



TRAINING PLAN

2022-2026

NEEDS ASSESSMENT:

All staff, at every level of employment (including volunteers), must be provided with initial and ongoing training to improve job performance and gain new skills. Staff will renew and expand their skills through cross-training, continuing education, and specialized training. As budget allows, professional presenters are contracted to provide relevant and necessary skills training.

Membership and involvement in professional associations as well as participation and the assumption of leadership roles on staff committees and task forces is also a required component of MCLS's training program.

With increasing acquisition of various digital resources, MCLS staff needs continued digital services training to enable proficient training of our patrons.

All areas of training will be reviewed through evaluation and training updated based on staff feedback on an ongoing basis.

A pre assessment of training needs is conducted for each objective. Post assessments are conducted for each objective on an ongoing basis to determine if objectives have been met.

PURPOSE:

The purpose of this plan is to provide a comprehensive framework for training of both the Madison County Library System staff and community.

GOALS AND OBJECTIVES:

A. Board of Trustees Training

Objective: To train each board member individually as appointed and continue to train for the span of their tenure.

New Board members are given a packet that includes The Mississippi Trustee Handbook, a copy of

MCLS's Personnel Policies and Procedures, an MCLS Directory, a copy of the current Mississippi Library Laws, a copy of the Mississippi Public Library System Accreditation Program Manual, and a complimentary copy of Roberts Rules of Order. The Board member reads the documents on their own and is urged to call MCLS staff at any time with questions.

New members travel to the five MCLS branches over a period of time where they are introduced to staff and survey the facilities. Board meetings are rotated each month to one of the five branches.

For all MCLS policy that must be approved by our Board, copies are given to each member to read through during the month before the next meeting. At the next regular meeting, they bring up questions or changes and vote accordingly. The Director then makes the approved changes and delivers to each member a copy of the revised policy at its next regular meeting.

MCLS pays for membership in the Mississippi Library Association for each of its nine members. Travel by board members to MLA conferences or meetings is encouraged and paid for by the library system. The Director meets with those members who register for MLA sessions to answer any questions they might have about the subject area being covered. They are sent information about any trustee-related workshop and are encouraged to attend.

Board Members are notified about any upcoming training by MCLS and are encouraged to attend the training.

Each Board member conducts a thorough formal performance evaluation of the director in June of each year. Each Board member completes a yearly self evaluation that is then mailed to the Director.

B. Youth Services Staff Training

Objective: To train Youth Services staff to keep up with current trends through national and local participation in various professional development activities, as well as regular in-house programming.

The Adult & Youth Services Director and the four Children's Specialists from the branches are sent to MLA yearly. As budget permits, they are also required to go to the Children's Book Festival at the University of Southern Mississippi yearly and any other Youth Services related conferences and training workshops. They attend at least two symposiums conducted by the library commission each year, and they conduct their own day-long workshops, one in March and one in August each year in preparation for the Summer Library Program. In addition, regular monthly meetings are conducted to review and assess programming to ensure that the most effective services are being offered to patrons.

Objective: To emphasize strong storytelling skills and techniques.

As budget permits, the Youth Services staff is required to attend the Children's Book Festival at the University of Southern Mississippi yearly.

C. Administrative Staff and Branch Manager Training

Objective: To train administrative and branch manager staff to keep up with current trends through national and local participation in various professional development activities, as well as regular in-house programming.

MCLS administrative staff and branch managers have numerous requirements for continuing education and on the job training.

Administrative staff consists of the Director, the Assistant Director/System Administrator, the Business Manager, the Adult & Youth Services Director, the Technology Programming Specialist, the Collection Development Coordinator, Public Information & Marketing Specialist, the Administrative Assistant, the Cataloger/Metadata Librarian, the Part-time Accountant, the Branch Managers of the five MCLS libraries and the Outreach Librarian.

The Director, The Assistant Director/System Administrator, the Adult & Youth Services Director, the Branch Managers and the Outreach Librarian are required to have membership in MLA and to attend its yearly conference. They are also required to attend either ARSL, ALA or PLA on rotation every other year, as budget permits. MCLS pays for all travel expenses. All administrative staff members are encouraged to participate in the presenting of workshops or poster sessions and such participation is considered when making decisions about advancement.

The Assistant Director/System Administrator is required to attend available ILS training and must report promptly to Administrative staff on changes/enhancements/upgrades to the automation system. In addition, the Assistant Director/System Administrator and the Technology Programming Specialist are required to attend any needed IT related courses available through the Library Commission or other training agencies.

All administrative staff members are required to read the Continuing Education Program Manual from the Mississippi Library Commission and to attend relevant training provided by MLC on a regular basis.

As each new format – database, acquisitions software, cataloging software, networking software – is acquired, all employees are trained individually or as a group. After the initial training by the vendor is completed, our Systems staff provides formal training to relevant users. Then, as needed, the Systems staff provides formal training to all branch staff. MCLS will purchase as many licenses as are needed, budget allowing, ensuring all training takes place in a timely and efficient manner. The acquisition (and the portability) of laptop computers has greatly enhanced all manner of staff training at MCLS.

The Director and/or the Assistant Director are required to attend the quarterly Public Libraries Directors' Meetings at the library commission. The Director is required to attend the periodic Directors' Symposium also conducted by the commission.

D. MCLS Administrative, Support Staff Training

Objective: To train all staff members to the specifications of their job descriptions and provide ongoing training throughout employment.

All staff members are provided a job description of their position immediately upon employment. All job descriptions are updated at least yearly.

All staff members, with the exception of shelvers, are sent to relevant training as conducted by the Mississippi Library Commission. All staff members are trained in all areas of librarianship through yearly staff development designated days and through formal classes designed and taught by the MCLS Technology Committee. All staff members are sent to formal training by vendors as needed.

E. MCLS Part-Time Support Staff Training

Objective: To train part-time personnel upon employment to ensure accuracy and proficiency.

MCLS has a very strong training procedure for all new employees including part-time support staff. Branch Managers meet regularly to update their comprehensive training manual. Part-time candidates are carefully selected by the individual branch manager. They are given a series of tests to determine their ability to follow details and to understand Dewey and other circulation skills. Part-time support staff are trained in all aspects of circulation and evaluated by supervisors.