**RICHMOND PUBLIC LIBRARY STAFFING PLAN:**

1. Job descriptions and competencies
   1. Library and board of trustees will annually review the director’s job description and make adjustments as necessary
   2. This will be done at a regular board meeting as an agenda item. Policy on this will be updated if changes are made.
   3. Library director reviews staff job descriptions and makes adjustments as necessary
   4. Changes will be reviewed by the board at a regular board meeting. Policy on this will be updated if changes are needed.
   5. Library staff should be trained on the use of the Next catalog, how to assist patrons with accessing e-content [Hoopla, Flipster] and how to access and use State library e-resources. [this can be accomplished through a mix of self-explorations and Training content though NEKLS]
2. Organizational Development:

At a regular board meeting the director and board should review if the library is appropriately staffed. This will be added as an agenda item for that meeting. If yes, everything is solid. If NO, what do we need? More staff, more hours? How can we accomplish this goal?

1. Succession Planning:

What to do if the library director quits?

What to do if the library director retires?

Date Director job description Late Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Staff job description last reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_