

## Beaman Community Memorial Library Personnel Policy

**Purpose:** This document will provide a framework for the activities of and decisions by library administration and staff. The library strives to provide accurate, efficient service and a comfortable environment for its patrons. The library believes it is essential also to foster a good working environment that promotes communication and professional development. The following pages will outline policy and expected official conduct. All employees of the Library shall be furnished a copy of these policies.

**Appearance and 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 patrons.

**Appointment of Staff:** The board will select and hire the director. The director will recommend to the board the appointment and duties of the Librarian Assistant for approval. The library supports and adheres to all laws and policies dealing with equal employment opportunity, the Civil Rights Acts, the Americans With Disabilities Act, fair employment practices and other federal, state and local legislation concerned with employment and hiring practices.

**Benefits:** IPERS

**Board Meetings:** The director will attend regular board meetings with pay. The Assistant Librarian may attend one board meeting per year with pay.

**Computers and phones:** Library computers and phones are provided for use by the employees and are the property of the Library. Employees have no right to privacy in information maintained on a Library owned computer, the Library computer system, or the Library phones.

**Employee Relations and Conduct:** The work of each employee is important. On-the-job performance has an effect on the employee's success with the Library, as well as having an effect on the quality of service to the community. Employees have a right to expect fair treatment and fair compensation from the Library. In return, employees are expected to work diligently toward providing high levels of public service.

**Equal Employment Opportunity:** It is the policy of the Library to prohibit discrimination and harassment of any type and to afford equal employment opportunities for all employees or potential Library employees without regard to race, creed, color, sex, national origin, religion, age, sexual orientation, gender identity, marital status, mental or physical disability, genetic

information, veteran status, or other class/category protected by federal, state, or local law except where age, sex, or physical ability constitute a bona fide occupational qualification necessary for job performance.

**Evaluations:** New employees will have a six month probationary period and will be evaluated at the end of six months. Past their probationary period, the evaluation of the director should be conducted annually by the board before the end of the fiscal year (June 30<sup>th</sup>). This evaluation will then be presented at the following board meeting. Evaluations of other library personnel shall be conducted by the director before the end of the fiscal year.

**Grievance Procedure:** Grievances are recognized to be differences of opinion. Every attempt should be made to resolve grievances verbally before a written request is submitted. A grievance that cannot be worked out among the staff may then be presented to the Board of Trustees in writing. The board will provide a final decision in a written response within two weeks. A special meeting of the board may be called to respond to a grievance.

**Harassment:** The Library is committed to providing a work environment in which people are treated with dignity, decency, and respect and which is free of harassment and unlawful discrimination. For the purposes of this policy, harassment is any verbal or physical conduct that threatens, intimidates, demeans, humiliates, or coerces an employee, co-worker, or any person working for or on behalf of the Library, or creates a hostile work environment.

**Holidays:** The library will normally be closed for the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. Memorial Day may be an exception depending on the activity and program schedule. All holidays are unpaid unless otherwise approved by the board. Other holiday closings may be approved by the board.

**Jury Duty or other Leave of Absence:** Staff members may be permitted a leave of absence without pay at the discretion of the Board.

**Lines of Communication:** The Board of Trustees will set policies to be disseminated and administered by the director. All other employees report to the director.

**Personnel Records:** The Library considers personnel files to be Library property generated for purposes of conducting business operations. It is the policy of the Library to permit access by all Library employees to their personnel records.

## **Position Descriptions:**

### **A. Director**

**1. Requirements:**

- A. Is or will become certified at Level I within 2 years of hire (will pass Public Library Management 1 and 2 offered by the State Library of Iowa).
- B. Ability to accept responsibility
- C. Willingness to learn new skills and adapt to change
- D. Broad general education, including reading in a variety of areas
- E. Works efficiently
- F. Physical ability to perform the duties of the job, including shelving books, and carrying books or heavy boxes.

**2. General duties:**

- A. Plans and organizes library activities
- B. Determines reader and community interests and develops the library resources accordingly
- C. Performs readers' advisory and reference services
- D. Performs circulation work including checking materials out and in, registering patrons, and shelving and maintaining the collection
- E. Coordinates the recruitment, selection and training of other library staff
- F. Supervises and/or performs the selection, ordering, cataloging, and classification of library materials
- G. Administers the budget and library expenditures
- H. Administers the policies established by the Board of Trustees
- I. Reports monthly to the Board of Trustees
- J. Seeks out educational opportunities to maintain certification
- K. Prepares displays and maintains a pleasant library environment
- L. Keeps records of circulation, library use, cash transactions, reference work, etc. as required
- M. Runs and maintains audiovisual equipment and computers
- N. Contacts patrons regularly to request return of overdue materials
- O. Organizes and/or assists with children's' story hours and Summer Reading Programs
- P. Helps keep library, restroom and foyer clean
- Q. Orders and stocks supplies

**B. Librarian Assistant**

**1. Requirements**

- A. Ability to represent the library to the public professionally
- B. Interest in reading and other library-related activities
- C. Ability to accept responsibility and supervision
- D. General knowledge of keyboarding and computer use

- E. Willingness to learn new skills and adapt to change
- F. Physical ability to perform the duties of the job, including shelving books, and carrying books or heavy boxes

2. **General Duties**

- A. Works under the supervision of the director
- B. Performs circulation work including checking materials out and in, registering patrons, and shelving and maintaining the collection
- C. Prepares new materials for circulation
- D. Runs audio-visual equipment and computers
- E. Assists director with general library procedures
- F. Organizes and/or assists with children's story hours and Summer Reading Programs
- G. Assists with preparation of displays, etc.
- H. Consults with Director on a regular basis
- I. Produces quarterly newsletter

**C. Student Aide**

1. **Requirements**

- A. Must be a high school student
- B. Ability to meet the public professionally
- C. Interest in reading and other library-related activities
- D. Ability to accept responsibility and supervision
- E. Ability to learn new skills and adapt to change
- F. Physical ability to perform the duties of this job

2. **General Duties**

- A. Works under the supervision of an adult staff member
- B. Assists with circulation work, including checking in and out materials, registering patrons, shelving and maintaining the collection
- C. Answers the phone and shares information about the library
- D. Assists with preparing new materials for circulation
- E. Runs audio visual equipment
- F. Assists with children's programs, preparation of displays, etc.

**Public Information:** The following employee information is classified as "Public Information" under Section 22.7(11) of the Iowa Code and will, upon request, be provided to any individual or institution: Employee name, Employee compensation, dates of employment, positions held, educational institutions attended and degrees and/or diplomas earned, previous employment information including names of previous employers, positions previously held, and dates of previous employment, and the fact that an individual resigned in lieu of termination, was

discharged, or was demoted as a result of disciplinary action and the documented reasons therefore.

**Recruitment, Appointment and Termination of Employees:** Job openings will be advertised in the local newspaper. The board will appoint the director. The director, in consultation with the board, will hire all other library employees. Employment will be provisional for the first 90 days.

Grounds for dismissal include but are not limited to: incompetence and unfitness, insubordination, frequent unexplained absences, or conduct which is criminal, infamous or dishonest in the eyes of the law.

Employees are required to give a 30 day advance written notice of resignation.

**Scheduling:** The regular employee work schedule will be arranged by the director. The staff will have a regular weekly schedule. Each staff member will be responsible for finding a replacement to cover their hours for any absences.

**Staff Development:** The Library is committed to encouraging staff development and continuing education in order to motivate staff, enhance job skills and increase productivity. Staff development comes from a broad variety of sources including the State Library of Iowa, the Iowa Library Association, regional libraries and other sources deemed useful by the director. The director will attend at least two classes, meetings or workshops per year with the board's permission. The Director will attend the Grundy County Library Association's meetings. Library staff will be required to attend the Grundy County Library Association meeting hosted by the Beaman Library. The director and one staff member may attend Iowa Library Association (ILA) meetings when fiscally feasible. Employees will be paid their regular wages for workshops, classes and conferences when the library has sponsored their attendance. Board members may each attend one Iowa meeting or conference for which mileage and registration will be paid. If a trustee wishes to be a member of the ILA, the library will pay the dues. The following fees may be paid by the library: Registration fees, round trip mileage for use of a personal vehicle (at a rate approved by the IRS), housing for conferences longer than one eight-hour day.

**Supplemental Employment:** Supplemental employment outside the employee's assigned Library working hours must in no way interfere or conflict with the satisfactory performance of Library duties, and must not give the appearance of a conflict of interest. Library employees may not engage in any employment, activity, or enterprise which involves the use for private gain of the library's time, facilities, equipment or supplies. Library employees may not receive or accept money or other consideration from anyone other than the library for performance of

an act which the employee would be required or expected to render in the regular course of Library employment.

**Wages and Working Conditions:** Library staff will be paid at least minimum wage. Wages will be negotiated annually in June after review by the Board of Trustees for the following fiscal year.

The Library Director and Librarian Assistant shall have salaries according to their education and experience. If there is a minimum wage adjustment, the library board may adjust wages accordingly.

Adopted 07/11/2018

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