

PERSONNEL POLICY

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

It is the policy of the Library to administer its personnel system in agreement with the City of West Liberty Policy and Procedures Handbook. The West Liberty Public Library Board approves the use of the City of West Liberty's Employee Policy Handbook with the following exceptions.

MANAGEMENT OF OPERATION (SECTION 1)

In accordance with the City Code of West Liberty, Title 2, Chapter 4, Section 2-4-5:

1. The Library Board of Trustees will employ a qualified librarian and authorize the librarian to employ such assistants and employees as may be necessary for the proper management of the library.
2. The Library Board of Trustees may terminate employment by majority vote of the Board of Trustees the librarian and provide procedures for the removal of assistants or employees for misdemeanor, incompetency or inattention to duty, subject to the provisions of Iowa law.
3. Complaints against the Library Director may be taken to the Personnel Committee, a subcommittee of the Board of Trustees. If deemed necessary, the Library Board Personnel Committee may assume duties of the Library Director.

SEPARATION OF EMPLOYMENT (SECTION 5)

1. Resignations shall be given to the Library Director in writing at least 10 working days prior to the last day of work. Library Director shall notify the Library Board in writing at least 20 days prior to the last day of work.
2. Employees intending to retire shall notify the Library Director in writing at least 20 days prior to the last day of work. Library Director shall notify the Library Board in writing at least 30 days prior to the last day of work.
3. Work hours vary due to assignments and hours of the Library.

HOURS OF WORK (SECTION 7)

Employees of the public library may be asked to workdays, evenings, and weekends as part of normal working hours not to exceed 40 hours per week without prior permission from the Library Director.

PAY AND COMPENSATION (SECTION 9)

Policy Draft Date: 02/2009
Revisions: 03/2013; 2/2020

1. The Library Board of Trustees will set the compensation and pay scale increases of the librarian, assistants and employees.
2. Paychecks or paystubs will be available at the library for an employee to pick up on the date of issue.

LEAVE (SECTION 1 1)

Sick leave compensation checks will be available at City Hall and must be picked up by the employee.

GENERAL POLICIES AND PRACTICES (SECTION 1 3)

The library will close due to inclement weather when the City Manager or Library Board of Trustees expressly authorizes closure due to safety reasons.

GENERAL PROVISIONS (SECTION 1 4)

1. The Library Board of Trustees may adopt, amend, modify or repeal rules and regulations, not inconsistent with ordinances and the law, for the care of its employees, their professional memberships, education and training, and wellness and morale.
2. The Library believes in investing in the professional development of its employees. Information about training opportunities will be given to the Library Director. The library will pay for registration costs for all approved educational activities in line with the City budget process. In the event that advanced educational opportunities arise that may lie outside of the library budget limits, the Library Director will seek the Board of Trustees approval and take the request to the City Manager for approval according to the General Provisions of the City of West Liberty's Employee Policy Handbook.
3. Library Director may approve telecommuting for either full or part time staff in appropriate circumstances, including but not limited to building concerns, weather, special projects and programming. Definition and requirements of Telecommuting see attachment.

TRAVEL EXPENSES AND EXPENDITURES (ATTACHMENT C.1)

Employees and Board of Trustee members may claim reimbursement for lodging, meals, and incidentals at actual costs for the dates of sessions and the night immediately preceding the session if travel to the site is not practical on the day of the session.

COMPUTER USAGE POLICY AND ELECTRONIC COMMUNICATIONS POLICY (ATTACHMENT D)

A portion of the computers located at the West Liberty Public Policy are for public use and access. It is a law of the State of Iowa (Iowa Code, Sec 22.7) and the policy of the West Liberty Public Library (See Confidentiality of

Library Records Policy and the Internet/Computer Policy) that library records are confidential in nature, and that information identifying the names of library users, their personal information and /or the nature, titles, or subjects of the library materials they use will be held in confidence, regardless of age or race.

1. Under the direction of the Library Director the library information technology staff will comply with the Computer Usage Policy and the Electronic Communications Policy of the City of West Liberty's Employee Policy Handbook within the stricter Iowa Code, Sec. 22.7 and the [American Library Association's Policy on the Confidentiality of Library Records.](#)
2. Library patrons are entitled to access of information as outlined in the West Liberty Public Library Collection Development Policy and the First Amendment of the U.S. Constitution. Library emails and electronic content may contain material from various viewpoints or perspectives that may be considered offensive by some.
3. The Library is not responsible for nor has any control over information that may be considered offensive or otherwise objectionable transmitting through electronic resources within the library.

CASH MANAGEMENT POLICY (ATTACHMENT F)

CASH CONTROL

1. All moneys or fees revenue received by library staff shall be deposited and recorded in a secured cash register at the time of transaction.
2. The Library Director shall transfer to the City Clerk any moneys or fees received within 24 hours of receipt and collect a deposit receipt for library records.
3. The Library Director will maintain a petty cash fund of \$100 within the library in a secured location for day-to-day library mailings of materials as required by the State Library of Iowa Interlibrary Loan program.
 - a. Library staff persons using the petty cash fund shall collect a receipt.
4. Library revenue in the cash register and in the petty cash fund will be reconciled by the Library Director on or about the first day of each month for the previous month, recorded in the financial accounting, and deposited to the City Clerk. The petty cash fund will be replenished by the City Clerk.
5. The Library Director shall reconcile all financial transactions to include petty cash fund, cash register, and credit card reconciliation,

Policy Draft Date: 02/2009

Revisions: 03/2013; 2/2020

and report revenues and expenditures to the Library Board of Trustees during the monthly board meetings.

6. All claims for payment will be entered and dated for the Library Board of Trustees approval of payment three business days preceding Board of Trustees meetings. Prepayment of claims by credit card or check may be authorized by the Library Director if the amount is less than \$700 but shall then be recorded as pre-paid to the Board of Trustees at the next regular board meeting. The Library Board President will sign the claims list upon approval.
7. Upon claims list approval by the Board of Trustees, a copy of the signed claims list and accompanying claims for payment will be delivered to the City Clerk within approximately 24 hours.
8. The Library Board of Trustees may determine what accounts should be written off or sent to collections with the City in accordance with the Circulation Services policy. After Board of Trustees approval, such accounts will be amended by the Library Director.

TELECOMMUTING ATTACHMENT

DEFINITION OF TELECOMMUTING:

"Telework" refers to the usage of information technologies (such as telecommunications and computers) for work-related activities. It moves the workplace to the workers, instead of moving the workers to the workplace. At the WLPL telecommuting is on a director approval basis only.

EQUIPMENT REQUIREMENTS:

Given that 50% of the work at the WLPL is computer based, teleworkers must have an Internet connection. Teleworkers will be supplied with flashdrives/laptop/tablets to complete work assignments. WLPL will only provide support via email or telephone and will not provide support for use of your personal computer nor will the Library pay for high speed connections. Teleworkers shall have a phone to receive calls at their home. This may be a land line or a cell phone. This number will not be given out to customers, but may be used by WLPL staff to contact an employee or to forward a customer's call to the employee. WLPL must log work hours through Clarizen.

EMPLOYEE ELIGIBILITY:

1. Be a full-time or part-time WLPL employee.
2. Have a successful performance rating (fully successful or better). .
3. Not be on special leave procedures
4. Have no documented misconduct personnel action on permanent record within the last three years.
5. Must have Director prior approval.