

STAFF & VOLUNTEERS

LIBRARIAN: Position Description

Reports to: Library Board of Trustees

Position Summary: Serves as the chief administrative officer of the James E Nichols Memorial Library under the direction, supervision and review of the Library Board of Trustees. Responsible for the administration and operations of the Library in accordance with RSA 202-A:16 and the bylaws, objectives and policies adopted by the Board of Trustees. The Librarian plans, organizes, directs and coordinates all services and programs of the Library.

Responsibilities: In addition to those listed below, the Librarian may be assigned other responsibilities from time to time by the Board of Trustees.

Policy

1. Understands that the Board of Trustees is responsible for governance and the overall operation of the the James E. Nichols Memorial Library
2. Assists the Board to develop, review, update and revise Library policy
3. Develops, reviews, updates and revises operational policies and procedures for Library services, subject to Board approval
4. Promptly implements and fully supports Board decisions and policies
5. Informs the Board of new developments in the library field, relevant information from the NH State Library, and labor law that impact policy and operations

Goals

1. Assists the Board in defining short-term and long-term goals
2. Implements short-term and long-term goals as established and agreed upon with the Board of Trustees
3. Reports progress in meeting goals to the Board on at least a quarterly basis

Budget & Finances

1. Demonstrates an understanding of the impact of the Library budget upon taxpayers and is able to design, justify and implement services and programs accordingly
2. Administers the Board-approved budget in a cost-effective manner
3. Tracks actual and projected expenses and promptly notifies the Board of Trustees of any potential shortfall
4. Works with the Treasurer to reconcile invoices with purchase orders
5. Promptly submits bills to the Treasurer for payment
6. Assists the Board in the preparation of the annual Library budget

Daily Operations

1. Responsible for the smooth operation of the Library on a day-to-day basis, including scheduling staff, providing services efficiently and courteously, and treating other staff, patrons, visitors and Trustees in a respectful manner
2. Maintains a working knowledge of all library procedures and equipment, including computers, software applications, printers and other technology

3. Performs circulation desk duties, including Inter-library Loan requests and curbside services
4. Processes and catalogues incoming materials
5. Provides reference and computer assistance to patrons
6. Monitors routine maintenance of the Library building and grounds, including cleaning services, plumbing, and HVAC equipment, and promptly alerts the Board of any issues or needed repairs

Utilization & Development of Staff

1. Supervises all library staff including annual evaluations, assignments and training
2. Recommends hiring and removal of staff to the Board of Trustees per RSA 202-A:11 V and RSA 202-A:17
3. Motivates staff to grow professionally to better serve patrons, the public and the Library's mission
4. Directs and supervises volunteers according to Library policy

Collection Development/Acquisitions

1. Works with the Board of Trustees to ensure that the collection development plan is appropriate for the needs of our community
2. Implements acquisitions and expenditures consistent with Library policy, the annual budget and short-term goals
3. Maintains, manages and weeds the Library collection, in accordance with Library policy

Programming

1. Plans and implements regular programming for adults, such as talks by local authors or book clubs
2. Plans and implements regular programming for children and teens, such as storytimes, a summer reading incentive program or class visits by local schools
3. Implements virtual programs, offerings and options to expand Library services
4. Evaluates the effectiveness of each program at least annually, and includes costs and feedback from participants

Statistical Accountability & Reporting

1. Provides a written report on Library operations to the Board of Trustees each month and attends monthly meetings of the Board
2. Compiles circulation statistics at least monthly and statistics on acquisitions and withdrawals at least quarterly and reports this data to the Board of Trustees when requested
3. Assists the Board Chairperson with preparing the annual report to the Town
4. Prepares and submits the annual report to the State per RSA 202-A:12

Community Interactions

1. Engages the community and publicizes library services effectively in person, through print, online and social media platforms
2. Evaluates the effectiveness of library services in relation to the needs of the Center Harbor community
3. Recommends and implements changes and improvements to better serve patrons, Center Harbor residents and community

4. Encourages local groups such as Friends of the Library or other community organizations to support the library and its mission
5. Articulates a strong vision of the evolving role of Nichols Library in serving the community now and in the future

Professional Development

1. Keeps informed of developments in the library profession and related RSAs
2. Keeps informed of changes in technology and maintains current knowledge of computer use and applications
3. Maintains membership in professional organization(s)
4. Participates in continuing education opportunities.

Recommended Qualifications: Master's degree in Library Science or Information Science from an American Library Association accredited degree program preferred. Minimum of four (4) years in library management, non-profit leadership or other relevant experience.

Revised & Approved by Library Board of Trustees 1/24/2022
Approved by Library Board of Trustees 6/22/2009

LIBRARY ASSISTANT

Reports to: Librarian

Position Summary: Primarily responsible for staffing the circulation desk and assisting with Library services under the direction, supervision and review of the Librarian

Responsibilities: In addition to those listed below, the Library Assistant may be assigned other responsibilities from time to time by the Librarian.

Daily Operations

1. Assists in the smooth operation of the Library by providing services efficiently, courteously, and in accordance with Library policies and procedures, and treating other staff, patrons, visitors and Trustees in a respectful manner
2. Performs circulation desk duties, including Inter-library Loan requests, curbside services, answering the phone, responding to emails, other desk duties, and opening and closing the Library
3. Maintains a working knowledge of library equipment, including circulation desk and patron computers, software applications, printers and other technology
4. Processes and catalogues incoming materials
5. Reshelves materials based on existing protocols, including the Dewey Decimal System and alphabetization
6. Provides reference and computer assistance to patrons
7. May cover the Library when other staff are on vacation or absent

Collection Development

1. Assists with maintaining, managing and weeding the Library collection, under the direction of the Librarian and in accordance with Library policy