

## AUBURN PUBLIC LIBRARY

### Personnel Policy

Personnel are the library's most valuable resource and usually account for the largest portion of the budget. A library must be adequately staffed by trained personnel to guarantee efficient and quality library services to the community.

#### FILLING VACANCIES

**Recruitment:** The Library Board will place advertisements in a variety of media announcing the availability of a position. These ads will request that a written resume be sent to the Library Board.

**Selection:** The Library Board will review the resumes and arrange interviews with suitable prospects. After the interviews, the Library Board will evaluate the candidates and select one to be sent to the Auburn City Council for approval.

**Appointment:** All new employees will serve a three month probationary period, during which time the Library Board and the employee will have an opportunity to determine the desirability of the job and the suitability of the employee to the job. After the position is filled, the board members owe the librarian their loyalty and backing at all times.

**Job Description:** Each new employee will be given a copy of the job description during their interview. The description will form a basis for the interview.

**Salary Schedule:** The Librarian's salary is based on minimum wage, and on the qualifications and job performance of the Librarian. The Board sets the specific salary in agreement with the employee.

**Benefits:** Regular full-time employees working 30 hours a week or more will receive the same benefits as other full-time City of Auburn employees. If there are not enough working hours to qualify for benefits, the employee will contribute to an IPERS account.

**Personnel Records:** A personnel file will be kept by the city clerk for the library board. This file will include standard personnel data and a history of the employee's record with the library.

**Promotion:** The Library Board will meet annually to review the employee's work and to discuss promotion and wages.

#### WORKING CONDITIONS

**Work Periods:** Specific working hours will be assigned by the Library Board. Employees will observe the working hours and will be prompt in starting their work periods. Employees are granted fifteen minute work breaks in each shift equaling or exceeding four hours. They are

expected to be prompt in resuming their duties after breaks. Because there is only one staff person on duty, breaks must be taken in the library.

**Working Responsibilities:** Although an employee will normally perform all work associated with the job description, he or she may be expected to perform other functions which will help with the operation of the library.

**Staff Development:** The library board favors and encourages the advancement of its employees. The library is required to employ a certified librarian in order to obtain funding from the State. The library has two years after the date of hiring during which the librarian is expected to become certified, by enrolling in and completing Public Library Management I and II courses offered by the State Library of Iowa. Compensation for training and travel will be worked out between the board and the employee. Once certified, the librarian is required to take Continuing Education courses offered by the State Library to renew certification every three years. Most of these courses are offered at no charge, but fees will be paid by the library when they do apply.

## RESIGNATIONS AND DISMISSALS

**Proper Notice:** Employees who have served their three month probationary period and are released due to lack of work or for cause not the fault of the employee will be entitled to a two-week advance notice in writing.

**Just Cause:** The library considers acts such as disregard of safety rules, damage to equipment, absenteeism, disregard for library policies, and any other acts that would tend to embarrass or harm the library to be just cause for immediate dismissal.

**Resignation:** Employees who voluntarily leave the service of the library must give the Library Board one months' notice in writing.

**AUBURN PUBLIC LIBRARY**  
**LIBRARIAN'S JOB DESCRIPTION**

The Library Director of the Auburn Public Library is directly responsible for all aspects of library management. The Board of Directors is responsible for hiring and supervising the Library Director's work.

The educational requirements for the Library Director are a high school diploma or GED. The Library Director will be expected to complete the Iowa Certification Program for Public Librarians within two years of hire date. Previous library experience is preferred but not required.

The Library Director's salary will be based on minimum wage, and on the qualifications and job performance of the Librarian.

The Library Director's job includes the following tasks, as well as any others which arise and are necessary to the smooth and efficient operation of the library.

- Maintaining regular open hours according to the schedule set by the board.
- Regularly performing the work of running the library, including circulation, ordering of library materials and supplies, keeping policies current.
- Maintaining the condition of the library in an attractive way to encourage use of the library and its collection and technologies. This includes organization and presentation, but not basic custodial duties, which are provided by the City of Auburn.
- Collection Development: The librarian is responsible for choosing books to purchase for the library collection. Each area of the collection shall be developed according to usage and needs, and the librarian shall make selections based on patron demand and reputable reviews. Personal preference for or against certain materials must be minimized in favor of a balanced and well-used collection that does not promote any individual bias.
- Planning, arranging, and implementing all library programming, including a yearly Summer Reading Program.