

# Norelius Community Library

## PERSONNEL ADMINISTRATION

### Responsibilities of all employees

1. Friendly service to customers is to be given top priority.
2. Be aware of local, municipal, and state legislation relevant to Intellectual Freedom. Freedom to read and freedom of the Press are directly related.
3. Bring complaints from the public to the Library Director's attention.
4. Maintain confidentiality of all information regarding Library patrons.
5. At least one adult staff member must be on duty in the Library at all times when the Library is open to the public.

### Hours and Scheduling

1. The Library Director's hours shall be established by the Board.
2. The Library Director shall be scheduled to work 40 hours per week.
3. The Library Director shall oversee and approve the preparation of the work schedule for the Library staff.
4. The Assistant Director and the Youth Services Librarian shall be scheduled to work 40 hours per week.
5. Full time employees shall be scheduled to work a minimum of five days per week.
6. Hours worked is recorded by clocking in on the Simple City Time and Attendance website.

### Vacations

Vacation leave shall be arranged in accordance with the employee's plans whenever possible; however, in all instances vacation time shall be approved at the discretion of the Library Director.

### Holidays

Eleven paid holidays recognized:

January	New Year's Day
January	Martin Luther King Day
February	Presidents' Day (library open)
May	Memorial Day
June	Juneteenth (library open-full time staff will work this day as trade-off for the Day after Thanksgiving)
July	Independence Day
September	Labor Day
November	Veterans' Day (library open)
November	Thanksgiving Day
	Day After Thanksgiving
December	Christmas Eve Day
December	Christmas Day

The Library will close at 4:00 p.m. on Thanksgiving Eve and New Year's Eve but this is not considered a holiday.

The Library will be open regular hours on Presidents' Day, Juneteenth and Veterans' Day, but will close for all other holidays listed above. In as far as it is possible, all full-time staff will be afforded the day off with holiday compensation on the actual holiday. Part-time library assistants will staff the library on these "OPEN" holidays. If, in an emergency, full time coverage of the holiday is required, the employee will receive their regular pay for the hours worked and be afforded an additional day off with holiday compensation as is afforded to all city employee. The additional day off will be taken directly prior to or directly following the holiday.

If a holiday falls on a Sunday, the holiday will be observed either the preceding Saturday or the following Monday, at the discretion of the Library Director.

If a holiday falls on a full-time employee's day off, the employee will take the holiday on the holiday and be afforded an additional regular day off directly preceding or directly following the holiday.

Computing hours for early closings on Thanksgiving Eve and New Year's Eve: Employees will work a modified lunch schedule in order to accommodate the early closings.

Part-time and temporary employees are not entitled to paid holidays.

### **Compensatory Time**

Compensatory time for hours over forty (40) per week will be given at the City of Denison rate. However, compensatory time must be used by the end of the current fiscal year.

### **Overtime**

All hourly employees will be paid for straight time. Overtime over forty (40) hours per week will be paid at time and one half. Overtime for hourly employees will be authorized at the discretion of the Library Director.

### **Payment of Professional Dues, Expenses, Mileage**

1. Professional dues to the Iowa Library Association shall be paid for the Library Director and the President of the Board of Trustees, and other personnel as needs and funds allow.
2. Professional dues to the American Library Association and the Public Library Association shall be paid for the Library Director, as funds allow.
3. The Library shall pay the employees' expenses and mileage to workshops. This includes expenses and mileage to classes for State Library Certification. Mileage reimbursement shall be at the rate set by the City of Denison.
4. Employees attending to official Library business outside of regularly scheduled hours shall be compensated at their regular pay when proof of expense is presented to the Library Board.

**Electronic Media**

Computers and other electronic media provided by the Library for the public may be used by employees on their own time in accordance with the Library's Technology Policy.

**Appropriate Dress**

Employees shall wear appropriate dress for working with the public.

**Funerals**

Reasonable leaves of absence shall be granted to Library personnel to attend funerals of the immediate family.

**Immediate Family**

Immediate family includes spouse, children, parents, grandparents, foster children, brothers, sisters, or corresponding relative of your spouse or other relatives residing in your immediate household.

**Moonlighting**

No restrictions will be placed on employees working other jobs so long as the outside employment does not interfere with their work at the Library.

**Severe Weather**

When the Director or designated staff member, upon consulting with the Board President or next senior Board member, judges that weather conditions threaten the safety of the staff or the public, the Library will delay opening or will close early.

If the Library is forced to close or delay opening due to inclement weather full time employees will be given opportunity to make up the missed hours of work by working additional hours on another day by the end of the next pay period. Full time employees may also choose to use comp time or vacation time to make up the missed hours for the pay period.

If the Library remains open, and a full-time employee scheduled to work has elected not to come in due to weather related concerns, the employee must take the time as vacation, sick leave or comp time.

If a full-time employee has previously elected to take a personal or sick day before the decision is made to close the Library, the employee must take her/his scheduled hours as planned as either vacation, comp or sick leave. Part time staff will only be paid for the hours worked that day.

If the Library is forced to close or delay opening due to inclement weather notification will be made to the local radio station.

**Evaluation**

The Library Director shall evaluate the performance of employees annually, for review by the Board at the April meeting each year.

The Library Board shall evaluate the performance of the Library Director annually, for review by the Board at the April meeting each year.

The Library Board and the employees shall evaluate the Library for review by the Board at the April meeting each year.

The Board shall evaluate its own performance at the April meeting each year.

### **Access to Personnel Files**

The Library maintains a personnel file for each employee. The personnel file includes such information as the employee's job application, resume, training, salary increases, and other employment records.

Personnel files are the property of the Library, and access to the information they contain is restricted. Generally, only the Library Director, Library Board President, and the Denison City Manager are allowed to review the information in personnel files.

With reasonable advance notice, employees may review their own personnel file in the presence of a member of the Library Board. Employees who wish to review their own file should contact the Library Director. Employees may also obtain a copy of their personnel file from the Library Director.

### **Termination of Employment**

Dismissal procedures: In the event an employee is dismissed, said employee shall be given a written notice terminating employment. Upon request, the employee shall have the opportunity to meet with the Library Board of Trustees at its next regularly scheduled meeting to discuss the grounds for dismissal.

### **Grievances**

The Library Director shall have access to the Board of Trustees. The Assistant Director, Youth Services Director, and other staff members shall first take any grievance they may have to the Library Director. If the Library Director does not remedy the grievance, they then may bring their grievance to the attention of the Board of Trustees at a Trustees' meeting. The Library Board's decision is final and binding.

### **Policy Copies**

Each employee and new employees shall be given a copy of the Personnel Policies, which shall be reviewed annually by the Library Board of Trustees.

# Norelius Community Library

## HIRING PROCEDURES

### **Vacancies**

Job openings will be advertised in local newspapers. The advertisement shall give a job description and statement that the Norelius Community Library is an equal opportunity employer.

### **Interviewing and Hiring**

The Library Board shall review the written applications, conduct interviews, and hire for full time positions.

The Library Director shall review the written applications, conduct first level interviews of candidates and make recommendations to the Board for the full-time positions, interview and hire for part time positions.

Applicants will be expected to have some knowledge of Library work and will be expected to grow in their abilities.

Criteria from Continuing Education Standards will be used as part of the final decision for applicant employment.

Immediate family members of current employees or Board members are not eligible for employment.

### **Salaries and Wages**

The Board of Trustees will endeavor to provide the highest wage the budget will allow, and comparable to like positions in the area. Pay will be based on experience, education, and the responsibilities of the position.

# Norelius Community Library

## JOB DESCRIPTIONS

### **Library Director** Salary Range \$20.00- \$40.00

The duties and responsibilities of the Library Director include:

- Act as administrator of the Library and technical advisor to the Board of Trustees
- Recommend needed policies or policy changes
- Carry out the policies of the Library as adopted by the Board of Trustees
- Cooperate with the Board of Trustees to plan and carry out the Library's programs
- Suggest and carry out plans for extending the Library's service
- Prepare regular reports embodying the Library's current progress and future needs
- Report regularly to the Board of Trustees, to the officials of local government, and to the general public
- Maintain an active public relations program
- Assist in the preparation of the annual budget
- Attend all Library Board of Trustees meetings and meetings of all standing committees except those in which his/her salary or tenure are to be discussed
- Affiliate with the State and National professional organizations
- Attend professional meetings, workshops, and continuing education courses
- Make use of the services and consultants of the Northwest Iowa Library Service Area, the State Library, and the State Library Commission
- Know local and state laws that affect the Library
- Actively support library legislation in the state and the nation
- Prepare bills for the monthly meeting
- Pay and record miscellaneous expenses of the Library
- Order supplies for the Library
- Supervise and oversee the ordering of books and other Library materials
- Supervise and oversee cataloging of Library materials
- Supervise and oversee the regular weeding process of the Library's materials collection, discarding or replacing those items thought to be superfluous, out-of-date, or in bad physical condition
- Strive to meet the State Standards for certification for public libraries and personnel
- Conduct first level interviews and make recommendations to the board for all fulltime positions. Conduct interview and hire all part-time employees and supervise their work
- Conduct staff meetings monthly or as needed
- Cooperate in preparing and publicizing the agenda for the Library Board meetings
- Resolve complaints from the public
- Bring complaints to the Library Board if policy revision is needed or legal ramifications are involved
- Other duties as assigned by the Library Board of Trustees

### **Suggested Minimum Qualifications**

- State Library Certification at Level IV or above
- Bachelor's degree from an accredited college or university in any course of study
- Completion of Library Management I and II or equivalent Library Science college courses

### **Assistant Director** Salary Range \$17.00-\$25.00

The duties and responsibilities of the Assistant Director include:

- Supervise Library Assistants and Library Page
- Collection Management
- Supervise interlibrary loans
  - Prepare orders for new materials
  - Catalog and process new materials
- Provide reference assistance
- Implement circulation procedures
- Attend workshops and continuing education courses
- Direct the day-to-day operation of the Library in the absence of the Library Director
- Assist the Library Director in the performance of his/her duties
- Other duties as assigned by the Library Director

### **Suggested Minimum Qualifications**

- State Library Certification at Level III or above
- Ten years of Library work experience or 60 semester hours of college credit from an accredited college or university in any course of study.
- Completion of Library Management I and II
- High school diploma or GED

### **Children's Librarian** Salary Range \$15.00-\$24.00

The duties and responsibilities of the Children's Librarian:

- Manage the Children's Library
- Plan and carry out children's programs, activities & services
- Outreach activities
- Provide reference assistance
- Order children's books and resources
- Shelving and organizing materials
- Prepare orders for new materials for the Children's Library
- Catalog and process new materials
- Attend workshops and continuing education courses
- Other duties as assigned by the Library Director
- Plan and organize Summer Library Program

### **Suggested Minimum Qualifications**

- State Library Certification at Level III or above

- 2-5 years of Library work experience or 60 semester hours of college credit from an accredited college or university or any combination of either.
- Completion of Library Management I and II within 2 years
- High school diploma or GED

### **Library Assistant**

Starting wage range \$10.50-\$12.00 Starting wage commensurate with experience and training.

The duties and responsibilities of the Library Assistant include:

- Circulation procedures
- Assist customers with computers, faxes, photocopies and other technology
- Reference assistance
- Genealogy research assistance
- Prepare overdue notices
- Completion of clerical tasks of patron forms, meeting minutes, desk top publishing in the form of flyers, brochures, book marks, seasonal programming calendars, etc.
- Materials processing
- Catalog magazines
- Plan programming when assigned
- Assist with Library programs
- Shelving and straightening shelves
- Other duties as assigned by the Library Director.

### **Suggested Minimum Qualifications**

- High school diploma or GED
- Ability to perform the assigned duties

### **Library Page**

Starting wage is \$8.50

The duties and responsibilities of the Library Page include:

- Shelving materials
- Shelf reading
- Fronting shelves
- Circulation procedures
- Filing
- Annual weeding of the periodical collection
- Other duties as assigned by the Library Director or the Assistant Director.

### **Suggested Minimum Qualifications**

- 16 years of age or older
- Enrolled in secondary education program
- Maintain passing grades in school
- Ability to perform the assigned duties

Adopted November 25, 2025

## Norelius Community Library

### LIGHT DUTY LIST

This is a suggested list of appropriate tasks to be completed by employees of the City of Denison who are receiving workman's compensation and unable to perform their regular assigned department duties.

#### **General**

- Clean DVDs
- Make photocopies for staff and patrons
- Straighten books on shelves
- Stamp new books
- Prepare overdue notices (in compliance with patron confidentiality rules)
- Cutting, copying, disinfecting toys in children's department
- Clean children's book jackets
- Answer phones

#### **Maintenance**

- Dust
- Wash first-floor windows
- Vacuum

#### **Genealogy Research**

- Search through electronic newspaper archives of the Denison Bulletin/Review

# Norelius Community Library

## ORIENTATION OF NEW BOARD MEMBERS

### I. INTRODUCTION TO SERVING

A Library Board of Trustees is a group of citizens to whom the governing of a public Library is entrusted. Board members are the vital link between the Library and the community. The Board as a whole should represent a broad spectrum of diverse interests, occupations, and areas. A Board consisting of diverse viewpoints assures that the Library will serve the total community. Collectively the Board of Trustees should strive to have:

- Occupational diversity
- Political acumen
- Business management/financial experience
- Legal knowledge
- Diversity in age, race and gender
- Varied personal backgrounds

### II. SELECTION AND APPOINTMENT

The caliber of the Trustees appointed determines the progress of the Library. Therefore, it is important to provide information to the appointing officials concerning the qualifications and duties of Board members. Be prepared to identify potential trustees who are Library supporters, but be careful not to dictate to the government officials.

#### SELECTION IS MADE:

According to terms stipulated in State Law, the specifics of the Constitution, and the by-laws of the Library by governing officials in consultation with or upon recommendation of the Board and the Library Director. After the candidate has reviewed a written statement of the duties and responsibilities of a Trustee.

#### APPOINTMENT IS MADE:

By the Mayor of the City of Denison.  
Following prior consent of the candidate selected.  
In writing by the appointing body and secretary of the Library Board, stating length of term and expiration date.

#### SIZE OF BOARD:

- A. Not limited by Iowa law.
- B. Determined by local government.
- C. Working Boards of 5-9 members recommended.

#### TERMS OF MEMBERSHIP

- A. Board members must serve staggered terms to provide continuity.
- B. Board members shall be removed for cause of failure to attend meetings regularly.
- C. Rotation of offices among members is most effective.

## VACANCY

If a vacancy occurs prior to the expiration of a Trustee's term, the position is filled in the same manner that appointments are made, and the new appointee completes the unexpired term.

## MEETINGS

It is recommended that the regular Board meeting be held at a slower pace so newcomers can ask questions and follow the business. Consider having experienced Board members briefly recap activities and accomplishments of the past year. After the meeting is adjourned, spend some time reviewing the meeting and allow the new Trustee to ask questions.

## TRUSTEE'S KIT AND FUNCTIONAL ORIENTATION

### A. Trustee's kit should contain the following:

1. List of Board members—names, addresses, and phone numbers.
2. Staff list—titles, responsibilities, and location.
3. Policies of Library and Board concerning personnel, materials election, collection development, meeting room use, etc.
4. Most recent Library annual report, with prior years for comparison.
5. Statistical reports on circulation, services, etc.
6. Minutes of previous Board meeting.
7. Current budget and financial reports.
8. Access to by-laws and the Trustees' Guide Book.

### B. Functional orientation:

1. Board President
  - Go through contents of Trustee kit.
  - Explain type of Board (municipal). Define organization of Board, officers, committees, meeting date and location, responsibilities and expectations.
  - Acquaint with Library's goals, long-range plans and projects in progress, as well as accomplishments.
  - Define relationship to the Library Director.
2. Library Director
  - a. Explain how the Library is:
    - Organized and governed
    - Funded and budgeted
    - Operated day-to-day
    - Serving the needs of the community
    - Linked to other resources and groups
    - Related to the Board of Trustees
    - Tour the Library and introduce staff members.

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