the hours the library is open to the public.

1. The Director shall work 32 hours per week.
2. The Director will be compensated according to the formula
 - a. 32 hours times hourly wage, as approved by the Library Board
 - b. Pay periods shall be bimonthly, in coordination with Village of Coloma procedures
3. Hours above 32 hours/week may be approved by the Library Board under exceptional circumstances
4. Hours of additional employees shall be determined by Director and Library Board as needed

Employees of the Library are considered employees of the Village of Coloma, under control and direction of the Library Board of Directors, and conditions of employment, including benefits are outlined in the Village of Coloma Employee Handbook.

Sec C-1-4 CONTINUING EDUCATION

The Department of Public Instruction, Division of Library Services, has established minimum standards for librarians. The Library Director shall complete the course to achieve certification of at least Grade III Librarian within an agreed upon period upon hire. The Library Board recognizes the need for continuing education and encourages the staff to attend workshops. The director needs to complete 100 hours of continuing education to attain recertification every five years. The budget shall include funds for transportation to these meetings.