

Le Mars Public Library Personnel Policy



Employees of the Le Mars Public Library are employees of the City of Le Mars. The City of Le Mars Employee Handbook & Policy Manual and the Le Mars City Employees Bargaining Unit provides the specifics for the following items:

Legal & Employment Policies	Workplace Technology Policy & Restrictions
Work Rules & Communications Restrictions	Discipline & Employee Conduct
Hours of Work & Status, Pay Plans	Complaint Resolution Policy
Employee Legal Leaves of Absence	Employee Benefits & Time Off

- Each employee shall have a copy of the Employee Handbook & Policy Manual
- The Library Director is excluded from the Bargaining Unit.

Additional Personnel Policies

The following library personnel policy has been established so employees are aware of additional expectations for Library Employees.

General Staff Responsibilities

- 1) To protect the confidential relationship that exists between a library user and the library. (See also Code of Iowa, Chapter 22, Examination of Public Records (Open Records) and Section 22.7, Confidential Records.)
- 2) To maintain the principles of the ALA Library Bill of Rights and the Freedom to Read Statement.
- 3) To serve all patrons according to individual needs, and to remain open-minded, courteous, and approachable.
- 4) To carry out assignments and duties so that other staff does not assume added responsibility. (Minimal errors in circulation, shelving, record keeping, etc.)
- 5) Carry out the goals and policies set forth by the Library Board of Trustees.
- 6) Employees are expected to maintain a level of personal appearance and hygiene that is considerate of other employees and promotes a professional image for the library and city. (City dress code is addressed in section 3.13 of the handbook.)

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Business casual – includes dress pants, dress (black, colored) jeans, khaki pants. Traditional blue jeans are only allowed on Fridays, Saturdays & Sundays and should be paired with a business casual top or library themed shirt. Torn, ripped, or worn jeans are not allowed. Exercise gear and athletic wear is not acceptable, unless there is a special program (summer reading, moving day, etc.)

- 7) Staff meetings will be held generally once a month. Staff are required to attend meetings in person, virtually, or watch the recordings of staff meetings. Typically, these meetings will be held the morning after the Library Board meeting.
- 8) Staff are expected to frequently check all avenues of communication including, but not necessarily limited to, staff mailbox, voicemail, text messages, work email accounts, and staff news posted on the shared drive. If a response is requested, staff should respond within 24 hours.
- 9) Children in the workplace.
As stated in the Unattended Child and Vulnerable Adults Policy, library staff cannot provide supervision or care for library patrons, this includes family members in the library during working hours. Children under eight (8) will need to be supervised by a caregiver and not a staff member on paid time.
- 10) Failure to lock the library at the close of the day will have the following consequences:
 - 1- First - written warning
 - 2- Second – written warning up to termination at the discretion of the Director.

Chain of Command

- 1) The Library Director reports to the 7-member Library Board of Trustees.
- 2) All staff members are responsible to the Library Director or designee.
- 3) Any temporary help or volunteers will be directly responsible to the Library Director, or the Director's designee.
- 4) Conflicts that are not covered under the Employee Handbook & Policy Manual:
If a conflict arises between staff member(s) and/or the Director that is not resolved to the employee's satisfaction, an employee may send a written complaint (print or e-mail) to the Library Board President and City Administrator.

Staff Development

- 1) Staff are expected to keep up to date with evolving library services and trends. All staff are required to participate in continuing education, beyond monthly staff meetings. Attending approved training will be paid time as per the Employee Policy approved and adopted by the Library Board of Trustees January 14, 2019, revised Feb. 14, 2022, revised July 8, 2024

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Handbook & Policy Manual. Attending webinars, etc. should be done on-site unless prior approval for remote work has been given.

- 2) All staff should create and maintain an **IA Learns** account (State Library of Iowa). Staff should use this account to keep a record of CE credits and a transcript of this account will be part of the annual performance evaluation.
- 3) Staff are to accrue the following credits:
Part-time staff up to 10 hrs/wk: 1 hour per quarter= 4 hours per year
Part-time staff up to 25 hrs/wk: 2 hours per quarter = 8 hours per year
Full-Time 40 hrs/wk: 3 hours per quarter = 12 per year
- 4) Staff at the Library I classification, or higher, are expected to achieve and maintain a Staff Endorsement or Youth Endorsement through the State Library of Iowa.
- 5) The Library Director is required to receive a Silver or Gold level endorsement within 2 years of the hire date.

Staff Work Schedules

The library is a unique city department where many employees are part-time. In addition, the library is open to serve the public during evening and weekend hours. To maintain adequate staffing levels at the public service desk, flexibility from the staff and the Library Director are necessary.

- 1) Employees are expected to be prompt.
- 2) Employees are expected to keep time sheets up to date- Time sheets need to be turned in on or before the last day of the pay period.
- 3) The Library Director will provide a basic work schedule for each employee that represents a typical work week.
- 4) Changes will be made to the basic work schedule to make allowances for vacations, sick leave, staff changes, Summer Reading Program, etc.
- 5) Schedules will be adjusted to include weekend hours without exceeding the weekly allowance. Additional hours are approved by the Director.
- 6) Remote work, or working from home, is allowed only with prior approval from the Director.
- 7) At no time can any part time staff member exceed 28 hours in one week (Monday-Sunday). This total includes paid leave such as Holiday hours and hours worked. If an

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employee is aware of a potential problem with remaining under 28 hours a week, it must immediately be brought to the attention of the Library Director. Keeping time sheets up to date is an important step to prevent this problem.

- 8) Staff may occasionally change weekends, evenings, or days with other staff members, if approved by the Director.
- 9) Trading work hours should not become habitual.

Staff Performance/Evaluation

The Library Director is evaluated annually by the Library Board of Trustees.

The Library Director will evaluate the staff on an annual basis.

Modification of Policy

The Le Mars Public Library Board of Trustees and the City of Le Mars reserves the right to change, modify, or delete any work rules, benefits, or policies at any time.