**Personnel Policy**

(Approved May 2025)

The Redfield Public Library employees follow the policies and procedures as outlined here. The current city of Redfield personnel manual will address the topics not covered in this policy. It is an equal opportunity employer.

**Library Director Job Description**

The library director plans, organizes, and directs the operation of the library and supervises any library employees. The library director implements the policies and regulations of the library board of trustees. The director will work with the board of trustees to formulate plans for the library, help develop policies, plan programs, and provide library services to the community.

The library director is responsible for:

**\*Library Services**

Selection, maintenance, promotion, distribution and collection of library materials to patrons.

 General duties: Registers patrons, records data, issues cards, updates database system, participates in interlibrary loans, promotes online ebooks and research, answers patron questions.

 Maintain the library as a safe, respectful, pleasing environment for patrons.

 Coordinates programs and events for the betterment of library patrons of all ages.

 Acts as a professional spokesperson for the library, promoting library and board activities and services.

 Stay informed about new trends in library science.

 Knows and stays current with local and state laws affecting the library. Report to the board current legislation affecting the library.

Follow library policies, by-laws, state standards, strategic plan, and directives issued by the board.

Participates in the orientation of new trustees and the ongoing education of the board, keeping them abreast of current issues.

Writes grant applications and conducts fundraisers for the library, usually by working with support groups, to improve library services for the community.

Displays a strong ability to prioritize work and meet deadlines and library needs.

Exhibits excellent organizational and interpersonal skills.

**\*Fiscal**

Administers and manages the library budget, prepares and submits a budget to the board based on needs, maintains complete and accurate record of finances.

Prepares monthly and annual reports.

Prepares and maintains library accreditation with the state of Iowa.

Prepare and submits all necessary reports required by the state of Iowa, city, and board of trustees.

Cannot incur any debt or liability without the authority of the board.

**\*Facilities**

 Supervises and maintains the library facility and equipment.

 Has oversight of software on patron and staff machines.

 Does light cleaning needed for daily maintenance and any emergency situations that arise.

**\*Collection**

 Manages the collection, including all materials, according to the policies approved by the board.

Catalogues books and materials through automated library systems.

 Manage grants, donations, and memorial funds for collection purposes and document the use of these assets for the board and community.

 Assess community needs for long-range planning.

 Prepares reports for collection usage.

\***Management**

 Prepares meeting agenda, materials and reports.

 Attends professional meetings and any other events as directed by the board.

 Hires, evaluates, and directs library staff.

**Library Assistant Job Description:**

\*Assist patrons in obtaining library cards: enter, verify and update patron records.

\*Check out library materials for patrons.

\*Check in materials and return them to the circulating collection.

\*Provide assistance to people contacting the library with questions.

\*Receive and account for fines and other fees paid.

\*Perform library-related duties as assigned.

\*Full description of assistant job expectations are available upon request.

**Employment Details**

\*The library director will work the number of hours per week that has been agreed upon by the board of trustees. Any leave time from work must be approved by the board president. If the president isn’t available, then another board member may approve the leave.

\*A full-time employee is one that is scheduled to regularly work over 36 hours a week and qualifies for that benefit package.  A part-time employee is scheduled to regularly work 20-36 hours a week. Employees receive IPERS and Social Security benefits.

\*Employees are on a three month probationary period which begins on their first day of work. Status updates for the library director will be conducted at board meetings every three months during the first year of employment. The library director will be evaluated annually by the library board of trustees.

\*The annual evaluation of other library staff will be conducted by the library director. The director will share those evaluations with the board.

\* A copy of all current employee evaluations will be kept on file at the library.

\*If the library director needs to be absent from a scheduled day of work, that person needs to notify the board president. At that time, further action or plans will be determined. Either the director will contact a library assistant to work for them or another solution will be presented. If another library staff member needs to be absent from a scheduled day of work, that person needs to contact the library director.

\*Salaries of all library employees will be determined annually or at another time by the board of trustees.

\*Pay beyond the scheduled work hours will be with the board president’s approval.

\*If the library director is scheduled to work on a holiday when the library is closed, the director will be paid for that day. Assistant librarians aren’t paid for holiday pay  but can make up their hours by working other hours that week with the director’s approval.

\*Paychecks are issued weekly on Friday for the time worked the previous week.

\*Employee time sheets will be sent to the city clerk and a copy will be kept in a file at the director desk to be given to the board of trustees at board meetings.

\*Business casual is the norm for library staff dress code. Clothing should not convey images or beliefs that could be offensive or unwelcoming to patrons. Exceptions to business casual dress would be days where activities or events dictate a different type of clothes.

\*Any concerns or disagreements with the library staff will be resolved as quickly and informally as possible. If the issue can’t be resolved, all involved staff will meet with the board of trustees to review the situation. The board’s decision to settle a dispute will be final.

\*The board of trustees will hire and evaluate the library director. The library director hires and evaluates the library staff.

\*The board of trustees will be notified if any employee wishes to resign. Employees may be dismissed by the board of trustees as at-will employees. If the library director leaves the library’s employment, other library staff who wish to continue employment need to formally notify the board of trustees and the new director of their intentions and will have a probationary period of three months with the new director.

**Staff Professional Development:**

\*The library director and staff are expected to participate in staff development education. Many educational events are offered online through the state library site and can be completed during paid work time.

\*The library director will oversee the library staff’s professional development.

\*The library encourages educational opportunities such as the library director’s attendance at professional meetings, conferences, and conventions. With board approval and a negotiated sum, time will be paid for the library director to attend such events.The library director will share the valuable learning acquired with the staff and the board of trustees.

\*With prior board approval, library funds will pay for mileage, registration fees, meals, and lodging for library staff attending educational events.