

**Bonfield Public Library Policy Manual
Personnel Policy**

Appendix A

Job Descriptions

JOB TITLE: Chief Executive Officer / Head Librarian

RESPONSIBLE TO: The Bonfield Public Library Board

HOURS: Determined by the Board

SALARY: Determined by the Board

Administers the Library in accordance with the policies formulated by the Library Board.

Responsibilities to the Board

- Attends all Board meetings;
- Consults with the Chairperson in the preparation of the Board or Committee agenda;
- Notifies Board members of meetings and ensures that a meeting space is available and the necessary arrangements are made;
- Is responsible for financial expenditures as approved by the Board and maintains financial records;
- Works in partnership with the Township Finance Department;
- Serves as a signing officer of the Board;
- Assists in the preparation of the annual budget in consultation with the Board;
- Maintains files of library records and correspondence;
- Presents recommendations and activities of regional Board to local Board members Liaise with Friends groups;
- Participates in planning means of satisfying future needs and objectives of the Library;
- Takes part in professional activities for the benefit of the Library;
- Provides advice on or recommends policies or actions to the Board on matters affecting the Library;
- Plans and directs the development of the library system and makes recommendations to the Board on the needs, forecasts and direction of library service;
- Implements and carries out policies approved by the Board; and
- Prepares reports for presentation to the Board.
- Maintain Little Free Library

Responsibilities to the Staff

- Plans, trains and directs the work of all library staff and volunteers;
- Schedules hours to work;
- Acts as liaison between staff and Board; and
- Evaluates, promotes and, if necessary, dismisses employees of the library, with the approval of the Board and with written documentation (copies will be given to the staff member and copy will be filed in the personnel file).

In the Library

- Plans, organizes, co-ordinates and supervises all library services;
- Assumes responsibility for weeding library materials;
- Catalogues and classifies new materials and ensure correct classification of present collection;
- Responsible for the purchase of books, digital collections, supplies and materials;
- Prepares library displays, digital/paper promotional items, news items and/or library column;
- Assist in the maintenance and updates of the library webpage;
- Assist with the library social media pages;
- Carries out regular inventory;
- Maintains on-order records;
- Maintains library statistics;
- Plans implements and/or assist in a variety of programs;
- Organizes furniture and shelving;
- Maintains confidentiality of sensitive information; and
- Performs other related duties as required.

AREAS OF RESPONSIBILITIES IN LIBRARY

A. Circulation Duties

- Charges and discharges library material;
- Registers new borrowers;
- Phones and sends notices re: overdue library materials;
- Empties outdoor book return box; and
- Responds to inquiries received in-person, telephone (answering machine), email and social media requests.

B. Public Service Duties

- Provides patrons with advisory service;
- Provides reference service;
- Introduces new patrons to the library: conducts group tours;
- Provides Interlibrary Loan Service;
- Receives, verifies and process Inter-Library Loan requests; and
- Assist in the Maintaining Library webpage

C. Computer Duties

- Turns on and off computer, printers, photocopier and television;
- Maintains digital display on the television;
- Assists patrons; and
- Update in-house computer security

D. Collection Maintenance

- Shelves Library materials;
- Shelf reads; and
- Mends and repairs books as required.

E. Other Duties

- Picks up and sorts mail;
- Opens and closes the library;
- Cleans out the library entry way;
- Collects, bags and puts out garbage and recycled items; and
- Other duties as required.

QUALIFICATIONS

Post-graduate degree from library school accredited by the Canadian Library Association, Excel Graduate or in the opinion of the Board is deemed to have equivalent knowledge, skills, ability or experience;

Strong communication (written, oral and interpersonal), arithmetical, report-writing, problem-solving, public relations, organizational, leadership, and supervisory skills;

Knowledge of Microsoft windows and office applications;

Ability to demonstrate tact and discretion in handling matters of confidential or politically sensitive nature, and to maintain confidentiality; and

Available to work flexible hours, attend evening and/or weekend meetings and other events, as required.

REQUIREMENT

The successful candidate will be reimbursed for the cost of a CPIC Level II (Canadian Police Information Centre) as a pre-condition of employment and an annual Offence Declaration

Job Title: Circulation Clerk

Reports To: Librarian/Chief Executive Officer

Salary Range: Determined by the Board

Hours of Work: Part-time Casual (Minimum of 8 hours per week) including coverage for the Librarian and/or Library staff as needed for holidays, illness or emergencies.

Primary Responsibility

Cataloguing and Classification

- Catalogue and classify new library materials in accordance with established library standards.
- Ensure accurate and consistent classification of the existing collection.
- Maintain the integrity of catalogue records and update records as required.
- Support ongoing organization and accessibility of the collection.
- Participate in collection inventory and quality control activities.

Core Responsibilities

Collection Maintenance

- Weed outdated, damaged, or irrelevant library materials in accordance with library guidelines.
- Accurately shelve materials and perform regular shelf-reading.
- Mend and repair books and other library materials.
- Clean, repair, and maintain DVDs and other media.
- Assist with the creation and maintenance of library displays.

Circulation and Front Desk Services

- Charge and discharge library materials.
- Register new borrowers.
- Contact patrons regarding overdue materials, holds, and notices.
- Empty outdoor book return boxes.
- Respond to patron inquiries in person, by telephone (including answering machine), and by email.

Public Service and Patron Support

- Assist patrons with locating and using library resources.
- Provide reader's advisory services.
- Support patrons with scanning, photocopying, faxing, laminating, and disc cleaning services.
- Introduce new patrons to library services and facilities.
- Provide assistance with Interlibrary Loan services as required.

Technology and Automation Support

- Maintain computer database files, including additions and deletions.
- Use word processing, spreadsheet, and other software as required.
- Perform electronic and internet-based searches using library and online resources.
- Power on and off computers, printers, photocopiers, televisions, and other equipment.
- Assist patrons with internet use and digital resources, including basic troubleshooting.
- Perform routine system updates and upgrades as required.
- Complete inventories of library resources as assigned.

Programming and Community Support

- Assist with planning, organizing, delivering, promoting, and evaluating library programs for all age groups.
- Contribute to the promotion of the library and its services within the community.

Facility and General Duties

- Open and close the library.
- Maintain a clean, safe, and welcoming environment, including:
 - Cleaning the library entryway
 - Dusting shelves, tables, and work surfaces
 - Sweeping, vacuuming, and washing floors
 - Removing garbage and recycling
- Perform other related duties as required.

Key Qualifications

- Demonstrated computer literacy and comfort with office and library technologies.
- Strong organizational skills with attention to detail.
- Ability to work independently and collaboratively as part of a team.
- Good problem-solving abilities.
- Excellent interpersonal and communication skills.
- Relevant library or customer service experience preferred.
- Bilingualism (French/English) considered an asset.
- Ability to work flexible hours and attend training as required.

Employment Requirement

- The successful candidate must obtain a **CPIC Level II (Canadian Police Information Centre) check** as a condition of employment (cost reimbursed).
- An annual Offence Declaration is required.

Job Title: Library Assistant

Reports To: Librarian/Chief Executive Officer

Salary Range: Determined by the Board

Hours of Work: Part-time Casual (Minimum of 8 hours per week) including coverage for the Librarian and/or Library staff as needed for holidays, illness or emergencies.

Primary Responsibilities

Inter-library Loan (ILL) Services

- Manage and maintain the Interlibrary Loan program, including overseeing the borrowing and lending of materials.
- Process ILL requests, track materials, and ensure timely delivery and return.
- Communicate with patrons regarding interlibrary loan requests, availability, and timelines.
- Liaise with partner libraries and systems as required.
- Maintain accurate records related to interlibrary loan transactions.
- Provide Interlibrary Loan services directly to patrons.

Core Responsibilities

Circulation and Front Desk Services

- Charge and discharge library materials.
- Register new borrowers.
- Contact patrons regarding overdue materials, holds, and notices.
- Empty outdoor book return boxes.
- Respond to inquiries received in person, by telephone, answering machine, and email.

Public Service and Patron Support

- Assist patrons with library resources and services.
- Provide reader's advisory services.
- Support patrons with scanning, photocopying, faxing, laminating, and disc cleaning.
- Introduce new patrons to the library and its services.
- Assist patrons with internet use and digital resources, including basic troubleshooting.

Automation, Technology, and Computer Support

- Maintain computer database files, including additions and deletions.
- Perform electronic and internet-based searches using library and online resources.
- Use word processing, spreadsheet, and other software as required.
- Power on and off computers, printers, photocopiers, and audiovisual equipment.
- Perform routine system updates and upgrades to ensure systems remain current.
- Complete inventories of library resources as required.

Collection Maintenance and Materials Handling

- Assist with cataloguing and classifying new materials.
- Ensure accurate classification of the existing collection.
- Accurately shelve and shelf-read library materials.
- Assist with weeding outdated or damaged materials.
- Mend and repair books and other library materials.
- Clean and repair DVDs as required.
- Participate in the creation of library displays.

Programming and Community Engagement

- Assist in planning, organizing, delivering, promoting, and evaluating library programs for all age groups.
- Contribute to the promotion of the library and its services within the community.

Facility and General Duties

- Open and close the library.
- Maintain cleanliness of the library, including:
 - Entryway cleaning
 - Dusting shelves, tables, and work surfaces
 - Sweeping, vacuuming, and washing floors
 - Taking out garbage and recycling
- Perform other duties as required.

Key Qualifications

- Proficiency with computers and common office and library technologies.
- Ability to work independently and as part of a team.
- Strong organizational skills with attention to detail.
- Good problem-solving abilities.
- Excellent interpersonal and communication skills.
- Relevant work experience preferred.
- Bilingualism (French/English) considered an asset.
- Ability to work flexible hours and attend training as required.

Employment Requirement

- The successful candidate will be reimbursed for the cost of a **CPIC Level II (Canadian Police Information Centre)** check as a pre-condition of employment, and must complete an annual Offence Declaration.

Revised: January 2026

JOB TITLE: Early Childhood Educator

RESPONSIBLE TO: Chief Executive Office

HOURS: Three hours per week

SALARY: As determine by the Board

Plan and develop early learning and literacy programs for children under 6 years old and/or support parents and caregivers in aspects of early child development.

Duties and Responsibilities:

- Plans and develop literacy and interactive learning activities involving parents and children;
- Provides supervision and guidance of weekly activities;
- Prepares crafts materials and assist children to use them;
- Purchases with funds provided by the Program, books, supplies and equipment;
- Promotion of program; and
- Other duties as required.

QUALIFICATIONS

Speak English, read English, write English.

Ability to speak French would be an asset.

Childcare/Day Care Centre experiences an asset or in the opinion of the Board is deemed to have the knowledge, skills, ability and experience necessary to deliver the program.

REQUIREMENT

The successful candidate will be reimbursed for the cost of a CPIC Level II (Canadian Police Information Centre) as a pre-condition of employment and an annual Offence Declaration.

REVISED SEPTEMBER 2019

JOB TITLE:	Library Consultant
RESPONSIBLE TO:	Bonfield Public Library Board
HOURS:	Minimum of Four hours per week
DURATION:	6 months
SALARY:	As determine by the Board

To provide advice, training and support to library staff, helping them improve services, implement new technologies, and enhance customer experience.

Duties and Responsibilities:

- Provide advice, training and support to library staff;
- Advise on the selection and organization of library materials;
- Provide professional development for library staff;
- Evaluate library technology and recommend updates or improvements;
- Conduct research and stay updated on library trends and best practices;
- Conduct library staff evaluation;
- Library Circulation duties;
- Replace staff on a needs basis for vacation or illness;
- Promotion of program; and
- Other duties as required.

QUALIFICATIONS

5+ years of experience working in a library setting or administration

Proven track record of successful project management

Familiarity with library management software and systems

Strong analytical and problem-solving skills

Written and verbal communication skills

Experience in training

Ability to work independently and as part of a team

Strong understanding of library operations and best practices

Proficiency in Microsoft Office Suite and library related software

Excellent organizational and time-management skills

Strong interpersonal skills and ability to collaborate with library staff and stakeholders

REQUIREMENT

The successful candidate is required to hold a CPIC Level II (Canadian Police Information Centre) and an annual Offence Declaration.