

Ohio Public Library Core Competencies

Competency	Definition	Foundational	Adult Services	Children's Services	Circulation Services	Collection Development	Digital and Media Services	Director	Facilities and Maintenance	Fiscal Officer	Genealogy and Local History	Human Resources	Information Technology (IT)	Management & Administrative	Marketing and Public Relations	Outreach Services	Safety and Security	Technical Services	Teen Services	
<b>Acquisition</b>	The ability to effectively process library material orders; knowledge of vendor software, processes, products, and updates.					X							X					X		
<b>Adaptability</b>	The ability to adjust to changing situations.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
<b>Advocacy</b>	The ability to promote and support the fundamental purpose of the public library.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
<b>Building Management</b>	The knowledge and management of the library's building, grounds, and equipment.							X	X	X				X			X			
<b>Cataloging and Metadata</b>	The preparation of accurate descriptions of library materials and the provision of appropriate access.																	X		
<b>Collection Management</b>	The ability to select and evaluate materials and to maintain a collection designed to meet the needs of the intended audience, including conservation and preservation.		X	X		X	X				X					X		X	X	
<b>Communication</b>	The ability, through both verbal and written methods, to provide concise, timely, and accurate information, internally and externally, among all organizational levels and with all appropriate people.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
<b>Community Engagement</b>	The development of partnerships, networks, and relationships; the collaboration with stakeholders and the community.		X	X		X	X	X			X		X	X	X	X			X	

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<b>Contracts and Negotiation</b>	Maintains awareness of products and services and seeks to negotiate terms favorable to the library and its users.							X		X		X	X	X						
<b>Customer Service</b>	The ability to efficiently, effectively and positively meet the library needs of internal and external customers.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
<b>Delegation</b>	The ability to appropriately assign tasks to staff and colleagues for optimal project completion.							X						X						
<b>Emergency Preparedness</b>	The awareness of library policies and procedures relevant to emergency preparedness, including natural disasters.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
<b>Equity, Diversity, and Inclusion</b>	The commitment to interact appropriately, fairly, and equitably with all; the ability to demonstrate and foster respect for all individuals and points of view; the understanding and proactive reduction of barriers to library use.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
<b>Essential Technology Skills</b>	Demonstrates general understanding of basic computer skills coupled with an understanding and knowledge of library provided equipment and software including the website, databases, catalog, and ILS; the ability to troubleshoot basic technology problems.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
<b>Ethics</b>	The knowledge of and compliance with Ohio Ethics Law and the basic ethics and values of library service.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

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Facilitation	The ability to foster employee engagement and manage a team of individuals to work toward common objectives.							X				X		X					
Fiscal Operations	The knowledge of and ability to manage relevant sources of funding, develop a budget, and forecast and monitor revenues and expenditures.					X		X		X				X					
Fundraising	The ability to identify, initiate, and manage fund raising opportunities, including but not limited to local levies, grants, and foundations.							X		X				X	X				
Innovation	The ability to proactively identify and analyze emerging trends and technologies, and employ creative thinking to implement new solutions or procedures		X	X		X	X	X			X		X	X	X	X			X
Intellectual Freedom	The understanding and support of the library's role in providing free and equal access to ideas, information, resources, and services, from all points of view, without restriction, to every individual.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Laws	The understanding of laws relating to copyright, privacy, freedom of expression, equal rights, and intellectual property; the ability to communicate this information to staff and patrons and to ensure the library's compliance.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

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<b>Leadership</b>	The ability to set and model high performance standards characterized by integrity, and to earn trust and respect of others by coaching, inspiring, and empowering teams of people to achieve strategic objectives.							X				X		X					
<b>Marketing</b>	The ability to develop and communicate a desired message to promote the library and its mission.							X						X	X				
<b>Organizational Awareness</b>	The knowledge of and ability to support the library's mission, vision, culture, and structure; a comprehensive awareness of the library's policies and procedures.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
<b>Organizational Partnerships</b>	The ability to formalize partnerships with community organizations, government agencies, and other entities to bolster the library's mission.							X						X	X		X		
<b>Patron Awareness</b>	The knowledge and awareness of the attributes and library needs of community demographics; the ability to apply that knowledge through materials, services, policies, and programming.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
<b>Patron Instruction</b>	The ability to present instructional content in diverse ways to groups and individuals and select appropriate delivery methods according to learner needs.		X	X	X		X				X		X			X			X

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<b>Personal Organization</b>	The ability to identify and prioritize work needs.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
<b>Personnel Management</b>	The ability to attract, retain, and motivate staff and volunteers to work toward shared objectives; the ability to supervise and evaluate workers in the most effective manner to achieve the goals of the organization.							X				X		X					
<b>Policies and Procedures</b>	The ability to develop and implement library policies and procedures.							X		X		X		X			X		
<b>Problem Solving</b>	The ability to assess situations and troubleshoot to identify effective solutions.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
<b>Processing</b>	The ability to efficiently and accurately prepare and maintain library materials for staff and patron use.																	X	
<b>Programming</b>	The ability to plan, present and evaluate creative and innovative programming for various ages and abilities, based on knowledge of developmental stages, best practices and community needs and interests, both inside and outside the library location.		X	X		X					X					X			X
<b>Project Management</b>	The ability to determine scope and requirements of a project, coordinate and schedule activities, control resources, and identify and control risk for quality project completion.						X		X					X					

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<b>Reader's Advisory</b>	The ability to assist patrons with popular and recreational reading choices and to encourage reading; the knowledge of popular materials and the ability to share that knowledge with all patrons.		X	X		X	X				X					X			X
<b>Records Management</b>	The ability to organize and maintain library records per an approved record retention schedule for easy access to all relevant data; the ability to generate many different types of reports to facilitate library planning and operations.							X		X		X		X			X		
<b>Reference</b>	The ability to determine patron needs and use various resources to provide clear and comprehensive information in response to requests.		X	X			X				X					X			X
<b>Safety and Security</b>	The awareness of library policies and procedures relevant to building security and personal safety of staff and patrons.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
<b>Staff Development</b>	The ability to skillfully design and present competency-based training to meet the needs of library staff; the ability to serve as a resource for career growth and employee engagement.							X				X		X					
<b>Strategic Planning</b>	The ability to anticipate and predict internal and external changes, trends, and influences to effectively allocate resources and implement appropriate library initiatives.							X		X		X		X					

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Teamwork	The ability to work collaboratively with others to achieve organizational goals and objectives.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Technology Infrastructure Support	The understanding of the infrastructure that supports the library's networks; demonstrated proficiency with the programs that perform basic computer and local area network functions; the awareness of cybersecurity trends and methods.												X						