

Bonner Springs City Library Staffing Plan 2022

Job Descriptions

Job descriptions will be reviewed annually with each staff member. Each description will cover chain of communication (supervision), special duties, duties shared with other staff, expectations (skills and demeanor), education and work experience, physical demands, and terms of employment. Regularly assigned tasks may not be detailed in the job description but should be tracked in a separate document in case the position is vacated and those tasks need to be reassigned.

Competencies

All staff are required to participate in two trainings each year, one involving technology. All staff are encouraged to pursue further professional development in areas relevant to their work. The library will address general training needs at an annual in-service. The library will work toward developing a core-competencies training program for all staff.

Organizational Development

The library will work toward the NEKLS accreditation standard of spending 65% of operating expenses on personnel. Each year the library will consider cost-of-living salary increases in light of inflation, compensation at peer libraries, and the prospect of a mandated minimum-wage increase.

Succession Planning

The director will develop and maintain a written succession plan, showing what a new director would need to know in order to continue the work. On request the Assistant Director and each Coordinator will submit a written account of their work to help with the maintenance of this plan. The directors will keep track of task-level work in case a position is vacated and needs to be reassigned.

Needs in 2022

- Farmers' Market Coordinator (15 hours a week) – open position
- Library Assistant (18 hours a week) – open position

In the absence of this Library Assistant position, Thursday nights are currently understaffed. Other time slots that would benefit from additional coverage include Wednesdays 12:00-3:00 and Friday afternoons. To a lesser extent, Monday days, when the Weekend Coordinator is off, would benefit as well.