Delaware Township Library Staffing Plan

Accreditation Standard:
The library adopts a staffing plan that addresses job descriptions, competencies, organizational development and succession planning.

Job Description Management
- Review, update and standardize job descriptions.
- Ensure job descriptions are supported with library’s personnel policies when needed.

Competencies
- Some competencies included in job descriptions
- In yearly staff review, if needed, go over competencies that need improvement and devise a training plan to help the staff member improve
- Core competencies model: https://shakerlibrary.org/about-us/mission-vision-values/core-competencies/

Organizational Development
- Implement Core Competencies
- Existing Continuing Education practices follow NEKLS guidelines and standards
- Include continuing education requirements in annual goals as needed

Succession Plan
- Key Positions:
  - Director
    - Position last filled July 2016
    - Job Description and Competencies reviewed August 2021
    - If updates to description are needed identify critical skills, characteristics and desired attributes that are lacking
  a) Library Assistant
    - Assistant position filled November 2016
    - Job description and tasks reviewed January 2021
    - If updates to description are needed identify critical skills, characteristics and desired attributes that are lacking
- Resources
  - https://www.tsl.texas.gov/lde/workshops/sl/m/successionplanning
  - https://www.slideshare.net/MontanaStateLibrary/emergency-succession-planning-2016-1
  - https://libraries.msl.mt.gov/learning/library_development/administration/succession