

# **Personnel Policy**

## **Staff and Hours**

### **A. Hours**

1. The Library shall be open a minimum of 45 hours per week, with the exception of holiday closings, as set by the Library Board of Trustees. The Library hours shall be as follows: Monday 9:30 a.m. - 6 p.m., Tuesday 9:30 a.m. - 6 p.m., Wednesday 9:30 a.m. - 6 p.m., Thursday 9:30 a.m. - 6 p.m., Friday 9:30 a.m. - 5 p.m., Saturday 9:30 a.m. - 1 p.m., Sunday - Closed.
2. The Library will be open every day except Sundays and the following holidays, New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Christmas Eve Day, and Christmas Day. In the cases when these holidays fall on a Sunday, an alternate day, as determined by the Board, will be observed.
3. The hours for closing on New Year's Eve Day will be determined by the Library Board.

### **B. Library Director**

#### *Educational Requirements:*

Some college work is preferred. Life experiences will also be considered. Certified by the State Library of Iowa or will become certified within two years of employment.

#### *Additional Requirements:*

Must have knowledge of the fundamentals of library service.

Must possess current technology skills.

Must enjoy and work well with people of all ages.

Must have the management skills to work with and maintain a budget.

Must have the skills to maintain public relations with the library's funding bodies, community groups, and library patrons.

Must have the skills to work cooperatively with the other members of the staff.

#### *Duties of the Director:*

- Acts as the professional/technical advisor to the library board of trustees on policies, finances, planning, library performance, and laws effecting libraries.

- Knows local and state laws; actively supports library legislation in the state and nation.
- Hires and supervises personnel.
- Implements board policy, interprets library policy for the public.
- Acts as Public Relations Officer for the library.
- Implements the library budget.
- Manages and maintains the library facility/building, computer technology, the library's automation system and other library equipment.
- Represents the library in the community and promotes the library and its services.
- Teaches library patrons how to access, evaluate, and use print and electronic information resources.
- Prepares regular reports, including state and local reports, embodying the library's current progress and future needs.
- Keeps up to date in technology and makes recommendations to the Library Board as to hardware and software needed in the library.
- Assists in the preparation of the annual budget for the library in consultations with the Library Board and the city administrator.
- Develops the library collection ("collection" is everything the library has on hand for its customers: books, DVDs, CDs, magazines, newspapers, subscriptions to electronic resources, cake pans and more).
- Evaluates and manages library services and programs such as circulation, reference, reader's advisory services, children's services, community services and public information.
- Directs and provides outreach services to the community.
- Attends all Library Board of Trustees' meetings other than those in which salary or tenure are under discussion.
- Attends City Council and County Board of Supervisors meetings as deemed necessary.
- Attends as many regional, county, and district meetings and continuing education classes as necessary. The Director and any accompanying trustee will be reimbursed for the expenses of the meeting.
- Uses the services and consultants of the State Library of Iowa.
- Affiliates with the state and national professional organizations and attends professional meetings and workshops. Dues to the Iowa Library Association and to the Iowa Small Library Association shall be paid by the library on an annual basis.
- Maintains the accreditation of the library from the State Library of Iowa.
- Conducts an evaluation of the library staff members on a yearly basis.
- Directs the training of library staff in technical and administrative library skills.

- Provides preschool story time to build early literacy skills in young children.
- Helps school age patrons find resources to complete school assignments.
- Maintains the library's webpage and social media pages.

*Evaluation:*

The Library Director will be evaluated by the Library Board of Trustees at the end of each calendar year.

*Salary:*

The salary for Director of the Elkader Public Library shall be based on education and experience. The Library Director position shall be an annual salaried position.

### C. Library Assistants

*Educational requirements:*

High school diploma. Preference will be given to applicants with college credit and/or library experience. Life experiences will be considered. Library assistants will be on probationary status for a period of three months. After which, the director will evaluate the employee and recommend the permanent hiring of the assistant.

*Additional Requirements:*

Must enjoy and work well with people of all ages.

Must possess the ability to work cooperatively with other staff members.

Must possess good communication skills.

Must have some computer skills or be willing to go to classes to obtain some basic skills.

*Duties:*

- Carry out daily library routine, such as checking in and out materials using the automated circulation system.
- Process books for circulation
- Keep careful statistical counts.
- Mend library materials.
- Provide courteous reference and reader advisory service to patrons.
- Answer telephone and fill requests from patrons.
- Assist Director with library programming when needed.
- Keep up to date with current technology in the library.
- Other duties as assigned by the Director.

*Evaluation:*

Library assistants will be evaluated by the Library Director each calendar year.

*Salary Range:*

The Library Assistant positions shall be an hourly wage.

D. Holidays

Part-time employees shall be granted paid holidays, when the holiday falls on their normal workday, after three years of employment.

E. Inclement Weather

Part-time employees scheduled to work will be paid for scheduled hours if the library closes due to inclement weather.

F. Vacations

All part-time employees shall be entitled to a one-week paid vacation after three years of service. Vacation pay should be equivalent to normal working hours for that employee for that week.

Employment anniversary dates shall be used in determining years of employment. Vacation time must be used by the employee's anniversary date or it will expire without compensation.

All other employee policies are set forth in the City of Elkader's Employee Handbook.

These policies are to be reviewed and/or revised every three years by the Library Board of Trustees and the Library Director.

Adopted, November 13, 2000  
Reviewed and adopted, December 9, 2002  
Adopted, July 12, 2004 (Holidays and Vacation policy)  
Reviewed and adopted, January 9, 2006  
Reviewed and adopted, July 9, 2007  
Reviewed and adopted, July 14, 2010  
Revised and adopted, November 10, 2015  
Revised and adopted, September 13, 2016  
Revised and adopted, March 12, 2019