

# PERSONNEL

As employees of the City of Mechanicsville, all Library employees will be guided by the City of Mechanicsville Employee Handbook as approved by the Mechanicsville City Council.

## Hiring Procedure

- The Mechanicsville Public Library is an equal opportunity employer.
- The Library will advertise in the local newspaper, on the State Library of Iowa's Job List website, and post signs at the library-and city hall.
- Background checks will be performed using the Iowa Division of Criminal Investigation for all hired paid-employees.

## Responsibilities

The Library Board is responsible for:

- Employment of the Library Director.
- Reviewing and approving Library policies.
- Performing the Library Director's Annual Review.
- Reviewing grievances.
- Planning for the future of the library with community input.

The Director is responsible for:

- Administering, interpreting, enforcing and establishing procedures consistent with applicable laws, regulations, city ordinance, rules and the policies of the city and the board.
- Making reports and recommendations to all the board and city officials.
- Recruiting, selecting and assigning library employees and volunteers.
- Disseminating information regarding personnel policies, fringe benefits, conditions of employment, and all relevant polices to library employees and volunteers.
- Appointing or removing employees or volunteers.
- Administering discipline.
- Conducting the appropriate steps in the grievance procedure.
- Recommending changes in policy as necessary.

## Orientation Period

All new employees will have an orientation period. The orientation period is intended to be the time used to train and observe the employee. The typical time will be six months although it may be more or less. The orientation period shall be regarded as part of the evaluation process. Evaluations will happen at 3 and 6 month marks, with annual reviews to follow.

## Employee Conduct

Hours of work are scheduled to meet the requirements of the Library. Employees are to be at their places of duty ready for work at the time assigned and are to remain until relieved or the

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assignment completed. When an employee is unable to report to work on time the Director should be notified as far in advance as possible, and always before the time the employee is to report to work.

Employees are expected to maintain a level of personal appearance and grooming that is considerate of other employees, and project an image that inspires the confidence of citizens and others with whom the employee must associate during work.

Conducting personal or non-duty related activities are discouraged during work hours, except with the approval of the director or assistant director. When possible, personal phone calls should be made from a phone away from areas used by the public to conduct business.

## Employee Development

Because continued education is vital to effective library service, the Library encourages its staff to seek additional training. Programs may include courses, conferences, seminars, workshops, demonstrations, assignment of reading matter, or other methods available to improve effectiveness and broaden the knowledge of employees in the performance of their duties. Course fees, mileage, meals, lodging and staff time may be paid for by the Library, as approved in advance and as outlined in the City of Mechanicsville Employee Handbook. Receipts will be required for reimbursement of expenses.

## Employee Benefits

Employee benefits are as outlined in the City of Mechanicsville Employee Handbook.

## Performance Appraisal

A written performance appraisal shall be conducted annually for the Library Director. Following the review, the Library Director shall acknowledge receipt of a copy of his/her performance review by signing the document. Signing the performance review does not express or imply that the employee agrees with the information contained in the report.

The Library Director is entitled to respond in writing to anything contained in his/her own Performance Review Report Evaluation. An employee's written response shall be included in their personnel file.

Staff Annual Performance Appraisals are at the discretion of the Library Director or request of the staff. Ideally the Director and staff are in regular communication with performance and training.

## Resignation of Employees

A written letter of resignation is expected at least two weeks prior to the employee's leaving. A written letter of resignation of at least four weeks is expected from the Director when leaving.

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## Retirement of Employees

Employees are expected to give as much notice as possible in writing to the Director of their intent to retire. Early retirement (before age 65) is possible under the Iowa Public Employees Retirement System.

## Disciplinary Policy

The purpose of this policy is to ensure the orderly and efficient operation of the Library by requiring employees to adhere to common standards of work conduct at all times.

Iowa is an Employment-at-Will state. Absent an employee contract, the employment relationship can be terminated by either party – employer or employee – for any lawful reason or no reason at all within the guidelines of all prevailing Iowa and Federal laws associated with employment. Therefore, employment may be terminated any time regardless of the process outlined below:

The Mechanicsville Public Library will follow the guidelines as outlined in the City of Mechanicsville Employee Handbook. Disciplinary actions or measures may include any of the following:

- First occurrence – reprimand employee
- Second occurrence – reprimand, repeat instructions and warn that a repetition may result in a layoff of one week.
- Third occurrence – layoff, warn next repetition may mean discharge.
- Fourth occurrence – discharge

## Harassment

Acts of harassment by any employee are prohibited employment practices and are subject to disciplinary measures including discharge. The Mechanicsville Public Library will follow the guidelines as outlined in the City of Mechanicsville Employee Handbook.

## Staff/Board Privileges

Members of the staff of the Library, and Library Board Members, have certain privileges to which they are entitled while employed. The Director or Board may revoke any or all such privileges if abused.

These include the privilege to:

- Pay no processing fees for damaged or lost materials; only replacement costs.
- Make up to 10 photocopies per week for personal use at no charge.

## Public Information

The following employee information, will, upon request, be provided to any individual or institution by the library:

- Employee name
- Employee compensation including list of benefits

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- Employee hire date and separation date
- Positions held with the library

## Job Descriptions:

### Basic Library Duties all positions must be able to do:

- Maintains working knowledge of library services, practices, policies, and procedures and is able to explain them to patrons and volunteers.
- Performs circulation and/or registration duties including but not limited to: opening/closing procedures, cash handling, checking materials in and out, placing holds, updating patrons' information, issuing library cards, shelving, shifting materials, library space reservations, interlibrary loan requests, and collecting and assessing fees for lost or damaged materials.
- Assist the public in the use of the computer, computer applications and various technologies as well as the use of the Internet.
- Assists patrons in the use of library services, materials, copy/printing/faxing/scanning and other resources in a courteous and pleasant manner.
- Answers the phone, responding to inquiries and reference questions, making referrals as appropriate. Will need to know how and where to find information. (City events, etc.)
- Cooperates as a team member with library staff in performing essential library duties and participates in library special projects as needed or requested by Director.
- Promotes upcoming library programs and events.
- Daily cleaning of the library. (Must be able to assist with vacuuming, dusting, glass & surface cleaning, mopping, cleaning of bathrooms, and collecting/disposing of trash and recycling)
- Light grounds maintenance as needed; including light shoveling and salting walking paths in colder seasons, and light gardening during warmer seasons.
- Perform any other responsibilities commensurate with this position that the Director may assign.
- Must be able to lift 20-30 pounds.

### Library Director

- Library Director Position will consist of an average of 40 hours per week, including meetings. This position is hourly.
- Must have the State Library of Iowa Public Library Endorsement or obtain the endorsement within two (2) years of hiring, along with Continuing Education to maintain the Director Certification.
- Must be able to perform all basic library duties as previously outlined, as circulation desk work is included as part of this position.
- Assure library will be open for public access during hours specified by the Library Board.

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- Supervise and coordinate staff responsibilities so that reliable, trained staff is available to serve the public at all times. The Library Director will find a replacement in times of illness, etc.
- Receive incoming mail, handle or refer to Library Board, City as appropriate.
- Maintain circulation figures and other information necessary for preparation of annual report to the City Council and State Library. Complete all reports in a timely manner.
- Draft annual budget for library with assistance and approval of Library Board.
- Selects and order materials for library acquisition according to library budget each year.
- Oversee cataloging of all new materials to ensure that an accurate listing of the entire collection exists for assisting the public in locating library materials, including SILO.
- Oversees interlibrary loans processing.
- Weed library collection periodically according to state guidelines.
- Oversee management of overdue items according to the Circulation Policy established by the Library Board.
- Oversee publicity programs to inform the community about the resources and programs available at the library.
- Oversees that the library website has up-to-date information.
- Oversees that upcoming events and programs are posted through social media.
- Assists with planning and execution of library programs consistent with library goals to encourage additional use of the library.
- Maintain communication with the City of Mechanicsville, other local libraries, with the SE Iowa Library Services, and State Library of Iowa.
- Attend appropriate city, county, regional and state meetings or send a representative if unable to attend. Keep Library Board posted on pertinent activity.
- Attend continuing education classes as offered by the Region or State. Mileage, class fees and materials reimbursed.
- Attend all Library Board meetings and report on library activities and concerns.
- Screen, hire and train staff with the approval of the Board.
- Hold staff meetings for the purpose of communication and training.
- Perform evaluations of staff according to personnel policy.
- Coordinate building maintenance with city or handle onsite as needed.
- Be proficient in and keep up to date on library technology.
- Keeps informed of trends in library services. Attends professional workshops and conferences.
- Conducting an orientation program for new board members.

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