



## Personnel Policy

- I. Filling Vacancies
  - a. Director
    - i. Vacancies will be advertised. Selection- A committee of three will be appointed by the Board to review applications and interview candidates. The committee will make recommendations to the Board. The Board will arrange a background check to be completed on the selection. The Board will make the final selection and hiring.
  - b. All other Library Personnel
    - i. The director will review applications and interview candidates, and make a recommendation to the Board. The Director will arrange a background check to be completed on the selection.
- II. Personnel Procedures
  - a. Staff- shall consist of a director, children’s program coordinator, and clerks when deemed necessary by the Board.
    - i. Qualifications
      - 1. Director must meet certification requirements of the Commonwealth of Pennsylvania.
      - 2. The Children’s Program Coordinator and all other personnel must meet the requirements recommended by the Director and approved by the Board of Trustees.
    - ii. Job description
      - 1. Desk Clerk – Appendix A
      - 2. Children’s Program Coordinator – Appendix B
      - 3. Library Director – Appendix C
  - b. Performance Evaluation
    - i. Purpose of evaluation – to determine employee’s progress and area of involvement.
    - ii. Frequency of evaluation- the first evaluation will be after the initial two-month probation period, then annually every November.
    - iii. Evaluation will be by a selected committee from the Board for the director. All other personnel will be by the director, and approved by the board.
    - iv. Type of evaluation
      - 1. A written evaluation will be prepared by both the committee and for the director.
      - 2. A meeting will be held by the committee and the director to discuss the written evaluation.
      - 3. For all other personnel a written evaluation will be prepared by both the director and the employee.



4. For all other personnel a meeting will be held by the director and the employee to discuss the written evaluation.
  - III. Termination of Services/Evaluation Consequences
    - a. Resignation
      - i. Written notice should be given to the Board of Trustees.
      - ii. A four-week notice should be given.
    - b. Dismissal may occur
      - i. After a second unsatisfactory annual evaluation.
      - ii. Significant unsatisfactory evaluation after the following:
        1. Verbal Warning
        2. Written Warning
        3. 2<sup>nd</sup> Written Warning
        4. With 30 days in between each warning to improve performance.
      - iii. Suspension may occur pending investigation of any illegal or inappropriate activity. Dismissal may occur as a result of the investigation.
- IV. Grievance procedures- staff questions and problems.
  - a. Director's concerns should be directed only to Board members or System office staff.
  - b. Concerns of other employees should be directed to the director, if unresolved directed to the Board of Trustee President.
  - c. All concerns unresolved by the Board may be directed to the director of the Berks County Public Library System.
- V. Conduct of Duty
  - a. Dress and manner
    - i. Director and all other personnel is expected to dress professionally at all times.
    - ii. Professional behavior is expected at all times.
      1. Personnel concerns are not to be discussed with the public.
      2. Derogatory comments should not be made to the public about the library, board of trustees, staff members, patrons, or volunteers.
  - b. Attitude
    - i. Director and personnel are expected to courteous and cooperative with all patrons, members of the staff, board of trustees, and volunteers.
  - c. Grant Acquisition
    - i. The Director will submit grant applications to the Board of Trustees for review before submitting.
  - d. Lateness
    - i. The Director and/ or staff is expected to be present and to open the library as per specified library hours.
    - ii. If the Director and/or staff finds they will be late due to an emergency or for a personal reason, they are responsible for contacting first the library director, and if they are unable to then the president of the Board of Trustees.



- iii. If the Board of Trustees becomes aware on unexcused lateness, a special meeting will be called with the Director to discuss the situation.
    - e. Personnel records
      - i. All staff time sheets will be kept by the Director and then sent to the appropriate accounting service.
      - ii. All staff records will be kept confidential.
  - VI. Hours and schedules
    - a. Operation- the library will be open 45 hours a week. 7 hours on the weekend, and in the summer modified 4 hours on the weekend for 10 weeks.
    - b. Director
      - i. The director is scheduled to work as per the job description.
      - ii. The Director is responsible for recruiting library coverage when they are unable to work due to illness, classes, library business or personal reasons.
      - iii. At no times will there be one staff member working alone in excess of three hours except in emergencies, such as someone becomes ill or a family emergency, etc.
      - iv. Breaks
        - 1. When the director/or staff is on duty for more than three consecutive hours, a ten minute break may be taken, but breaks should be taken when the library is not too busy.
    - c. Holidays- the library will be closed for the following holidays:
      - i. New Year's Day
      - ii. Martin Luther King Jr. Day
      - iii. Presidents Day
      - iv. Friday and Saturday for Easter Weekend
      - v. Memorial Day
      - vi. Independence Day
      - vii. Labor Day
      - viii. Thanksgiving Day
      - ix. Christmas Eve
      - x. Christmas Day
      - xi. New Year's Eve
    - d. Closings
      - i. Emergency weather closings will be at the discretion of the Director, the Board of Trustees shall be notified.
      - ii. Director shall be responsible for informing the media. Closings are to be announced on a local radio station, the library website, social media, and voicemail.
  - VII. Salary
    - a. All wages are to be set by the Board of Trustees.
    - b. Wages will be reviewed at annual evaluations.



- c. Wages and salary increases shall not be discussed within staff.
  - d. Excluding the director, if personnel reach the amount of \$15/hour, there will be no further wage increases. After this cap of salary is reached the Board of Trustees may issue a yearly bonus based upon the personnel's annual review.
- VIII. Vacation Requests
- a. Requests for days off must be submitted in writing no less than 2 weeks prior to the requested time off.
  - b. Time off will be granted as long as there is sufficient personnel to cover the Library operating hours.
  - c. Exceptions are illness, family emergency, or bereavement.
- IX. Staff development
- a. In service training.
    - i. Director may attend professional meetings and conferences at the library's expense, but not to exceed the budgeted allotment for the professional development.
    - ii. All conference money paid must be reviewed by the Board of Trustees.
    - iii. If approved conference or meeting is held on a working day, the director will receive wages as per normal hours scheduled for that day.
    - iv. Mileage will be paid at the current IRS rate per mile for special Board approved conference and meetings.
  - b. Continuing Education Requirements/Clearances
    - i. All staff must obtain clearances required by the state of Pennsylvania every five years. This includes Pennsylvania State Police Clearance, Child Abuse History Clearance and FBI Fingerprinting Clearance.
    - ii. All staff must obtain mandated reporter training every five years.
    - iii. Any staff working 20 hours a week, or more, must obtain six continuing education credits every two years.
    - iv. The Library Director must obtain ten continuing education credits every year.

Updated:

September 2008

October 2010

October 2012

March 2015

November 2021



## Appendix A – Desk Clerk Job Description

### **CIRCULATION ASSISTANT JOB DESCRIPTION**

#### **Duties:**

The Circulation Assistant assists the Library Director and the Youth Services Coordinator in the day-to-day operation of the library. The Circulation Assistant is expected to work 15-25 hours per week, but may work additional hours as needed and scheduled by the Library Director.

#### **Responsibilities:**

1. Assists in circulation activities such as: checking in and checking out materials, collecting and processing paid fees, searching the circulation system and places hold requests, searching for items on the pull list, answering phones, responding to requests and other circulation duties as assigned by the Library Director.
2. Assists in the shelving of returned materials.
3. Provides reference and readers' advisory service.
4. Assists in supervising all volunteers and assigning duties.
5. Instructs patrons in the use of the library catalog and the Internet.
6. Assists in maintaining the library facilities in appropriate condition.
7. Assists with library programs as needed, including set-up and take-down.
8. Monitors and adds items to the Community Bulletin Board.
9. Pulls expired holds at the end of the week and returns those materials to their home library.
10. Partners with the Director in searching for and marking missing items on the Transit Report.
11. Verifies completed library card applications and files them alphabetically. Removes and shreds expired applications.
12. When needed, processes ILL requests for library patrons using ACCESS PA/ShareIt system.
13. Checks donated items for condition, checks catalog to determine whether donated items should be added to collection, and makes recommendations to the Library Director.
14. Performs other duties as assigned by the Library Director, Youth Services Coordinator, and the Library Board of Trustees within the context of the position as Circulation Assistant in the Womelsdorf Community Library.

#### **Attitude:**

- Displays a friendly, tactful, and courteous attitude.
- Deals harmoniously and effectively with officials, staff, community leaders, and the public.
- Dependable, flexible and punctual.
- Interprets library policies as situations arise and consults Library Director as assistance is needed.

#### **Special Requirements:**

- Ability to work independently, receiving only general instruction from the Library Director, Youth Services Coordinator and the Board of Trustees.
- Ability to be in charge of library during hours when the Circulation Assistant is scheduled to work alone.
- Ability to use and troubleshoot computers, printers, copiers, fax machines, scanners, and the credit card machines as needed.

#### **Education & Experience:**

- High School Diploma required. Library experience preferred.



## Appendix B – Children’s Program Coordinator Job Description

### **Children’s Program Coordinator Position Description**

**Position Title:** Children’s Program Coordinator (Part-Time)

**Hours:** Flexible, 10-20 hours per week.

**Reports To:** Library Director; all staff ultimately report to the Library Board of Trustees.

**Rate of Pay:** \$10-12 per hour, dependent upon experience.

#### **Purpose of the Position:**

The Womelsdorf Community Library seeks a creative, dynamic professional with a commitment to service, who enjoys working with children of all ages. The Children’s Program Coordinator provides comprehensive library services for children from birth through teen years, parents, caregivers, and the community organizations serving them. Creating, organizing, advertising and running children’s programs, such as story times, outreach to Little Village Daycare and other daycare services, including local school districts, and creative programming such as Summer Quest (summer learning program) are the primary duties of this position.

#### **Essential Duties and Responsibilities:**

1. Develop, promote and present age-appropriate, literacy-based, educational story times and event programming including Summer Quest (summer learning program).
2. Create youth-friendly displays and bulletin boards, and help to design promotional materials. Update social media sites with promotional materials.
3. Provide outreach programs to children’s groups, which may include schools, daycares such as Little Village Daycare, and other community groups.
4. Ensure timely and accurate communications regarding children’s programming matters to staff members.
5. Attend the monthly Berks County Public Libraries Youth Services meeting, and other meetings that may be required or recommended by Berks County Library Systems.
6. Support circulation staff as needed with tasks such as shelving, straightening, checking in and checking out items, handling patron requests and answering phones.
7. Guide and supervise any volunteer who is volunteering in support of youth services.
8. Performs other duties as requested by the Director, as required to meet library needs.
9. Creates and promotes STEAM programming for all age groups.



10. Creates and promotes virtual programming, including at least one virtual story time per week, and one virtual event per month.

**Educational/Experience Requirements:**

High school diploma or GED required; experience working with children required; Bachelors in education, library or childcare related field preferred, but will consider all qualified applicants. Must have experience planning and conducting programs for children and/or teens. Must maintain a strong commitment to customer service. Should demonstrate competence in Microsoft Office programs such as Word.

**Physical Demands:**

Employee is frequently required to lift, push, and/or move objects that may be up to 30 pounds.

Employee may occasionally be required to stoop, crouch, reach, or balance on a low stool.

**Additional Employment Criteria:**

Employee should have some degree of scheduling flexibility, to coordinate programs with times that best fit the needs of our patrons, which can change seasonally. Must be available evenings and weekends.

Employee will be required to pass necessary clearances as required by State Law. If these clearances are not already available for the employee in question, the Library will pay fees to obtain these clearances.

Employee must maintain communication with staff regarding programs and events, and keep the staff informed of youth services information as provided by the Berks County Library System at regularly scheduled meetings.

Employee may be asked to fulfill additional duties assigned by the Library Director and/or Library Board of Trustees as needed.

**Resumes will be accepted until the position is filled. Please submit all available clearances and resumes to [womelsdorfcl@berks.lib.pa.us](mailto:womelsdorfcl@berks.lib.pa.us)**



## Appendix C – Library Director Job Description

### **Library Director Position Description**

The Director of the Womelsdorf Community Library will obtain a Library Assistant Certification by the State of Pennsylvania, having completed at least 2 academic years of college and 9 credit hours of library science courses, or in the process of completing the library science credits.

#### **Duties and responsibilities**

1. Administer the library within the framework of the library goals and objectives, policies, and budget. Perform and oversee checking in and checking out items, register new patrons, accept payment of fines, faxing and all other routine daily tasks associated with the running of the library.
2. Select, order, catalog, classify, maintain and weed the library collection except for periodicals, or oversee this process. Actively ascertain the needs and wants of Library patrons and community.
3. Effectively plan and advertise / market monthly library programs for families and adults. The Director will keep the Board of trustees informed about the planning, organizing, and conducting of the programs. The Director will also inform the Board of Trustees as to the number of patrons attending the programs as well as patron feedback.
4. Supervise library staff: oversee scheduling, complete annual performance evaluations, responsible for hiring, training and disciplinary action.
5. Answer reference questions and assist staff with reference tasks.
6. Submit recommendations for library policies and services to the Board and implement decisions made. Maintain a binder with hard copies of all policies, procedures and job descriptions.
7. Attend two mandatory monthly meetings: Library Board and System directors' meeting and other discretionary meetings as needed such as Borough Council meetings, and Friends of the Library meetings.
8. Hold and facilitate regular staff meetings. Provide a copy to the board of the agenda for the meeting and provide an update at the monthly board meeting.
9. Prepare library reports for the monthly Board meeting, any and all system required reports, the annual PR/Marketing Reports and annual State report.
10. Prepare & publish the monthly Library Ledger listing library information & current programs, to be available for patrons one week prior to the month it corresponds.
11. Access PA InterLibrary loans and special holds.





12. Promote library services via outreach and presentation to community groups.
13. Make sure all "Uniform Requirement and Responsibilities" set by the Berks County Public Libraries, system are met.
14. Carry out all the above duties under the supervision of the Board of Trustees.
15. Evaluate all book donations to determine their use as books that will be placed in circulation, to be used in the Library Books Sales, to be donated to the county Book Bonanza, or to be discarded, or oversee this process.
16. Attend a minimum of 10 hours continuing education annually to fulfill System requirements.
17. Order or obtain all office, craft and library supplies.
18. Maintain the website, Facebook, and Instagram pages: to be regularly updated with current events, newsletters, policies and current information
19. Coordinate an effective Volunteer Program, which includes stated responsibilities of volunteers, a training program and evaluation tools.
20. Monitor the library's circulation numbers, implement programs, procedures and policies to maintain and grow the library's circulation.
21. Ensure that the Board generated and all library policies are appropriately administered and revised as needed.
22. Ensure that the services and programs meet the needs and demands of the community so that the Womelsdorf Community Library remains a vital and active resource in our community.
23. Maintain the library facilities, grounds, interior, printers, faxes and copy machines
24. Prepare and maintain accurate reports and statistical data as required by State Law and Local System requirements regarding the library's operation.
25. Make recommendations for the annual budget and be responsible for adhering to the budget allowances established by the board. Seek Library Board's approval when the purchase price of any single item or combination of items is in excess of \$300. Total expenditure on any item must remain within the budgetary allowance for the specific area, regardless of the amount.
26. Research grants and apply for any qualifying grants, if applicable.