

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/ldn/workshops/slm/successionplanning>
 - <https://www.slideshare.net/MontanaStateLibrary/emergency-succession-planning-2016-1>
 - https://libraries.msl.mt.gov/learning/library_development/administration/succession
 - <https://www.ncls.org/wp-content/uploads/2021/06/Succession-Planning-Toolkit.pdf>