

# **PERSONNEL POLICY**

## **Maynard Community Library**

### **Paid Holidays**

The Library Director has the following paid holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day. If the holiday falls on a Sunday, then the director may use a workday before or after the holiday as the holiday.

### **Vacation and Personal Time**

The librarian is entitled to a total of three weeks (120 hours) of paid leave with no carry-over.

### **Continuing Education**

The library board recommends participating in continuing education classes as needed. If the librarian will be attending continuing education courses or library related meetings during a day the library is open, the assistant will be paid the assistant's hourly wage. If the librarian will be attending continuing education courses or library related meetings during the non-working time, the librarian will receive comp-time in the form of time off. The librarian will also receive 54.5 cents a mile for mileage compensation for all library related meetings attended.

### **Closed Working Hours**

In addition to open hours, the librarian has 10 extra hours of work time. These hours are from 8:00 am – 12:00 pm on Mondays and 10 am – 12:00 pm on Thursdays, 8:00 am – 9:00 am on Tuesdays, Wednesdays, Fridays and Saturdays.

### **Employment Agreement**

Yearly, the library director, board president and mayor signs an employment agreement that states salary, vacation and personal time, and paid holidays. It states that the library assistant will fill in while director is on vacation, attending meeting or at workshops or when necessary.

### **Termination of Employment**

Library Board of Trustees, by 2/3 votes, may terminate employment, with approval of the City Council and 15 day written notice. Library Director shall also give 15 day written notice of intent to terminate employment.

### **Salaries**

Salaries and wages are paid through the City of Maynard. All library employees are employees of the city of Maynard. Payroll is paid semimonthly. The director

and assistants are to record their working hours on a monthly timesheet. Deductions include IPERS, income taxes, Social security and Medicare.

### **Insurance**

Medical Insurance will be paid by the City of Maynard.

### **Recruitment**

New employee suggestions are discussed at a board meeting between the board and library director. Director approaches employee candidate and reports back to the library board. After consideration of the board, it is then recommended to the City Council who gives final approval on hiring of the employee.

### **Grievance Procedure**

Library Director will be granted funeral leave of five days for death of immediate family member (parent, child, and sibling).

### **Personnel Records**

The library director and staff personnel records are kept on file at the city clerk office and confidential.

## **JOB DESCRIPTION:**

### **Library Director**

1. Works with the Board of Trustees.
2. Greets the public and assist patrons in finding materials.
3. Be familiar with copy machine in order to provide service to public.
4. Be familiar with fax machine in order to provide service to public.
5. Be familiar with computers in order to provide service to public.
6. Orders books and library materials.
7. Catalogs, classifies, and processes library materials.
8. Plans and implements all libraries programs and tours.
9. Keeps daily records of library operations.
10. Keeps records of financial data.
11. Prepares annual reports, accreditation reports, enrich Iowa reports and any other form or data that is needed.
12. Works with Board on budget and goals.
13. Makes recommendations on policies.
14. Plan and prepare monthly board meetings.
15. Attend and participate in meetings and workshop related to library.
16. Attend and participate in county library meetings.
17. Attend and participate in exchange meetings.
18. Work circulation desk, answer reference questions, SILO, ILL.

19. Maintenance of library (dust, vacuum, clean restrooms, garbage, water flowers).
20. Maintain card catalog.
21. Keep memorial book updated.
22. Keep public aware of happenings at the library.
23. Decorate the library for seasons or themes within the library budget.
24. Any other duties that may be needed.

### **Library Assistant**

1. Work Circulation desk.
2. Keeps circulation records.
3. Checks SILO daily.
4. Assists patrons in finding materials.
5. Processes material for shelving.
6. Shelves processed and returned materials.
7. Repairs library materials.
8. Maintains the library in Directors absence.
9. May open and close the library.
10. Any other duties that may be needed.