

Stanton Public Library PERSONNEL Policy

I. Conditions of Employment

A. Professional Attitude and conduct

1. Some Library Science desirable or agree to continuing education
2. Pleasant personality
3. Ability to meet and deal with the public in a pleasant, kind and courteous manner.
4. Neat, clean and tidy appearance
5. Basic Knowledge of library filing (Dewy Decimal system) and alphabetizing or willingness to learn.
6. Experience in library work desirable but not necessary
7. Keyboarding ability.
8. Computer skills
9. Must meet physical requirements

B. Job Description

1. Librarian
 - a. Develop material collection to meet needs of the community, adhering as close as possible to The Iowa Library Association (ILA) minimum standards.
 - b. Maintain contact with community officials
 - c. Select, order and process materials
 - d. Prepare statistical reports as required by the State of Iowa to maintain State Accreditation.
 - e. Plan and execute a publicity program
 - f. Attend Board Meetings
Librarian is paid hourly wage to attend meeting
 - g. Librarian is encouraged to attend professional meetings and workshops.
 - h. Prepare budget estimates
 - i. Attend continuing education classes to keep or acquire Public Librarians Certification.
 - a. Check Materials in and out including shelving materials
 - b. Assist patrons in a courteous manner
 - c. Answer reference questions including phone requests
 - d. Process interlibrary loan requests
 - e. Collect fines for overdue, damaged or lost materials
 - f. Attend continuing education classes as requested by Librarian with fees, mileage, food and wages paid

C. Hours of Work

1. Monday 2-5:30pm
Tuesday ,Thursday and Friday 1-5pm,
Wednesday 1-6:30 Saturday 8-10
2. Library hours to be observed during vacations, sick leave and personal leave
3. Inclement weather
Library will be closed at the discretion of the Librarian
4. Library may be closed at the discretion of the Librarian for legitimate reasons
5. Employees shall be at the desk and ready to serve the public when the Library opens each morning and afternoon.

II. *Benefits and Salaries*

A. Salary

1. Set by the Board and reviewed annually when the budget is set
2. Paid monthly
3. Salaries are paid by the City Clerk through the library on the 1st(first) of every month. The librarian keeps a record of hours worked. Deductions include IPERS, income tax, and social security. Salaries are reviewed annually by the board.

B. Attendance at Professional Meetings

1. Travel Expenses allowed
 - a. Fees
 - b. Mileage @ IRS allowable rate
 - c. Food
 - d. Travel time to from and during activity at hourly salary rate
2. Non-reimbursable Expenses
 - a. Alcoholic Beverages
 - b. Personal Entertainment
 - c. Personal calls

C. Leaves of Absence with pay

1. Vacation
 - A. One Week paid vacation following 1 (one) year employment.2 (two) weeks paid vacation after three years
 1. Vacation must be used by anniversary date
 2. Additional vacation time may be granted at the discretion of the Library Board
2. Sick Leave
 - A. Librarian

1. No paid sick leave
2. For medical reasons only, includes illness in immediate family

3. Personal Leave

A. Personal Days may be taken if the librarian has someone to work at the library and pays the wages.

4. The Librarian shall receive up to three days, three (3) hours per day, of paid bereavement leave due to the death of an immediate family member.

The Stanton Public Library defines “immediate family” as the employee’s spouse, parent, child, sibling, the employee’s spouse’s parent, child, or sibling; the employee’s child’s spouse; grandparents or grandchildren.

D. Leaves of Absence without pay

At the discretion of the library board

E. Holidays and related Closings

1. Librarian-Paid Holidays

- a. New Year's Day
- b. Memorial Day
- c. Independence Day
- d. Labor Day
- e. Thanksgiving Day
- f. Christmas Day

F. Inclement Weather and Emergency Situations

Whenever inclement weather or any other emergency situation makes it necessary for the library to close, the affected employees shall be compensated for their regularly scheduled hours of work during the cancellation period.

G. Recording of Benefits and Leaves

Librarian will keep track of all leaves taken

H. Insurance

As offered by the city

III. Personnel Procedures

A. Appointment

1. Librarian: by the Board with city council approval

B. Probationary Period

Librarian

- a. Six month period
- b. Performance review by Board after 3 months and 6 months

C. Termination of Service

1. Resignation
 - a. Librarian: Written notice to Board; 4 weeks notice
2. Dismissal

By Action of the Board

 - a. Warning in Writing
 - b. 2 weeks to improve
 - c. If dismissal must follow, a week's notice must be given
3. Retirement
 - a. Mandatory at age 65 unless approved by the Board
 - b. May continue on hourly basis if skills are needed

D. Professional Attitudes and conduct

1. CONVERSATION. Personal conversations should be kept to a minimum and should never interfere with service to patrons
2. EQUIPMENT. Staff should take care of Library equipment, furnishings and property. At the end of the day, public areas should be tidied and work materials put away. Work areas should be maintained in a neat and orderly condition
3. GROOMING. The community image of the Library is, at least in part, projected by the dress and appearance of staff. Clothing should be fresh and neat and careful personal hygiene is essential
4. PUNCTUALITY. Staff should be in the Library and ready to begin work with the doors open at the previously mentioned opening time.
5. CHILDREN. Staff children should not interfere with staff duties. They can play quietly in the back.

6. TELEPHONE. Personal telephone calls should be limited. Long distance calls should be reimbursed
7. COMPUTER. Staff may use Internet for personal e-mail and computer use if other work is finished
8. CLASSES. Staff may "sit in" on classes and meetings during library hours if they can monitor the desk at the same time. Library business always takes priority over everything else.
9. OFFICE SUPPLIES. Staff and board can use a reasonable amount of library supplies and equipment (copiers, tape, paper..) for personal use during and after work hours
10. ETHICS. We uphold the American Library Association Code of Ethics

Adopted by the Board of Trustees
Date and signed

Chamblancarpenter Dec 7, 2017
Terrill D Olson
Brian P Hoyt
Gorgin K. Clark
Kessy Steel