

PERSONNEL

1. Hiring

- a. The library will advertise in the local newspaper and post signs at the library, post office and city hall.
- b. Background checks will be performed using the Iowa Division of Criminal Investigation on all employees who will be working in the library.

2. Responsibilities

- a. The Library Board is responsible for:
 - i. Employment of the Library Director.
 - ii. Performing the Library Director's Annual Review.
 - iii. Reviewing grievances.
 - iv. Planning for the future of the library with community input.

- b. The Director is responsible for:
 - i. Administering, interpreting, enforcing and establishing procedures consistent with applicable laws, regulations, city ordinance, rules and the policies of the city and the board.
 - ii. Making reports and recommendations to all the board and city officials.
 - iii. Recruiting, selecting and assigning library employees and volunteers.
 - iv. Disseminating information regarding personnel policies, fringe benefits, conditions of employment, and all relevant policies to library employees and volunteers.
 - v. Appointing or removing employees or volunteers.
 - vi. Administering discipline.
 - vii. Conducting the appropriate steps in the grievance procedure.
 - viii. Recommending changes in policy as necessary.
 - ix. Keeping daily statistics.
 - x. Collecting fines.
 - xi. Keeping inventory current.
 - xii. Keeping record of inter-library loans.
 - xiii. Over-seeing new material selection.
 - xiv. Over-seeing a continuous weeding process.
 - xv. Screening and hiring staff with Board approval.
 - xvi. Attending board meetings.
 - xvii. Attending professional meetings or workshops when possible.
 - xviii. Applying for grants when needed.
 - xix. Drafting the annual budget for Board review and approval.
 - xx. Conducting an orientation program for new board members.

- c. Assistant Librarian or Part - Time Employees are responsible for:

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- i. Checking materials in and out.
- ii. Assisting patrons.
- iii. Assessing and collecting fines.
- iv. Assisting the Director in the operation of the library.
- v. Performing any other responsibilities commensurate with this position that the Director may assign.

3. Director Reviews, Resignations and Dismissals

- i. The Director shall serve a probationary period of six months. The Director's performance shall be reviewed by the Board after three months and again after six months. Evaluation of the Director will be made yearly by the library board on the anniversary of her/his hire.
- ii. The Director must provide a two week notice for resignation. One month notice would be appreciated. The resignation must be written and filed with the Board President.
- iii. The Director may be dismissed for incompetence as deemed by the Board. The Director will receive a warning in writing by registered US mail with two weeks to improve. If dismissal must follow, a one week notice will be given.

4. Assistant Director Reviews, Resignations and Dismissals

- i. The assistant director shall serve a six month probationary period. His/her performance shall be reviewed at the end of the third (3) months and sixth (6) months by the Director.
- ii. The assistant director must provide a two week notice for resignation. The notice must be given to the Director.
- iii. The assistant director may be dismissed for incompetence as deemed by the Director. The assistant director will receive a warning by registered US mail in writing with two weeks to improve. If dismissal must follow, a one week notice will be given.

An evaluation form is included at the end of the book of policies.

5. Personnel Files

- a. The library considers personnel files to be library property generated for purposes of conducting business operations. Access to these files and the information contained in them is generally limited to the employee, appropriate administrative personnel and third parties authorized in writing by the employee. The file information related to education, employment and job performance will be maintained in these files.
- b. Library employees are permitted access to their personnel files. Employees are permitted to examine, take notes, and make copies of any materials in their file. An employee may request correction of any alleged misinformation contained in the file. If this request is denied, the employee will receive an explanation of the reason

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thereof and will be permitted to place a concise statement of disagreement in the file.

- c. Employees are encouraged to keep their personnel files up-to-date with all job-related information such as degrees obtained, seminars attended, and certificates of completion.

6. Staff Education and Development

- a. *Advanced and Continuing Education:* All staff is encouraged to further educate themselves. Employees taking college courses or continuing education courses to improve their library skills will be given consideration to try and arrange work schedules to accommodate the class schedule. Course fees and pay is granted for the pre-approved time spent at state, district and national library meetings or seminars. The Director will approve who may attend such seminars and meetings. Travel time to and from this pre-approved time (spent at state, district and national library meetings or seminars) will also be paid.
- b. *Other course work:* Other course and workshop fees reimbursement is available to permanent staff with prior approval of the Director. The amount of that reimbursement will be determined by such factors as: the cost of the course, total funds available, degree of relevance to job and previous reimbursement received.
- c. *Business travel expenses:* The Library will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must have advance approval from the Director for reimbursement purposes. Employee will be reimbursed for mileage with use of personal vehicle.
- d. *When approved:* the actual costs of travel, meals, lodging will be reimbursed in accordance with city guidelines.

7. 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.
- Pay no fines for overdue materials when returned in good condition.
- Make up to 10 photocopies per week for personal use at no charge.
- Request one interlibrary loan books per month at no charge.

8. Appearance-Grooming

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

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9. Personal Activities

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.

10. Public Information

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

- a. Employee name
- b. Employee compensation including list of benefits
- c. Employee hire date and separation date
- d. Positions held with the library

Adopted: 2/23/1988

Revised: 4/27/2009

Revised: 4/27/2011

Revised: 2/7/2018

Revised/Reviewed: