

## Ely Public Library

### Personnel Policy

#### I. Qualifications

**A. Library Director:** Meets or exceeds Tier 3 State requirements: high school diploma or GED and 10 years of library work experience OR 60 semester hours (90 quarter hours) of college course work; completion of Public Library Management 1 and 2. Ability to work with people, coordinate volunteers, and work without direct supervision. A background of library and administrative/management experience, computer use, and the ability to evaluate books and other library materials is highly desirable. Exhibits creativity, energy, and enthusiasm to promote positive community spirit and friendship. Ability to deal with associates and the public in a courteous manner with excellent interpersonal skills. Ability to communicate well with individuals. Neat personal appearance. Must demonstrate initiative and good judgment.

**B. Youth Services Librarian:** Prefer bachelor's degree or higher. Must have 1 – 3 years experience working with children in an educational setting. Considerable knowledge of children's library services, programs and literature. Demonstrates a working knowledge of library principles and practices. Considerable ability to plan, organize and coordinate work routines. Exhibits creativity, energy, and enthusiasm to promote positive community spirit and friendship. Ability to deal with associates and the public in a courteous manner with excellent interpersonal skills. Ability to communicate well with individuals. Neat personal appearance. Must demonstrate initiative and good judgment.

**C. Technology Services Librarian:** Prefer bachelor's degree or higher. Must have 1 – 3 years experience working with technology. Processes library materials and oversee interlibrary loan. Demonstrates a working knowledge of library principles and practices. Considerable ability to plan, organize and coordinate work routines. Exhibits creativity, energy, and enthusiasm to promote positive community spirit and friendship. Ability to deal with associates and the public in a courteous manner with excellent interpersonal skills. Ability to communicate well with individuals. Neat personal appearance. Must demonstrate initiative and good judgment.

**D. Library Assistant:** Ability to deal with the public in a pleasant manner, basic knowledge of library filing and alphabetizing or a willingness to learn. Ability to use a computer.

## **II. Job Description**

### **A. Library Director**

1. Assure library will be open for public access during hours specified by the Library Board. Library Director position will consist of a minimum of 32 hours per week, including meetings.
2. Supervise and coordinate staff responsibilities so that reliable, trained staff is available to serve the public at all times. The Library Director will find a replacement in times of illness, etc.
3. Receive incoming mail, handle or refer to Library Board or Friends of the Library as appropriate.
4. Maintain circulation figures and other information necessary for preparation of annual report to the City Council and State Library. Complete all reports in a timely manner.
5. Draft annual budget for library with assistance and approval of Library Board. The Library Director must not purchase items not in the budget or must not exceed the budget for specific line items without formal board notification and approval.
6. Select and order materials for library acquisition according to library goals set by the Library Board each year.
7. Oversee cataloging of all new materials to ensure that an accurate listing of the entire collection exists for assisting the public in locating library materials.
8. Weed library collection periodically according to state guidelines.
9. Oversee management of overdue items according to the Circulation Policy established by the Library Board.
10. Assist the public in use of the computer, including use of the Internet.
11. Plan and execute a publicity program to inform the community about the resources and programs available at the library.
12. Maintains and/or oversees that the library website has up-to-date information.

12. Plan and execute library programs consistent with library goals to encourage additional use of the library.
13. Maintain communication with other local libraries, with the NE Iowa Library Services, and State Library of Iowa.
14. Attend appropriate city, county, regional and state meetings or send a representative if unable to attend. Keep Library Board posted on pertinent activity. Mileage reimbursed.
15. Attend continuing education classes as offered by the Region or State. Mileage, class fees and materials reimbursed.
16. Attend all Library Board meetings and report on library activities and concerns.
17. Attempt with Board support to maintain a Friends of the Library group. Attend all Friends meetings and communicate library needs.
18. Screen, hire and train staff with the approval of the Board.
19. Hold regular staff meetings for the purpose of communication and training.
20. Perform regular evaluations of staff according to personnel policy.
21. Coordinate building maintenance with city.
22. Be proficient in and keep up to date on library technology.

**B. Youth Services Librarian**

1. Helps establish and maintain a high standard of youth's services for the Ely community. Youth services position will consist of a minimum of 20 hours per week, (nights and weekends as needed) including meetings. Reports to the Director.
2. Assists with the selection and weeding of children, junior and young adult library materials consistent with our mission and policies.
3. Prepares children's bibliographies and reading lists.
4. Develops and conducts a variety of library programs for children of all ages. Includes school year and summer reading programs and special programs using outside resources.
5. Develops cooperative programs with the local school district and other community organizations. Provides opportunities for adults and children to volunteer in children's services.
6. Assists and instructs children and adults in the use of library services and resources. Conducts library tours for children including school visits.

7. Promotes and publicizes the services, programs and resources of the children and teen library. Prepares flyers, brochures, newsletters and press releases for programs.
8. Keeps informed of trends in children and teen literature, library services and issues affecting them. Attends professional workshops and conferences.
9. Communicates with director regarding the operations in the children's department and prepares regular narrative and statistical reports.
10. Cooperates as a team member with library staff in performing essential library duties and participates in library special projects as needed or requested by director.
11. Has awareness of upcoming library programs and events.
12. Other duties as assigned by Library Director.

### **C. Technology Services Librarian**

1. Develops considerable knowledge about library technical services, keeps informed of trends, and shares this knowledge with library staff.
2. Catalogs new materials ensuring that an accurate listing of the collection exists for assisting the public in locating materials.
3. Oversees interlibrary loans processing from request to sending out and receiving items.
4. Assist with maintaining the library website so it has up to date information.
5. Assists Director with consideration of donated materials.
6. Maintains working knowledge of library services, practices, and procedures and is able to explain them to patrons and volunteers.
7. Performs circulation and/or registration duties including but not limited to: cash handling, checking materials in and out, issuing library cards, shelving, meeting room reservations, and collecting and assessing fines for overdues, lost or damaged materials.
8. Assists patrons in the use of library services and resources in a courteous and pleasant manner.
9. Answers the phone, responding to inquiries and making referrals as appropriate.
10. Cooperates as a team member with library staff in performing essential library duties and participates in library special projects as needed or requested by Director.

11. Has awareness of upcoming library programs and events.
12. Other duties as assigned by Library Director.

**D. Library Assistant**

1. Maintains working knowledge of library services, practices, and procedures and is able to explain them to patrons and volunteers.
2. Performs circulation and/or registration duties including but not limited to: cash handling, checking materials in and out, issuing library cards, shelving, meeting room reservations, interlibrary loan requests, and collecting and assessing fines for overdues, lost or damaged materials.
3. Assists patrons in the use of library services and resources in a courteous and pleasant manner. Assists patrons with trouble shooting on computers.
4. Answers the phone, responding to inquiries and making referrals as appropriate.
5. Cooperates as a team member with library staff in performing essential library duties and participates in library special projects as needed or requested by Director.
6. Has awareness of upcoming library programs and events.
7. Assists with overdue notices.
8. Other duties as assigned by Library Director.

**E. Contract Employees:**

1. Custodial or technical support.
2. Duties as assigned by library director.

**III. Hiring**

**A. Library Director:** hired by the Board with the approval of the City Council.

**B. Youth Services Librarian:** hired by the Library Director with the approval of the Library Board.

**C. Technology Services Librarian:** hired by the Library Director with the approval of the Library Board.

**D. Library Assistant:** hired by the Library Director with the approval of the Library Board.

**E. Contract Employees:** hired by the Library Director with the approval of the Library Board.

#### **IV. Orientation**

**A. Library Director:** One week of full supervision. Partial supervision for the remainder of the first month.

**B. Youth Services Librarian:** Orientation by the Library Director on an as needed basis for a period of one month.

**C. Technology Services Librarian:** Orientation by the Library Director on an as needed basis for a period of one month.

**D. Library Assistant:** Orientation by the Library Director on an as needed basis for a period of one month.

**E. Contract Employees:** Orientation by the Library Director on an as needed basis for a period of one month.

#### **V. Probationary Period**

**A. Library Director:** Six month period. Performance review by the Board of Trustees at the end of the third and sixth month. Yearly performance review thereafter.

**B. Youth Services Librarian:** Six month period. Performance review by Library Director at the end of third and sixth month. Yearly performance review thereafter.

**C. Technology Services Librarian:** Six month period. Performance review by Library Director at the end of third and sixth month. Yearly performance review thereafter.

**D. Library Assistant:** Six month period. Performance review by Library Director at the end of third and sixth month. Yearly performance review thereafter.

**E. Contract Employees:** Six month period. Performance review by Library Director at the end of third and sixth month. Yearly performance review thereafter.

## **VI. Pay**

### **A. Library Director:**

1. Set by Library Board and reviewed annually.
2. Full-time, exempt salaried position with benefits.
3. Mileage reimbursed for professional meetings and continuing education.
4. Paid biweekly by the City of Ely.
5. Pay deductions for FICA, Medicare, and IPERS.
6. Salary range based on experience and qualifications.

### **B. Youth Services Librarian:**

1. Set by Library Board and reviewed annually.
2. Hourly position.
3. Paid bi-weekly by the City of Ely after hours are reported.
4. Pay deductions for FICA, Medicare, and IPERS.
5. Wage rate based on experience and qualifications.

### **C. Technology Services Librarian:**

1. Set by Library Board and reviewed annually.
2. Hourly position.
3. Paid bi-weekly by the City of Ely after hours are reported.
4. Pay deductions for FICA, Medicare, and IPERS.
5. Wage rate based on experience and qualifications.

### **D. Library Assistant:**

1. Set by Library Board and reviewed annually.
2. Hourly position.
3. Paid bi-weekly by the City of Ely or government assisted program after hours are reported.
4. Pay deductions for FICA, Medicare, and IPERS.
5. Wage rate based on experience and qualifications.

**E. Contract Employees:**

1. Set by Library Board and reviewed annually.
2. Hourly position.
3. Paid monthly by the City of Ely after hours are reported.
4. Wage based on experience and qualifications.

**VII. Termination of Service**

**A. Resignation**

1. **Library Director:** Written notice to Board with four weeks notice.
2. **Youth Services Librarian:** Written notice to Library Director with two weeks notice.
3. **Technology Services Librarian:** Written notice to Library Director with two weeks notice.
4. **Library Assistant:** Written notice to Library Director with two weeks notice.

**B. Retirement:**

1. No retirement age shall be set. Terms for retirement at the discretion of the Library Board.

**C. Dismissal:**

1. For incompetence or inappropriate behavior.
2. Warning in writing.
3. Two weeks to improve.
4. If dismissal must follow, one week notice is given.

Adopted 12/1996  
Revised and approved 1/2000  
Revised and approved 1/2003  
Revised and approved 2/2006  
Holidays revised and approved 11/2007 (moved to Operations Policy 5/2008)  
Revised 5/2008  
Revised and approved 2/1/12  
Revised and approved 10/3/2012