

**ROLFE PUBLIC LIBRARY
PERSONNEL**

I. RECRUITMENT

- A. When there is a position of Library Director to be filled in the library, the Board shall advertise said job for two successive weeks
- B. The Board shall hire the Library Director, based on criteria established in #V below.
- C. All applicants shall be granted an interview. Applicants for other staff positions shall be interviewed by the Library Director and hired by the Library Director with the approval of the Board.

II. SALARY SCHEDULE

- A. The Library Director shall receive an hourly wage as determined by the Board for all hours worked while in the Library; this includes but not limited to desk time, completing state/county forms, preparing for meetings, activities or programs, attending board meetings, etc.
- B. All other employees, including janitor, shall receive an hourly wage as determined by the Board, but not less than minimum wage.

I. VACATION AND SICK LEAVE

- A. The Library Director shall receive a week of vacation after the first year of employment and two weeks after the second year of employment. A week of vacation shall consist of the number of desk hours the Library Director works in one week.
- B. The Library Director shall receive 3 days (10 hours) of sick leave per year. These hours shall be taken during the hours the library is open.
- C. The following shall be paid holidays (If they fall on a Sunday, the holiday pay will be at three hours.): New years Day, Presidents Day, Memorial Day, Fourth of July, Labor Day, Veterans' Day, Thanksgiving Day, Christmas Eve day, Christmas Day, and News Years' Eve day.

II. CONDUCT ON DUTY

- A. It is imperative to maintain a friendly atmosphere when doing library work. The first responsibility of the Library Director and staff is to the patron.
- B. Time on duty should be used totally for library responsibilities.

III. DIRECTOR

- A. The person serving as Library Director of the Rolfe Public Library shall have completed at least high school. Preference will be given to a person holding at least a two-year college degree. If the Library Director has not completed the accreditation by the State Library of Iowa, that person must complete the State Library Endorsement Program within two years or less and shall attend continuing education classes.
- B. The responsibilities of the Library Director shall be as follows (but not limited to):
 - a. Materials selection and purchasing.
 - b. Monthly and yearly financial, circulation, and acquisition records. This shall include preparing the annual report forms sent out by the State Library of Iowa.
 - c. Prepare a proposed budget in November or earlier, if requested by the City, with the cooperation of the library board.
 - d. Attend all library board meetings, except when asked to do otherwise.
 - e. Promote the library and its services through cooperation with the local school, local newspaper, library website, and social media.
 - f. General management of the library including personnel, the collection, and the building.
 - g. Attendance at library meetings is of value to our library. The Library Director should attend the Pocahontas County library meeting each year and the Pocahontas County Supervisors meeting with the other librarians within the county. If the Library Director is unable to attend, arrangements should be made for a substitute.
 - h. Attend continuing education classes to the extent of meeting the accreditation standards for continuing education credits set by the State Library of Iowa. Other such classes or meetings in the Northwest Region should be attended when the subject matter is pertinent to the Rolfe Public Library.

- i. Implement policies approved by the Board. Any situation not covered in such policies shall be at the discretion of the Library Director.
- j. Any other responsibilities needed to fulfill the job of Library Director.
- k. The Library Director, Board members, and library personnel shall receive reimbursement for mileage at the current federal rate, meals, lodging, and tuition/registration fees incurred for library related meetings or classes. Library personnel will be paid for time spent at meetings. Sharing transportation with others is highly encouraged.

IV. OTHER PERSONNEL

- A. Assistant librarians and hourly help may be hired as deemed necessary by the Library Director and/or the Board. These persons shall be trained by the Library Director. In hiring library assistants, flexibility of days/hours shall be given a high priority.
- B. All library staff members shall read and be familiar with the written policies of the Rolfe Public Library.
- C. When asked by the Library Director to attend out-of-town meetings, these people shall receive the same reimbursement as the director receives, as state above in V.B.k.
- D. The responsibilities of the staff shall be assigned by the Library Director, who shall have met with the staff to determine individual abilities and interests.
- E. The Library Director shall evaluate staff members as needed.
- F. The Board reserves the right to dismiss an employee on the recommendation of the Library Director. An employee shall be given an opportunity to express herself/himself to the Library Director and/or the Board. The Board will then reconsider the dismissal and make a final decision.

