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Morgan County Library Employee Handbook

Introduction

These personnel policies are intended to acquaint employees of the Morgan County Library with general provisions of policies, rules and procedures of the Morgan county Library. These polices, rules and procedures are not to be considered conditions of employment. The Morgan County Library Board of Trustees reserves the right to modify, revoke, suspend, terminate or change any of the policies, rules or procedures contained herein, in whole or in part, at any time with or without prior notice.

The personnel policies, rules and procedures herein described supersede the terms and conditions of any previous personnel policies, plans, rules, procedures or practices.

Employment with the Morgan County Library is voluntarily entered into, and an employee is free to resign at any time. Similarly, the Morgan County Library is free to terminate the employment relationship at any time it is determined to be in the best interest of the Morgan County Library to do so.

It shall be recognized by both the employee and the employer that these policies are not intended to create nor shall they be construed to create a contract between the Morgan County Library and any employee, nor shall any of the provisions of the personnel policies herein described create an employment of any fixed or indefinite duration.

The Morgan County Library is an equal employment opportunity employer in both philosophy and practice. The Morgan County Library complies with all federal, state and local laws prohibiting discrimination against job applicants and employees, in all matters of employment including age, sex, marital status, religion, race, color, physical or mental handicap or national origin. The Library does not discriminate in matters of employment except where age or sex is a bona fide occupational qualification; physical or mental disabilities affect the applicant's ability to perform the job for which he or she applied or is assigned; or military discharge is classified as dishonorable.

Exceptions to any policy contained in this manual, or any amendment or addition there to, may be made upon recommendation by the Director and approval of the Board of Trustees.

Employment Status

Statement of Policy

Employment status is defined and explained to assure the fair administration of benefits and work schedules for all employees. Nothing in this policy should be taken as a guarantee of any given schedule of number of hours.

Definitions:

1. Full-time Employees

a. Scheduled to work at least 32 hours per week.
b. Eligible for all normal Library benefits only as long as classified full-time.
c. Required to work weekends and varying work hours as scheduled.

2. Part-time Employees

a. Scheduled to work less than 1200 hours per calendar year.
b. Required to work weekends and varying hours as scheduled.
c. No benefits for part-time

3. Probationary Employees

a. All newly hired employees serve a 60 day probation period.
b. The completion of the probation period does not in any way imply an obligation or contract by the Morgan County Library for any form of permanent employment for any specified time period. The probation period is designed to allow both the employee and the employer a period of time for the employee to become familiar with the work environment and for the Morgan County Library to evaluate the employee's suitability for the position, and ability to meet performance standards.
c. No benefits for probationary employees.

Revised by Library Board of Trustees on May 11, 2023

General Principles

1. Changes in employment status must be approved by the Library Board of Trustees on recommendation of the Director.
2. All employees, regardless of employment status, are expected to substitute where needed, and substitute during hours other than those to which they are regularly assigned.
3. Full and part-time employees are eligible for salary review.
4. Part-time employees are employed on an as-needed basis.

Probationary Period

Statement of Policy

It is the policy of the Morgan County Library to provide a probationary period for employees in order to allow time for a fair and reasonable evaluation of an employee's suitability for the position and continued employment with the library. The probationary period also provides employees with an opportunity to decide if they are satisfied with the job and with the Morgan County Library.

During the probationary period it is important that the supervisor periodically review and document the employee's performance to determine whether the employee is performing satisfactorily. To allow an opportunity for performance improvement and areas in which there are deficiencies should be discussed with the employee when they occur.

General Principles

1. For beginning employees, the probationary period is 60 days.
2. Employment may be terminated at any time during the probationary period if the Director's review of employee performance is not satisfactory.
3. A written evaluation will be done by the Director at 1 month and at the end of the probationary period and discussed with the employee.
4. With Director approval, the probationary period may be considered complete at the end of 60 days from date of hire.
5. The probationary period may be extended for up to thirty (30) additional days for documented performance problems that do not warrant termination.
6. Completion of the probationary period does not in any way imply by the Morgan County Library an obligation or contract for any form of permanent employment or employment for any specified time period. The employee probationary period is designed to allow both the employee and the employer a period of time for the employee to become familiar with the work environment and for the Morgan County Library to appraise the employee's suitability for the position and ability to meet performance standards.

Revised by Library Board of Trustees on May 11, 2023

Employee Records

Statement of Policy

It shall be the policy of the Morgan County Library to protect the confidentiality of information pertaining to employment applicants, current employees and past employees.

Introduction

Personnel records of all Morgan County Library employees are maintained by the Director. Each personnel record will contain at least the following:

1. Employment application
2. References
3. Compensation & benefit information
4. Tax withholding information
5. Relevant personal data

General Principles

1. As used in this policy, employee refers to employment applicants and current and former employees.
2. Access to employee personnel records is limited to those individuals with a bona fide need for information.
3. Information from employee personnel records is released to agencies outside of the Morgan County Library only with the approval of the Director or to comply with a court order.
4. All requests for information regarding employees shall be directed to the Director in written form, details would include the requester and the reason the information is needed.
5. All reviews of personnel records will take place in the Director's office. Original personnel records will be released only under court order.
6. Employees may review their personnel records upon request. Review will take place in the Director's office during normal operating hours with the Director present. Review will be documented by the Director.
7. Confidential information provided by agencies outside of the Morgan County Library will not be available for employee review.
8. Employees may be provided with copies of information from their personnel file upon written request.
9. If any employee disagrees with information contained in his or her personnel record, the employee may submit a written statement explaining the disagreement. The statement will be attached to the document in question and become a permanent part of the record. Such statements must be submitted to the Director.

Passed by Library Board of Trustees on August 10, 2017 Reviewed on May 11, 2023

Employee Benefit Programs

Statement of Policy

For the Library to attract, retain and protect those employees necessary to fulfill its public service objectives, competitive employee benefits may be provided.

Introduction

Employee Benefit Programs generally include insurance plans and time off. This policy addresses only insurance plans. Time off is covered in Personnel Policies. Benefit plans may be provided to employees.

General Principles

1. Health Insurance

a. Employee coverage fully paid by the Library.
b. Family coverage is paid by the employee.
c. Health insurance is effective after the probationary period is completed.
d. Health programs are provided by the library through an insurance carrier and , as such, specific coverage and benefits are defined in plan documents provided by the carrier.
e. Payment of a specific claim or payment for specific services is decided by the carrier as provided for in plan documents.

2. General Provisions of Benefit Programs

a. Benefit programs go into effect after the probationary period is complete.
b. Employees are eligible for health insurance programs provided they are full-time employee.
c. Employees are eligible for continued coverage in benefit programs after termination of employment as provided for by law.

Passed by Library Board of Trustees on August 10, 2017 Reviewed on May 11, 2023

Vacation

Statement of Policy

Vacation is provided to allow employees the benefit of time away from work to use as each individual desires.

Introduction

The amount of vacation available varies according to the employee's length of continuous service with the Morgan County Library and the employment status.

Vacation Allowed

1. Full-time employees are eligible for 10 days of vacation on the first employment anniversary date through the ninth year of employment, 15 days of vacation from the tenth year to nineteenth year of employment, and 20 days of vacation for 20 or more years of service.
2. Part-time employees shall be granted vacation and holiday leave at a pro-rated* amount.

General Principles

1. To be eligible to use vacation, an employee must have been employed for 1 year.
2. In scheduling vacation, consideration is given to the efficient operation of the library, employee's preference, and the employee's length of service with the Morgan County Library. Employee seniority will be the deciding factor in cases where the other factors are equal. Vacation requests of a 2 week block/or more must be approved by the Director as per usual with more consideration being given to the efficient operation of the library.
3. In the event that a paid holiday falls during an employee's vacation, the holiday is not counted as part of the vacation. In such cases, another vacation day may be granted as determined by the Director based on the operational needs of the library.
4. Carry Over
    a. Vacation time may accumulate to a total of 30 days for full-time employees and prorated amount for part-time employees.
5. Full time employees will be reimbursed for up to 30 days (at a 50% buy back based on the employee's salary) of unused vacation leave upon resignation (providing adequate notice of resignation has been given), termination, or retirement. Part time employees will be reimbursed for up to prorated* amount (at a 50% buy back based on the employee's salary) of unused vacation leave upon resignation (providing adequate notice of resignation has been given), termination, or retirement.
6. When a full time employee retires prior to his or her anniversary date, vacation will be paid up to the effective date of retirement.

* PRORATED TABLE	HOURS WORKED PER WEEK	HOURS EARNED PER MONTH	MAX TOTAL DAYS ACCUMULATION
	21 hours	2.5 hours	18 days
	16.5 hours	1.9 hours	14 days
	12.75 hours	1.5 hours	11 days
	8.25 hours	1 hour	7 days

Revised by Library Board of Trustees on October 14, 2021. Effective Date January 1, 2022.

Leave of Absence with Pay

Statement of Policy

A leave of Absence policy is established in order to provide employees with necessary time away from work to supplement the time provided by vacations and holidays.

Introduction

The Morgan County Library provides employees with leaves of absence with pay according to the guidelines of this policy. The following leaves of absence with pay are provided:

1. Sick Leave
    a. Sick leave shall be for actual illness of the employee, or severe illness of a member of the employee's immediate family that would require the employee to be with the one ill.
    b. Sick leave accumulates at 1 day per month for permanent full time employees.
    c. Sick leave may accumulate to a total of sixty (60) days for full time employees.
    d. Part-time employees shall be granted sick leave based on a pro-rated* amount.
    e. Sick leave may accumulate to the prorated* amount for part time employees.
    f. Terminating employees are not paid for any unused accumulated sick leave.
2. Parental Leave
    a. Morgan County Library allows up to six weeks of paid parental leave to benefits eligible employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. The purpose of paid parental leave to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable.
3. Bereavement Leave
    a. An employee who suffers a death in the immediate family is granted up to three (3) scheduled working days off with pay. Required days off due to bereavement will be deducted from acquired sick leave.
    b. The immediate family is defined as: spouse, child, stepchild, parent, stepparent, parent-in-law, step-parent-in-law, brother, sister, grandparent, grandchild, aunt or uncle.
    c. With Director approval, an employee may use accumulated holidays, vacation, or excused time off without pay if additional time for bereavement is required.
4. Jury Duty
    a. Employees are encouraged to serve on juries and should not suffer any monetary loss in doing so.
    b. The employee will receive a regular paycheck for periods of jury service when payment for jury duty is surrendered to the library.
    c. Since employees are being paid full pay for jury duty service, it is expected that if permanently dismissed from the jury prior to the end of the regular scheduled work shift, the employee will report to work.
5. Military Leave
    a. Employees on military leave of absence shall be entitled to all rights provided by law.

* PRORATED TABLE	HOURS WORKED PER WEEK	HOURS EARNED PER MONTH	MAX TOTAL DAYS ACCUMULATION
	21 hours	2.5 hours	18 days
	16.5 hours	1.9 hours	14 days
	12.75 hours	1.5 hours	11 days
	8.25 hours	1 hour	7 days

Revised by Library Board of Trustees on January 13, 2022. Effective Date January 1, 2022.

Leaves of Absence Without Pay

1. Unpaid leave of absence
    a. During periods of unpaid leave of absence, employees do not earn vacation time, paid sick time and holiday pay.
    b. Employees who desire to maintain group health insurance during periods of unpaid leaves of absence must make arrangements to pay their portion of the premium.
    c. Acceptance of other employment while on leave of absence is cause for termination of employment with the Morgan County Library.
    d. It is not possible in all cases to hold an employee's position open during periods of extended leaves of absence.
    e. In cases where the employee's position must be filled, the employee will be notified as soon as possible after the decision to fill the position has been made.
    f. When the employee's position has been filled, every effort will be made with no obligation, to return the employee to a position similar to the one vacated.
    g. The employee must keep the Library informed of changes in address, telephone number or status during the period of the leave.
    h. An employee who is pregnant shall, upon the employee's request, be granted Maternity Leave without pay; however, the employee may elect to utilize any accrued sick leave or vacation time if, and to the extent, such leave is available.

Revised by Library Board of Trustees on July 14, 2016. Reviewed October 14, 2021

PANDEMIC LEAVE TIME POLICY

Pursuant to the

Families First Coronavirus Response Act Paid Sick Leave (FFCRA)

- Eligibility

All employees, full-time and part-time, are eligible for pandemic paid sick leave.

- Leave Rules

Employees may elect to use pandemic paid sick leave before using any other paid leave.
Leave provided by MCL before August 13, 2020 will not count against available FFCRA leave.
Pandemic paid sick leave cannot be carried over after December 31, 2020.

- Requesting Leave

Employees requesting to take pandemic paid sick leave should provide notice to the director as soon as possible and complete the Pandemic Leave Time Application and Expanded FMLA Request Application. Normal call-in procedures apply to all absences from work.

and the

Expanded Family Medical Leave Act (EFMLA)

- Eligibility

Emergency family and medical leave is available to all employees who have been employed by MCL for at least thirty (30) calendar days prior to their request for leave.

- Reason for Leave

Leave under this policy is limited to circumstances where an employee is unable to work (including at home) due to their need to care for their child because the child's school or place of childcare has been closed or is unavailable due to COVID-19.

- Requesting Leave

Employees requesting to take EFMLA should provide notice to the director as soon as possible and complete the Pandemic Leave and Expanded FMLA Request Applications. Normal call-in procedures apply to all absences from work.

- Compensation

The first ten (10) days (two weeks) of approved leave are unpaid, but employees may substitute paid leave, including pandemic leave.
The remaining portion of the leave (up to 10 weeks if eligible) is paid at 2/3 of the regular rate for the number of hours the employee would otherwise be scheduled to work (with a maximum payment of $200 per day and $10,000 total). Any available leave can be used to compensate for the additional 1/3 of an employee's regular rate of pay.
The Family Medical Leave (FMLA) maximum of twelve (12) weeks within a rolling twelve (12) month period still applies to all employees. If an employee has already used a portion or all of their allotted FMLA that will be taken into consideration when determining eligible leave remaining.
Morgan County Library (MCL) will provide eligible employees with additional leave based on the provisions outlined below in response to the COVID-19 pandemic.

The following measures shall become effective on August 13, 2020 and expire on December 31, 2020 unless otherwise amended.

Reason for Leave and Leave Amounts

Employees may take this special leave if they are unable to work on site or at home because:

REASON	AMOUNT	NOTES / LIMITS
1. Employee is subject to a federal, state, or local quarantine or isolation order related to COVID19; or	FT-75 Hours PT-number of hours regularly worked over a two-week period.	Limit of $511 per day and $5,110 in total
2. Employee is advised by a healthcare provider to self-quarantine due to concerns related to COVID-19; or	FT-75 Hours PT-number of hours regularly worked over a two-week period.	Limit of $511 per day and $5,110 in total
3. Employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis; or	FT-75 Hours PT-number of hours regularly worked over a two-week period.	Limit of $511 per day and $5,110 in total
4. Employee is caring for an individual who has been ordered or advised to quarantine by a government agency or health care provider; or	FT-50 Hours PT-2/3 of number of hours regularly worked over a two-week period.; remainder can be filled in with vacation/sick earned days	Limit of $200 per day and $2,000 in total
5. Employee is caring for a child if the child's school or place of care is closed, or whose childcare provider is unavailable, due to COVID-19; or	FT-50 Hours PT-2/3 of number of hours regularly worked over a two-week period.; remainder can be filled in with vacation/sick earned days	Same as #4 and #6, possibly eligible for an additional 10 weeks, up to $200 daily and $12,000 total, equivalent leave at 2/3 pay. **EFMLA**
6. Employee is experiencing any substantially similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.	FT-50 Hours PT-2/3 of number of hours regularly worked over a two-week period.; remainder can be filled in with vacation/sick earned days	Limit of $200 per day and $2,000 in total

Approved by the Library Board of Trustees on August 13, 2020

PANDEMIC LEAVE TIME APPLICATION

I am requesting

SELECT WHAT APPLIES TO YOUR SITUATION BASED ON THE POLICY

- FFCRA (Families First Coronavirus Response Act)
- FMLA (Family and Medical Leave Act) leave. I understand that all requests must be approved.

EMPLOYEE NAME _____

ESTIMATED LEAVE DATE_____

ESTIMATED RETURN DATE_____

TOTAL TIME OF LEAVE _____

I AM REQUESTING PANDEMIC LEAVE FOR THE FOLLOWING REASON:

[] Local quarantine or isolation order related to COVID-19
[] Healthcare provider ordered self-quarantine due to concerns related to COVID-19
[] Experiencing symptoms of COVID-19 and seeking a medical diagnosis
[] Caring for an individual who has been ordered or advised to quarantine by government agency or health care provider
[] Caring for a child if the child's school or place of care is closed, or whose childcare provider is unavailable, due to COVID-19
[] Experiencing any substantially similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury

ADDITIONAL COMMENTS (OPTIONAL)

I understand the policy and procedures pertaining to this request and have read the Pandemic Related Leave Policy in the Library Policy Manual.

Signature_____ Date_____

Please return form as soon as the need for the leave arises.

Approved by the Library Board of Trustees on August 13, 2020

FMLA (Family and Medical Leave Act)

The FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees are entitled to:

- Twelve workweeks of leave in a 12-month period for:
    - the birth of a child and to care for the newborn child within one year of birth;
    - the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
    - to care for the employee's spouse, child, or parent who has a serious health condition;
    - a serious health condition that makes the employee unable to perform the essential functions of his or her job;
    - any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" **or**
- Twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

Employees must first use vacation and sick leave time accrued prior to requesting FMLS leave. No loss of seniority will occur while the employee is on this leave of absence. Employees must continue to pay any premiums that are paid for his/her health insurance coverage and that of his/her dependents.

If the employee fails to return to work at the end of the approved leave, the Library may recover from the employee the cost of any payments made to maintain the employee's coverage, unless the failure to return was beyond the employee's control.

FMLA DEFINITIONS:

CHILD: Anyone under 18 who is the employee's biological, adopted or foster child, stepchild, legal ward or an adult legally dependent child. This may also include a child for whom the employee has previously established day-to-day responsibility.

PARENT: Biological, foster or adoptive parents, stepparents, legal guardians, grandparents or someone who fills the role of parent or grandparent.

SPOUSE: A legal marital relationship in Missouri.

12-MONTH PERIOD: Measured from the date the employee first uses any FMLA leave.

FMLA PROCEDURE:

1. FMLA leave will start when an employee is on leave for three or more consecutive calendar days due to a qualifying event.
2. A Leave of Absence Form must be completed requesting family and medical leave of absence and submitted to the Director thirty days prior to commencement date, except where medical conditions make such a requirement impossible.
3. When the leave is to care for a sick child, parent or spouse, the requesting employee must submit a letter signed by a physician that states:
    a. the date the illness or condition began
    b. the probably duration of the condition
    c. the estimated time the employee will need to care for the family member and

    d. a statement that the illness or condition requires the participation of a family member
4. When the leave is for planned medical treatment, the employee must attempt where possible to schedule the treatment so as not to disrupt Library operations.
5. When the leave is for the employee, the employee must submit a letter signed by a physician that the employee is unable to perform the functions of his or her position. The requesting
   employee must submit a letter signed by a physician that states:
    a. the date the illness or condition began
    b. the probably duration of the condition
    c. physician permission to resume the normal duties of employment

FMLA REINSTATEMENT:

1. Upon return from a FMLA absence, the employee will be reinstated in the following priority of position reassignment:
    a. first: prior position if available
    b. next: a comparable position for which the employee is qualified
2. Employees on leave must notify the Director at least two weeks prior to end of leave to inform the library of availability to return to work.
3. An employee's failure to return from leave or failure to contact the director on the scheduled date of return will be considered a voluntary resignation.

Reinstated by the Board of Trustees on August 13, 2020

FAMILY AND MEDICAL LEAVE APPLICATION

I am requesting FMLA (Family and Medical Leave Act) leave. I understand that all requests must be approved.

I understand that if I am unable to apply, any extended leave that I take that qualifies for FMLA will be documented as such.

EMPLOYEE NAME _____

ESTIMATED LEAVE DATE_____

ESTIMATED RETURN DATE_____

TOTAL TIME OF LEAVE* _____

*employee will be required to use accrued annual and sick leave prior to this request

I AM REQUESTING FMLA LEAVE FOR THE FOLLOWING REASON:

[] Birth of my child
[] Adoption of a child/foster care of a child
[] My child's illness
[] Spouse or parent serious illness
[] Employee's serious health condition

ADDITIONAL COMMENTS (OPTIONAL)

I understand the policy and procedures pertaining to this request and have read the Family and Medical Leave Act policy in the Library Policy Manual.

Signature_____ Date_____

Please return form 30 days prior to the beginning of the anticipated leave or as soon as the need for the leave arises.

Reinstated by the Board of Trustees on August 13, 2020

EXTENDED FAMILY AND MEDICAL LEAVE APPLICATION

I am requesting EFMLA (Extended Family and Medical Leave Act) leave. I understand that all requests must be approved.

I understand that if I am unable to apply, any extended leave that I take that qualifies for EFMLA will be documented as such.

EMPLOYEE NAME _____

ESTIMATED LEAVE DATE_____

ESTIMATED RETURN DATE_____

TOTAL TIME OF LEAVE* _____

*employee may use annual and sick leave prior to this request

I AM REQUESTING EFMLA LEAVE FOR THE FOLLOWING REASON:

[] Caring for an individual who has been ordered or advised to quarantine by a government agency or health care provider
[] Caring for a child if the child's school or place of care is closed, or whose childcare provider is unavailable, due to COVID-19
[] Experiencing any substantially similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

ADDITIONAL COMMENTS (OPTIONAL)

I understand the policy and procedures pertaining to this request and have read the Extended Family and Medical Leave Act policy in the Library Policy Manual under the Pandemic Leave Policy.

Signature_____ Date_____

Please return form 30 days prior to the beginning of the anticipated leave or as soon as the need for the leave arises.

Approved by the Library Board of Trustees on August 13, 2020

Holidays

Statement of Policy

It shall be the policy of the Morgan County Library to provide paid time off in observance of the holidays specified in this policy.

General Principles

1. The Morgan County Library is closed in observance of the following holidays:
    a. New Year's Day – January 1
    b. Dr. Martin Luther King Jr.'s Birthday – Third Monday in January
    c. President's Day – Third Monday in February
    d. Memorial Day – Last Monday in May
    e. Juneteeth – June 19th
    f. Independence Day – July 4
    g. Labor Day – First Monday in September
    h. Apple Festival Day – First Saturday in October
    i. Columbus Day – Second Monday in October
    j. Veterans Day – November 11
    k. Thanksgiving Day – Fourth Thursday in November
    l. Day after Thanksgiving – Fourth Friday in November
    m. Christmas eve – December 24
    n. Christmas Day – December 25
2. When a holiday falls on a Saturday or Sunday the following guidelines are observed
    a. When the holiday falls on a Saturday, the library is closed and staff receive a floating ½ day holiday which may be scheduled during the following 12 months.
    b. When Christmas falls on Sunday, the library is closed Saturday, Sunday and Monday.
    c. When Christmas falls on Monday, the library is closed Monday and staff receives 1 day off during the following 12 months for Christmas Eve.
    d. When a Federal Holiday falls on a Sunday, the library is closed Monday.
    e. All re-scheduling of holiday time off requires Director approval.
    f. A holiday that occurs during a period of vacation is not charged as a vacation day.

Effective 1-1-17
Revised by Library Board of Trustees on October 14, 2021

Personnel Records

Conference Attendance

Statement of Policy

The Morgan County Library is committed to the development of each employee to his or her potential. Toward that end it shall be the policy of the library to encourage professional development by supporting attendance at appropriate conferences, workshops, professional organization meetings or other appropriate educational offerings.

Introduction

The demand for attendance at professional development offering may often exceed the ability of the Morgan County Library to fund such endeavors. This conference attendance policy establishes a mechanism to allow for maximum employee participation in staff development efforts. It is the responsibility of the Director to manage available education funds to allow for the most effective participation.

General Principles

1. It is the responsibility of the Director to approve or disapprove attendance by an employee at a requested conference (the term conference will be used generically in this policy to identify all educational offerings).
2. Prior to approving attendance at a conference the following should be considered:
    a. If the conference is germane to the employee's present position at the library.
    b. Will the employee's value to the library and its mission be enhanced by attendance?
    c. Does the budget allow for payment?
    d. Is conference attendance being fairly rotated among employees most likely to benefit from such attendance?
    e. For approved attendance, all expenses within the guidelines of library travel policy will be reimbursed to the employee upon receipt of itemized expenses.
    f. Conference attendees are expected to share all information gained at the conference with other staff members, a portion of which to be in written form.

Revised by Library Board of Trustees on February 8, 2018. Reviewed July 14, 2022.

Travel/Lodging/Meals Policy

Purpose

Reasonable expenses for attendance at conferences, meetings and workshops which will have a direct effect on library services, as well as general travel reimbursement for duties directly related to employment, but not including transportation to and from work, will be paid for by the library district.

Travel

- Travel more than 50 miles outside of the county, or all travel involving lodging, must be approved by the Library Director.
- Staff members using their cars for library business related to the purpose listed above will be paid at the current per diem rate.
- Trustees may be reimbursed at the same rate for travel to conferences, meetings and workshops off site.
- Employees will not be reimbursed for extra travel mileage for personal reasons. Mileage should be adjusted to reflect the most direct route between location points.
- Employees and trustees should carpool when possible.

Lodging

- The library district will reimburse actual lodging expenses during periods of official travel as identified in the purpose listed above.
- Lodging must be approved by the Library Director.
- Staff and trustees should attempt to share accommodations when possible in order to minimize lodging costs.

Meals

- The Library District will reimburse meals at the current per diem rate.
- Alcohol will not be reimbursed.
- If meals are provided at the meetings there will be no reimbursement.

Revised by Library Board of Trustees November 10, 2021.

Grievance Policy

A grievance is a type of problem, concern or complaint related to the library work environment. A grievance may be about an act, omission, situation or decision that an employee thinks is unfair, discriminatory or unjustified.

Procedures:

1. A Grievance by an employee should be submitted to the library director. The director will attempt to settle the grievance in accordance with library policy and procedures within the operational and philosophical objectives of the library.
2. The director will report the grievance and how it was resolved to the board of trustees at their next scheduled meeting during closed session. If deemed necessary, changes in policy to avoid similar grievances will be discussed at that time.
3. Should the employee not feel confident in submitting the grievance to the director, or feel that the director was not able to settle the grievance to their satisfaction; the employee may submit the grievance to the Morgan County Library Board president. The Morgan County Library Director will be notified of the grievance.
4. The grievance should be submitted to the board president in writing no more than 30 days following the event or events resulting in the grievance.
5. The Grievance should include but is not limited to;
   - Date of the instance/situation causing the grievance to occur.
   - The specific grievance.
   - Copies of any documents that apply to the grievance.
   - Names of others that may be involved in the grievance or may have information about it.
   - The Grievance must be signed and dated by the employee submitting.
6. The board president will schedule an executive session (closed session) meeting of the board of trustees to address the grievance as soon as a quorum can be reached and all persons deemed essential by the board president to the meeting are able to attend. The employee may be asked to attend as well as others mentioned in the grievance.
7. An executive session meeting public notice will be posted a minimum of 24 hours before the scheduled meeting.
8. During the meeting the board of trustees will gather all pertinent information and views regarding the grievance. All persons requested to attend will have opportunity to have the floor but may also be admitted in and out of the meeting at the board's discretion. The board may make a decision on the grievance at this meeting or may adjourn for further investigation or counsel, in which case another executive session meeting will be scheduled with all the expedience fairness and justice in the grievance will allow. This procedure will continue until the grievance is settled by the board or the employee is advised to seek outside counsel.

Reviewed by Library Board of Trustees on November 14, 2019

Separations

Statement of Policy

In order to provide for continuity and stability in the workforce, the Morgan County Library has developed a standardized separation policy to include all types of employment termination.

Introduction

An individual's employment with the Morgan County Library may be terminated as a result of any of the following: resignation, dismissal, discharge, retirement, or death.

General Principles

1. Resignation:

a. It is important for a resigning employee to give proper notice in order to protect the employee's future re-employment possibility with the Morgan County Library.
b. A minimum of two-weeks written notice is desirable.
c. A resigning employee may pick up his or her final paycheck on the payday following the pay period in which the employee resigned or arrangements may be made for the paycheck to be mailed to the employee's home.

2. Dismissal:

a. Dismissal is used when the employee does not perform his or her duties satisfactorily.
b. The employment probationary period is specifically provided to allow supervisors an opportunity to evaluate employees regarding their ability to perform their duties

3. Discharge:

a. The decision to discharge an employee will normally be made after the corrective action steps, as outlined in the Personnel Policy, have been followed.
b. An employee may be discharged without notice or previous corrective action for certain serious misconduct (Examples of such misconduct are theft, vandalism, physical violence against any individual on Morgan County Library property, insubordination, altercations with patrons, smoking, or other conduct which compromises the Morgan County Library as a provider of public services.
c. The final decision to discharge an employee is made by the Library Board in consultation with the Director.
d. A discharged employee may pick up his or her final paycheck on the payday following the pay period in which the employee was discharged or arrangements may be made for the paycheck to be mailed to the former employee's home.

4. Death:

a. In the event of death the Director will arrange for payment of the final paycheck.

5. Separation Benefits:

a. All separation benefits will be paid to employees in accordance with Missouri law and Federal law.

Approved by Library Board of Trustees on April 12, 2018 Reviewed on May 12, 2022

Employee Health Program

Statement of Policy

This policy is established to comply with the Missouri Worker's Compensation Act and to assist employees who are injured or become ill on the job.

General Principles

Job Related Injury

1. Job related injury is generally considered to be any injury sustained on library premises while on duty or off library premises while performing job related duties or fulfilling job related responsibilities.
2. The first available staff members should comply with the following standardized procedure:
    a. Serious injury:
        i. Perform immediate first aid
        ii. Call for an ambulance, if necessary
        iii. Notify the Director
    b. Minor Injuries (injuries that do not require an ambulance):
        i. Notify the Director

Illness at Work

1. When a staff member becomes ill at work and requires medical care, he or she should be assisted by the supervisor in obtaining needed medical assistance.
2. Payment for treatment of illness or injury that is non-work related is the employee's responsibility.
3. Such treatment may be covered under the health plan.
4. Time lost from work due to non-work related illness or injury may be charged to available sick leave.

Worker's Compensation

1. The Morgan County Library complies with the Worker's Compensation Act of the State of Missouri.
2. Compensation for time lost from work due to job related injury is paid to employee by the Library's Worker's Compensation Carrier.
3. To be eligible for payment under the Worker's Compensation Act, and employee must be absent at least three (3) days due to job related injury. Authorized absence is determined by the evaluating physician and payment cannot be authorized unless a physician certifies the employee is unable to work due to the job related illness.
4. The initial three (3) days of absence due to an on-the-job injury is not compensable unless the employee misses fourteen (14) consecutive days of work. After fourteen (14) consecutive work days of absence, all missed time is compensated. If this three (3) day waiting period is not compensated, the injured employee may use accumulated sick leave or vacation for the lost days.
5. The Worker's Compensation carrier may withhold payment if the employee is cared for by a provider who is not authorized to care for Worker's Compensation cases.
6. The Morgan County Library contracts with an outside organization for the payment of Worker's Compensation claims. Amounts paid for legitimate Worker's Compensation related absences are based on applicable law.
7. Employees who have suffered a job related injury may exercise their rights under the Worker's Compensation Act by contacting the Missouri Department of Labor, Divisions of Worker's Compensation, Jefferson City, Missouri 65102.

8. Employees returning to work after a work related injury must provide the Director with a written return to work permit signed by the attending physician.

Approved by Library Board of Trustees on May 10, 2018 Reviewed on May 12, 2022

Conduct on Duty

Attendance

Statement of Policy

Every employee of the Morgan County Library is essential to the overall accomplishment of the library's objectives. When staff members do not meet their attendance obligations an unnecessary burden is placed on other employees and library service is compromised.

Introduction

Occasionally it is necessary and understandable for an employee to be tardy or absent from work due to illness, a family emergency or certain other personal problems. Except for those occasional circumstances, each employee has a responsibility to be present for each scheduled work day at the correct time. An unexcused absence occurs when a staff member fails to notify the Director.

General Principles

1. The employee must notify the Director of anticipated tardiness or absence.
2. Specific notification is required every day unless absence for a specified period of time has been approved in advance.
3. In the event of sudden illness or other emergency which prevents advance notification, the staff member must notify the Director as soon as possible after the start of the work day.
4. Absenteeism considered to be excessive will be cause for corrective action.
5. Repetitive absence patterns such as excessive Friday or Monday absences (after weekends off) or excessive absence before or after holidays, will be cause for corrective action even if taken as part of accrued sick leave.
6. Excessive tardiness will be evaluated and considered for corrective action in the same manner as absenteeism.
7. Tardiness due to severe weather conditions will be considered on an individual basis.
8. Time off for voting shall be granted in accordance with Missouri law.

Reviewed by Library Board of Trustees on November 14, 2019.

Hours of Work and Scheduling

Statement of Policy

To provide required patron services and meet its obligations as a cultural institution, the Morgan County Library operates during those hours required to conduct business and provide services.

Introduction

All employees are expected to work the hours that are necessary to maintain services as determined by the Director/Asst. Director. Employees may be called upon as a condition of employment to work beyond a normal shift or a normal work week.

General Principles

Scheduling:

1. Full-time staff members generally work 32 hours per week.
2. Starting and ending times may vary.
3. Each employee will receive a fifteen minute break for each four hour work period.
4. A 45 minute meal period is scheduled by the supervisor for each employee who works an eight hour day.

Revised by Library Board of Trustees on August 10, 2017 Reviewed by Library Board of Trustees on May 13, 2021

Dress

Statement of Policy

As a public service organization it is vital for the Morgan County Library to establish minimum standards for dress and appearance of employees.

General Principles

Dress Code

1. Staff members are expected to present a neat, clean and well-groomed appearance at all times.
2. Dress must be appropriate for the type of work to which assigned and not offensive to the public served.
3. Personal hygiene is an important aspect of patron service and must be properly maintained to avoid creating an environment which is offensive to patrons and fellow employees.

Reviewed by Library Board of Trustees on November 14, 2019.

Confidential Information

Information Pertaining to Patrons

Statement of Policy

It shall be the policy of the Morgan County Library that any information obtained as a result of employment or service with the library including any information regarding patrons, patron records or business information will be treated as confidential and released only as authorized by this policy.

Introduction

This policy covers information obtained through attendance at meetings, use of or access to reports or automated data processing systems, use of or access to patron records, and/or any other source of information accessed by virtue of employment or volunteer service with the Morgan County Library. Information should not be compromised unintentionally by discussions with other employees, volunteers, friends, family members, patrons or other outside parties. In order for the Morgan County Library to maintain the trust of patrons, employees and other members of the community, it is imperative that sensitive information remain confidential.

General Principles

1. The following section of the Missouri revised statutes clearly defines the responsibility of the Morgan County Library in safeguarding patron information.

   182.817 Disclosure of Library Records Not Required – Exceptions- Notwithstanding the provisions of any other law to the contrary, no library or employee or agent of the library shall be required to release or disclose a library record or portion of a library record to any person or persons except: 1) In response to a written request of the person identified in that record, according to procedures and forms giving written consent as determined by the library; or, 2) In response to an order issued by a court of competent jurisdiction upon a finding that the disclosure of such record is necessary to protect the public's safety or to prosecute a crime.

2. Patron records may be released only by the Director of the Morgan County Library or his written designee as provided for by law.

3. Requests for release of patron information should be directed to the Director.

Approved by Library Board of Trustees on August 9, 2018.

Information Pertaining to Employees

Statement of Policy

The Morgan County Library considers all information confidential and personal to the employee. It shall be the policy of the Morgan County Library to take all possible precautions to protect such information.

General Principles

1. It is the responsibility of the Director to protect and prevent the release of any information pertaining to the Morgan County Library employees.
2. Employee information is released only with written permission of the employee except as stated in this policy.
3. Employment references are considered confidential and any request for employment references on any employee or past employee of the Morgan County Library will be referred to the Director.
4. The following job related information may be released by the Director, without specific employee permission:
    a. Job titles
    b. Summary of duties
    c. Dates of employment
    d. Any information required by law
5. The Director will verify employment to assist employees in gaining credit approval upon receipt of a signed authorization.
6. Background information requested by Government or other agencies may not be released without written permission of the employee.
7. Information regarding employees requested by the police or other Government body relative to an official investigation may be released only under the following circumstances:
    a. Advice of Morgan County Library legal counsel.
    b. To comply with a court order.
    c. To comply with a subpoena of records.
8. Any release of information from an employee personnel file or release by a staff member through personal knowledge of an employee must be authorized by the Director prior to release.

Solicitation and Distribution

Statement of Policy

In order to protect patrons, guests and employees from disruptive intrusions upon their time and privacy the Morgan County Library has adopted a no solicitation and no distribution policy.

General Principles

1. Organizations and persons other than employees of the Morgan County Library may not engage in solicitation, distributions or posting of written or printed materials of any nature at any time in or on the premises of the Morgan County Library without specific permission of library administration.
2. The selling or distributing of any type of merchandise of services by non-employees is prohibited at all times.
3. Employees are prohibited from solicitation of any kind during working time or at any time in public access areas.
4. Distribution of any materials or literature is prohibited during working time and distribution is prohibited at all times in any public access areas.

Approved by Library Board of Trustees on November 5, 2018. Reviewed July 14, 2022

Drug and Alcohol Policy

Statement of Policy

Smoking and/or the use of tobacco products is prohibited in the library building. Staff are prohibited from entering Library facilities while under the influence of drugs or alcohol.

Introduction

The Morgan County Library is dedicated to providing a healthy, comfortable and productive environment for its patrons and employees. To meet this goal prohibited activities will include, using tobacco or smoking cigarettes or e-cigarettes inside the library or on library grounds; consuming alcohol or marijuana; possessing or using illegal drugs; or being intoxicated or under the influence of drugs.

All Morgan County Library employees, patrons and visitors are expected to comply with this policy.

General Principles

1. Tobacco, illegal drugs, marijuana and alcohol is not permitted in the building.
2. All staff members are responsible for enforcing this policy.

Approved by Library Board of Trustees on November 5, 2018. Revised October 13, 2022

Job Descriptions

Assistant Director

This job description provides a general outline of the management qualifications, duties, responsibilities, and professional relationships that must be maintained by the Morgan County Library Assistant Director.

The Assistant Director reports immediately to the Morgan County Library Director (hereafter "the Director"), who delegates to the Assistant Director responsibility to assist with the day-to-day management of the Morgan County Library, among other tasks. The Morgan County Library will at all times be operated and managed in a manner consistent with the policies determined by the Morgan County Library Board of Trustees (hereafter, "the Trustees").

This is a salaried position. Applicants may be required to submit to a background check.

Qualifications

The ideal Assistant Director will possess:

1. Completed coursework in library science to the level of a master's degree; or
2. Extensive, progressively responsible experience in professional management with expertise in library technology; or
3. Any equivalent combination of training and experience sufficient to provide the knowledge, skills and abilities necessary for this position. The Trustees will determine these equivalencies.

The Assistant Director will also pursue, in cooperation with the Trustees, ongoing educational opportunities appropriate to this position.

Duties and Responsibilities

The duties and responsibilities of this position shall include, but shall not be limited to, the following:

Administration

1. Acts as the Library Director in his or her absence
2. Assists the Library Director in planning, implementing, directing and evaluating library services and policies for the library

Budget

1. Can prepare weekly bills and deposits in the absence of the Library Director

Personnel

1. First step for leave approval (check calendar for conflicts)
2. Maintain recording in Excel and folder
3. Update staff work schedule on board after director approval

Library Collection

1. Develop and maintain the library collection according to the needs of the community
2. Review, evaluate and select Young Adult material, CDs, digital material and graphic novels.
3. Catalog the bulk of the collection with the Children's Collection Librarian
4. Assist in the weeding of the collection in a systematic manner

Public and Community Relations

1. Plan and coordinate library technology and gaming programming
2. Maintains weekly post on Facebook "What are you reading"
3. Maintains staff likes on Facebook
4. Maintains Adult fiction display

Library Board Relations

1. Assist the Library Director in making policies, plans and objectives to present to the Board
2. Prepares monthly circulation reports

Professional Development

1. Keep current with knowledge skills and trends relevant to public libraries and librarianship in general and communicate with Board and Staff
2. Attend workshops and library meetings to professionally develop skills and knowledge of library services

While maintaining proficiency and practicing the duties of a Circulation Librarian

Approved by Library Board of Trustees December 10, 2020

Children's Collection Librarian

This job description provides a general outline of the qualifications, duties, responsibilities, and professional relationships that must be maintained by the Morgan County Library Children's Collection Librarian (hereafter, "the Children's Collection Librarian").

The Children's Collection Librarian reports immediately to the Morgan County Library Director (hereafter "the Director"), who delegates to the Children's Collection Librarian responsibility for the day-to-day management and oversight of the Morgan County Library Children's Collection (hereafter in this description, "the Collection"), among other tasks. The Collection will at all times be managed and overseen in a manner consistent with the policies determined by the Morgan County Library Board of Trustees (hereafter, "the Trustees").

Applicants may be required to submit to a background check.

Qualifications

The ideal Children's Collection Librarian will possess:

1. Thorough knowledge of standard library principles, methods, materials, and practices, especially as they relate to the operations and management of children's collections;
2. Progressively responsible experience in the operations and management of children's collections; or
3. Any equivalent combination of training and experience sufficient to provide the knowledge, skills and abilities necessary for this position. The Trustees will determine these equivalencies.
4. A working knowledge of children's literature; and
5. The ability to lift at least thirty (30) pounds unassisted and at least fifty (50) pounds in cooperation with another employee.

The Children's Collection Librarian will also pursue, in cooperation with the Director, ongoing educational opportunities appropriate to this position.

Duties and Responsibilities

The duties and responsibilities of this position shall include, but shall not be limited to, the following, all of which shall be executed under the supervision of the Director:

Children's Collection

Assist the Children's Service Librarian in the management and oversight of the Collection in a manner that shall include but not be limited to the following:

1. Plan, design and present children's programming to promote reading and library use.
2. Provide the Director with monthly attendance for all children's activities;
3. Maintain an atmosphere appropriate for children;
4. Provide patrons with instruction in the use of the Collection;
5. Research and order a balanced selection of materials for the Collection.
6. Catalog items for the Collection;
7. Provide director with book order before the 1st of each month, minus December.

Administration and Staff

1. Train staff on shelving and shelf-reading of the Children's Collection;

Other Duties

1. Maintain proficiency in General Circulation Duties (see handbook pp.);
2. Participate as needed in the operations of the Circulation Desk;
3. Perform other tasks as needed, under the supervision of the Director.

Professional Relationships

This position requires significant skill in maintaining professional relationships. The Children's Collection Librarian will make every effort to maintain collegial and professional rapport with

1. The Director;
2. The Trustees;
3. The Library Staff;
4. The Library patrons; and
5. Other key professionals, appropriate to the duties of the Children's Librarian, as would fit the best interests of the Library

Approved by Library Board of Trustees December 13, 2018 Reviewed September 8, 2022

Job Descriptions

Children's Services Librarian

This job description provides a general outline of the qualifications, duties, responsibilities, and professional relationships that must be maintained by the Morgan County Library Children's Services Librarian (hereafter, "the Children's Services Librarian").

The Children's Services Librarian reports immediately to the Children's Morgan County Library Director (hereafter "the Director"), who delegates to the Children's Services Librarian responsibility for the day-to-day management and oversight of the Morgan County Library Children's Collection (hereafter in this description, "the Collection"), among other tasks. The Collection will at all times be managed and overseen in a manner consistent with the policies determined by the Morgan County Library Board of Trustees (hereafter, "the Trustees").

Applicants may be required to submit to a background check.

Qualifications

The ideal Children's Services Librarian will possess:

1. Thorough knowledge of standard library principles, methods, materials, and practices, especially as they relate to the operations and management of children's collections;
2. Progressively responsible experience in the operations and management of children's collections; or
3. Any equivalent combination of training and experience sufficient to provide the knowledge, skills and abilities necessary for this position. The Trustees will determine these equivalencies.
4. A working knowledge of children's literature; and
5. The ability to lift at least thirty (30) pounds unassisted and at least fifty (50) pounds in cooperation with another employee.

The Children's Services Librarian will also pursue, in cooperation with the Director, ongoing educational opportunities appropriate to this position.

Duties and Responsibilities

The duties and responsibilities of this position shall include, but shall not be limited to, the following, all of which shall be executed under the supervision of the Director:

Children's Collection

Assist the Children's Collection Librarian in the management and oversight of the Collection in a manner that shall include but not be limited to the following:

1. Plan, design and present children's programming to promote reading and library use.
2. Provide the Director with monthly attendance for all children's activities;
3. Maintain an atmosphere appropriate for children; create displays as needed.
4. Provide patrons with instruction in the use of the Collection;

Administration and Staff

1. Assist the Children's Collection Librarian in the training of staff on shelving and shelf-reading of the Children's Collection;

Other Duties

1. Maintain proficiency in General Circulation Duties (see handbook pp.);
2. Participate as needed in the operations of the Circulation Desk;
3. Perform other tasks as needed, under the supervision of the Director.

Professional Relationships

This position requires significant skill in maintaining professional relationships. The Children's Services Librarian will make every effort to maintain collegial and professional rapport with

1. The Director;
2. The Trustees;
3. The Library Staff;
4. The Library patrons; and
5. Other key professionals, appropriate to the duties of the Children's Librarian, as would fit the best interests of the Library

Approved by Library Board of Trustees December 13, 2018

Circulation Librarian

This job description provides a general outline of the qualifications, duties, responsibilities, and professional relationships that must be maintained by the Morgan County Library Circulation Librarian (hereafter, "the circulation librarian")

The Circulation Librarian reports immediately to the Morgan County Library Director (hereafter "the Director"), who delegates to the Circulation Librarian responsibility for the day-to-day management of the Morgan County Library Circulation Desk (hereafter, "Circulation Desk"), among other tasks. The Circulation Desk will at all times be operated and managed in a manner consistent with the policies determined by the Morgan County Library Board of Trustees (hereafter, "the Trustees")

This is a salaried position. Applicants may be required to submit to a background check.

Revised by Library Board of Trustees on March 12, 2020 .

Qualifications

The ideal Circulation Librarian will possess:

1. Thorough knowledge of standard library principles, methods, materials, and practices, especially as they relate to circulation operations and management.
2. Progressively responsible experience in circulation operations and management; or
3. Any equivalent combination of training and experience sufficient to provide the knowledge, skills and abilities necessary for this position. The trustees will determine these equivalencies; and
4. The ability to lift at least thirty (30) pounds unassisted and at least fifty (50) pounds in cooperation with another employee.

The Circulation Librarian will also pursue, in cooperation with the Director, ongoing educational opportunities appropriate to this position. Maintain proficiency in General Circulation duties, which shall include but not be limited to the following:

Duties and Responsibilities

The duties and responsibilities of this position shall include, but shall not be limited to, the following, all of which shall be executed ultimately under the supervision of the Director:

Circulation Services

1. Maintain proficiency in General Circulation Duties (attached to this description), which shall include but not be limited to the following:
    a. Remain attentive to patron needs;
    b. Cull severely damaged, inappropriate, or unusable materials for the Director's attention;
    c. Repair damaged materials as needed, following standard procedures;
    d. Re-shelve materials;
    e. Work with the reserve shelf;
    f. Maintain the new materials shelf
    g. Shelf-read the collection ;

h. Provide suggestions to the Director for new materials based on observations of incomplete series, imbalance of subject categories, trends in usage of materials, and patron feedback.
i. Assist patrons in charging and returning materials;
j. Work with library card records; and
k. Work with overdue records and fines.

2. Answer the telephone, provide over-the-phone information and renewals;
3. Keep the record of public computer usage;
4. Keep the community room schedule;
5. Receive and process daily mail and shipments;
6. Provide related and ancillary patron services, such as requests for information, renewals, fax and photocopying services, examination proctoring, and computer scheduling.
7. Source and prepare materials to be entered, following standard procedures.

Other Duties

1. Perform other tasks as needed, under the supervision of the Director

Media Relations

- Manage Facebook page
- Manage website
- Monthly PowerPoint
- Monthly calendar
- Maintain rotation of easy room posters
- Maintain laptop lab
- ILL management
- Displays

Cataloging

- Catalog policy development
- Catalog new material
- Catalog maintenance
    - Author clean-up
    - Subject matter clean-up
    - Update old bibliographies

Inventory

- Shelf-read for titles
- H.W. Wilson to check for Core/Most Highly Recommended
- Update bibliographies

Ordering

- Demco – library supplies
- Smith paper company – janitorial maintenance supplies

Professional Relationships

This position requires significant skill in maintaining professional relationships. The Circulation Librarian will make every effort to maintain collegial and professional rapport with

1. The Director;
2. The Trustees;
3. The Library Staff;
4. The Library Patrons; and
5. Other key professionals, appropriate to the duties of the Circulation Clerk, as would fit the best interests of the Library.

Director

This job description provides a general outline of the management qualifications, duties, responsibilities, and professional relationships that must be maintained by the Morgan County Library Director.

The Director reports immediately to the Morgan County Library Board of Trustees (hereafter "the Trustees") and will be held responsible for the operation and management of the Morgan County Library (hereafter "the Library"), consistent with the policies determined by the Trustees.

This is a salaried position. Applicants may be required to submit to a background check.

Revised by Library Board of Trustees on September 14, 2017. Reviewed March 11, 2021

Qualifications

The ideal Director will possess:

4. Completed coursework in library science to the level of a master's degree; or
5. Extensive, progressively responsible experience in professional management with expertise in library technology; or
6. Any equivalent combination of training and experience sufficient to provide the knowledge, skills and abilities necessary for this position. The Trustees will determine these equivalencies.

The Director will also pursue, in cooperation with the Trustees, ongoing educational opportunities appropriate to this position.

Duties and Responsibilities

The duties and responsibilities of this position shall include, but shall not be limited to, the following:

Administration

1. Plan and coordinate library services and operations
2. Select and order all library equipment and oversee maintenance and repair of equipment
3. Develop, implement and monitor library procedures and technology systems
4. Develop, implement and revise the technology plan as needed.
5. Prepare reports and compile statistical data, in a timely manner
6. Oversee condition of facility and grounds

Budget

1. Prepare budget recommendations for the Library Board, in a timely manner
2. Allocates funds according to the budget, in a timely manner
3. Prepare monthly and annual budget reports with the direction of the financial advisor, in a timely manner.
4. Actively pursues grant opportunities to supplement local funding of operations and development

Personnel

1. Provide hiring recommendations for the selection of new employees
2. Supervise and evaluate library personnel/retention, promotion, or termination of staff
3. Keep staff informed on policies, changes and other relevant information in a timely manner
4. Maintain professional behavior and positive attitude when working with personnel
5. Prepare employee work schedules
6. Supports and executes board policy and intent to the staff
7. Delegates authority to employees, appropriate to the position that each holds

Library Collection

1. Develop and maintain the library collection according to the needs of the community
2. Review, evaluate and select books, periodicals and other library materials
3. Develop and maintain the local genealogy collection and resources
4. Supervise and direct the cataloging and classification of the collection
5. The collection is maintained and weeded in a systematic manner

Public and Community Relations

1. Serves as a liaison to the community
2. Prepare news releases, calendars, notices and library publications in a timely manner
3. Responds to public inquiries and complaints in a timely manner
4. Plan, schedule and conduct programs on site
5. Plan, schedule and conduct programs in the communities.
6. Maintain collaborations with local and area partnerships, organizations, schools and continually look for other forms of collaboration
7. Supports and executes board policy and intent to the public.

Library Board Relations

1. Assist the Board in planning and setting the agenda for its meetings
2. Participate in Board meetings
3. Assist the Board in making policies, plans and objectives
4. Apprise the Board of present and future needs/Participation in establishing long-term goals and objectives for the library.
5. All board meetings are properly noticed and closed session meets the legal requirements for such sessions
6. Prepares reports and compiles statistical data, in a timely manner
7. Decisions made by the board are implemented promptly

Professional Development

1. Keep current with knowledge skills and trends relevant to public libraries and librarianship in general and communicate with Board and Staff
2. Attend workshops and library meetings to professionally develop skills and knowledge of library services
3. Direct and manage staff meetings and staff trainings efficiently.

*General Circulation Duties

The following is a general outline of the duties and responsibilities attendant to the daily operation of Morgan County Library Circulation Desk (hereafter, "the Circulation Desk"). All employees of the Morgan County Library (hereafter, "the Library") must:

1. Demonstrate and maintain proficiency in these General Circulation Duties;
2. Participate in the operation of the Circulation Desk as needed; and
3. Remain courteous, professional, and available to the public at all times.

The Circulation Desk will at all times be operated and managed in a manner consistent with the policies determined by the Morgan County Library Board of Trustees (hereafter, "the Trustees").

Revised by Library Board of Trustees on May 9, 2019

Circulation Materials

1. When charging Library Circulation Materials (hereafter, "materials") to a patron's account:
    a. Scan or manually enter the patron's account number.
    b. Verify that the patron's account has not been closed or limited.
    c. Note any library materials still charged to the patron's account.
        i. Inquire with patron concerning these items;
        ii. Inquire whether the patron would like to renew these items; and
        iii. In the case of items believed to be returned or missing,
    d. Note any fines or fees charged to the patron's account.
    e. Note any other messages posted to the patron's account and bring them to the patron's attention.
    f. Scan or manually enter into the computer the identification numbers of the materials to be charged to the patron's account.
2. When receiving materials back from a patron:
    a. Check that the materials are complete and in order.
    b. Check materials for new damage.
    c. Scan or manually enter the identification numbers of the returned materials.
    d. Take note of any messages attached to the patron's account.
    e. If the patron is present, inquire with the patron concerning the message.
    f. If the patron is not present, note the account number and the issue for further inquiry.

Patron Services

1. Answer the telephone, providing over-the-phone material renewals, material reserves, and response to general inquiries (not always related to the Library);
2. Schedule patrons to use public computers;
3. Issue new or replacement Library cards;
4. Notify patrons of overdue accounts;
5. Collect overdue fines and/or material replacement costs;
6. Send and receive fax transmissions;
7. Operate the photocopier (including scans);
8. Re-shelve materials;
9. Shelf-read the collection; and
10. Provide as much assistance as possible or as needed to patron inquiries.

Additional Tasks

1. Receive daily mail:
2. Schedule use of the community room, per community room policy;
3. Refill supplies at the Circulation Desk and the public computers as needed;
4. Stamp due date reminders for the following day;
5. Periodically rotate materials on the New Materials shelf;
6. Maintain the Reserve Shelf;
7. Follow-up on materials that are required incomplete returned but not checked-in, etc.
8. Manage ILL (Inter Library Loan)

Bidding for Contracted Services

The Library District shall encourage competitive bidding. Bid requests will be advertised with local news sources.

Bids may be received by mail, e-mail, or fax. E-mail and fax submissions shall be sealed immediately upon receipt. No negotiation will be allowed as to bid amount after submission.

The District shall do everything in its power to encourage the submission of proposals from local providers. The District has a responsibility to its residents, however, to insure that the maximum value is obtained for each public dollar spent, it is expected that local providers who wish to do business with the District will offer the lowest possible quote for the service being supplied.

Although price shall normally be a major consideration in all bids, the District reserves the right to take such factors as durability, timeliness, availability and operating cost into consideration when awarding a bid. Low bidders may be rejected where serious reservations about the quality or suitability of items or services exist. The District reserves the right to waive minor irregularities in submitted bids, or to waive normal bidding procedures in an emergency when it is in its best interest to do so. Existing bids may be renegotiated or extended if it is to the District's benefit.

Bids for contracted services shall be on a set schedule of review every 3 years based on the following dates:

Groundskeeper	11/2021	Countryside
Grounds Maintenance	1/2020	Litwiller
Janitor	12/2022	Hilty

Approved by Library Board of Trustees on May 11, 2017

Job Descriptions – Contracted Labor

Financial Assistant

Duties & Responsibilities

1. Maintain and pays staff payroll and some contract labor (Financial Assistant/Janitor)
2. Prepares: Payroll reports, government tax reports (Tax withholding) and maintains staff insurance and Workmen's Compensation, W-2's and 1099's.
3. Attends monthly Board Meeting to provide financial reports and information regarding any financial changes in accounts and cd's.
4. This position is not a member of the Board, no voting privileges. Name is not on banking information. Authority to change or move monies is under the direction of the Library Board of Trustees.
5. Meets with Director monthly to discuss any changes or questions regarding the library budget.
6. Provides and updates QuickBooks report outlines.
7. Auditing and Proofing

Approved by Library Board of Trustees December 13, 2018

Garden Keeper

Garden - keeper is a contracted service provided by the individual or company to provide the below listed services on an as need basis.

Duties and Responsibilities:
The Garden Keeper will monitor the gardens weekly, April 1 - October 1, to access garden needs and perform listed services. Primary responsibilities include but are not limited to the following:

1. Weeding by hand, weeds are to be bagged and put in the trash containers.
2. Pruning as needed
3. Watering new plants and monitoring the sprinkler system.
4. Planting small replacement plants as required.
5. Chemical weed control in the beds and in parking lots as needed.
   Chemicals will be provided by Morgan County Library.
6. Advising the Library Director of garden issues and supplies needed.
7. Maintaining the garden room and tools.

Compensation for services will be based on an hourly rate, mutually determined. Service will be paid as agreed and invoiced.

Terms of Agreement

Signature _____ date_____

Approved by Library Board of Trustees on September 14, 2017

Reviewed by Board of Trustees June 10, 2021

Grounds Keeper

Groundskeeper is a contracted service provided an individual or company on a seasonal basis.

Duties and Responsibilities:

Primary responsibility of the groundskeeper is to open and close the planting beds and gardens of the Morgan County Library in the spring and the fall. Duties will include but are not limited to the following:

1. In late March top dress mulch and use Preen or a similar product to deter weed growth. Water the chemical into the mulch.
2. Hand weed if necessary.
3. Turn on the sprinkler system and discuss the timer setting with Library Director.
4. Prune and shape the garden trees as needed. Look at large old trees on the property and advise of trimming needs - if any.
5. In Fall - Late September - trim the plants back and clean the gardens.
6. Discuss replacement plant needs with Library Director.
7. Prune trees and shrubs as needed.
8. Drain the sprinkler system and turn off.

Contractor will provide a written estimate of the Opening and Closing cost including chemicals and labor, for the Director's approval.
Service will be paid as agreed and invoiced.

Signature_____ date_____

Approved by Library Board of Trustees on September 14, 2017

Reviewed by Board of Trustees June 10, 2021

Grounds Maintenance (Mowing)

Grounds maintenance is a contracted service provided by the contracting individual to the Morgan County Library District. Service is to be provided on an "as needed" basis. All necessary equipment, fuel and tools are to be supplied by the contractor.

Directions and/or requests for service will be originated by the Library Director. In the event the Library Director is not available when service is required, only the President of the Library Board of Trustees may authorize and issue such requests.

Duties & Responsibilities

Primary service responsibilities will include the following:

1. Mowing the entire grounds comprising the library property.
2. Trimming around the building, sidewalks, driveway, parking areas, planted beds and trees whenever grounds are mowed.
3. Cleaning sidewalks, porches and curbs of clippings after trimming. Sweep curbs to clear trash after each trimming.
4. Dispose of clippings and trash into proper receptacles.

Payment for completed service is to be made in a reasonable time after appropriate billing is presented by the contractor.

Terms of Agreement:

Signature: _____ Date:_____

Approved by Library Board of Trustees December 13, 2018

Reviewed by Board of Trustees June 10, 2021

Cleaning Services

This is contracted position to provide cleaning services. A contracted position is for a specific job at a specific rate of pay. A contracted position does not become a regular addition to the staff and is not considered a permanent employee. Qualified and experienced custodial/cleaning firms will provide cleaning services for the library 6 days a week. The firm must be fully bonded and insured for both liability and workers' compensation.

Scope of Services

The firm will maintain overall cleanliness of the library by providing daily cleaning service during closed hours. The library will provide all cleaning supplies.

Holidays the library is closed and no service needed-

All Federal Holidays, plus the first Saturday in October and the day after Thanksgiving.

GENERAL CLEANING SCHEDULE

Daily (or as needed)

1) Empty all trash receptacles, inside and out, removing all trash to the dumpster.
2) Dust and clean all desks, tables, and other work surfaces in all staff and public areas, including the director's office and the conference room.
3) Dust and clean all swivel chairs in both staff and public areas.
4) Clean all restrooms, inclusive of
    a) Toilets and urinals, inside and out.
    b) Sinks, faucets and countertops.
    c) Sweep and mop floors
    d) Sanitize diaper stations
    e) Sanitize handrails and disposals
    f) Replenish all supplies, as necessary
    g) Remove water splash from mirrors, walls, hand dryers, etc.
5) Sanitize and polish drinking fountains, wipe walls
6) Vacuum staff area and indoor entry mats.

Weekly (or as needed)

1) Vacuum all carpets.
2) Mop floors in kitchen, main entryway and circulation areas.
3) Wipe clean the interior and exterior of all refrigerators, microwaves, and other appliances.

4) Dust fireplace mantle and low bookshelves (e.g. genealogy section)

5) Dust all windowsills.

Monthly (or as needed)

1) Vacuum of sweep all storage rooms and other areas not included in daily or weekly duties.

2) Dust all bookshelves over the course of the month

3) Pour approximately ½ gallon of water into each floor drain

4) Provide at least one week's notice for replacement supplies

5) Inspect walls and ceiling for cobwebs and remove accordingly. Bring inaccessible cobwebs to the Director's attention.

6) Bring to the Director's attention anything in need of refinishing, replacement or repair.

Approved by Library Board of Trustees on January 9, 2020.

Cleaning Services Contract

This a contracted position;

The contractor will:

1. Prior to assuming the position, review with the Director of the Morgan County Library the general cleaning schedule outlined in the Cleaning Services description.
2. Provide proof of insurance for both liability and workers' compensation

The Morgan County Library will:

1. Provide the cleaning supplies and tools required for the fulfillment of this contract.
2. Pay the contractor on a monthly basis in the amount of $_____.

Contractor initial:_____

Both the contractor and the Morgan County Library may terminate this contract at any time.

Contractor signature:_____ Date:_____

Library Director's signature:_____ Date:_____

Approved by Library Board of Trustees on January 9, 2020.

Cleaning Services Proposal Form

_____offers to contract for cleaning services as outlined in the Cleaning Services description for monthly payments the cost of $ _____.

Signed: _____

Title: _____

Address: _____

Phone: _____

Email: _____

Dated: _____

Approved by Library Board of Trustees on January 9, 2020.

Recording Secretary for the Morgan County Library Board of Trustees

This is a contracted position. Contractors may be required to submit to a six month performance review.

Revised by Library Board of Trustees on June 8,2017. Reviewed on July 8, 2021

The responsibilities for this position will include the following:

1. Report to the Secretary of the Morgan County Library Board of Trustees.
2. Attend the open meetings of the Morgan County Library Board of Trustees.
3. Record the minutes of said meetings in such a way as not to impede the flown of business or discussion.
4. Produce a written form of said minutes in a standard format acceptable to the Board.
5. File a copy of said minutes, by email, with the Secretary of the Library Board of Trustees at an agreed-upon schedule. (The Recording Secretary must confirm reception by the Secretary of the Library Board of Trustees.)
6. File a copy of said minutes, by email, with the Library Director no later than noon (12:00 PM) of the second full business day after the meeting. (The Recording Secretary must confirm reception by the Library Director.)
7. Refrain from any participation in the meetings beyond the participation available to all the citizens of Morgan County, Missouri under the provisions of the Missouri Sunshine Law and beyond those points enumerated in this job description, above.

Perquisite: This job description shall serve as a non-disclosure agreement limiting this contractor's conversation, correspondence, and any other oral or written description and/or discussion of said meetings. This limitation includes any discussion topic or other aspect of said meetings that goes beyond the information that is normally accessible to the citizens of Morgan Count, Missouri under the provisions of the Missouri Sunshine Law. By signing this job description, below, the contractor is agreeing to the limitations expressed herein.

This non-disclosure agreement shall not be considered a contract.

We estimate this job to require not more than three (3) hours per month.

Contractor signature:_____ Date: _____

Library Director's signature:_____ Date:_____

TRUSTEE'S EVALUATION OF THE LIBRARY DIRECTOR

Evaluation of _____, Library Director
Evaluated by Morgan County Public Library Board of Trustees, dated _____
Morgan County Library, Versailles, Missouri

Evaluation of ratings:
E= Excellent, exceeds expectations
G=Great, meets expectations
F=Fair, slightly below expectations
P=Poor, does not meet expectations
U=Unable to evaluate

I. Administration

1. Plan and coordinate library services and operations	**U**	**P**	**F**	**G**	**E**
2. Select and order all library equipment and oversee maintenance and repair of equipment	**U**	**P**	**F**	**G**	**E**
3. Develop, implement and monitor library procedures and technology systems	**U**	**P**	**F**	**G**	**E**
4. Develop, implement and revise the technology plan as needed.	**U**	**P**	**F**	**G**	**E**
5. Prepare reports and compile statistical data, in a timely manner	**U**	**P**	**F**	**G**	**E**
6. Oversee condition of facility and grounds	**U**	**P**	**F**	**G**	**E**

Comments:

II. Budget

1. Prepare budget recommendations for the Library Board, in a timely manner	**U**	**P**	**F**	**G**	**E**
2. Allocates funds according to the budget, in a timely manner	**U**	**P**	**F**	**G**	**E**
3. Prepare monthly and annual budget reports, in a timely manner.	**U**	**P**	**F**	**G**	**E**
4. Actively pursues grant opportunities to supplement local funding of operations and development	**U**	**P**	**F**	**G**	**E**

Comments:

III. Personnel

1. Provide hiring recommendations for the selection of new employees	U	P	F	G	E
2. Supervise and evaluate library personnel	U	P	F	G	E
3. Keep staff informed on policies, changes and other relevant information in a timely manner	U	P	F	G	E
4. Maintain professional behavior and positive attitude when working with personnel	U	P	F	G	E
5. Prepare employee work schedules	U	P	F	G	E
6. Supports and executes board policy and intent to the staff	U	P	F	G	E
7. Delegates authority to employees, appropriate to the position that each holds	U	P	F	G	E

Comments:

IV. Library Collection

1. Develop and maintain the library collection according to the needs of the community	U	P	F	G	E
2. Review, evaluate and select books, periodicals and other library materials	U	P	F	G	E
3. Develop and maintain the local genealogy collection and resources	U	P	F	G	E
4. Supervise and direct the cataloging and classification of the collection	U	P	F	G	E
5. The collection is maintained and weeded in a systematic manner	U	P	F	G	E

Comments:

V. Public and Community Relations

1. Serves as a liaison to the community	U	P	F	G	E
2. Prepare news releases, calendars, notices and library publications in a timely manner	U	P	F	G	E
3. Responds to public inquiries and complaints in a timely manner	U	P	F	G	E
4. Plan, schedule and conduct programs on site	U	P	F	G	E
5. Plan, schedule and conduct programs in the communities.	U	P	F	G	E
6. Maintain collaborations with local and area partnerships, organizations, schools and continually look for other forms of collaboration	U	P	F	G	E
7. Supports and executes board policy and intent to the public.	U	P	F	G	E

Comments:

VI. Library Board Relations

1. Assist the Board in planning and setting the agenda for its meetings	U	P	F	G	E
2. Participate in Board meetings	U	P	F	G	E
3. Assist the Board in making policies, plans and objectives	U	P	F	G	E
4. Apprise the Board of present and future needs	U	P	F	G	E
5. All board meetings are properly noticed and closed session meets the legal requirements for such sessions	U	P	F	G	E
6. Prepares reports and compiles statistical data, in a timely manner	U	P	F	G	E
7. Decisions made by the board are implemented promptly	U	P	F	G	E

Comments:

VII. Professional Development

1. Keep current with knowledge skills and trends relevant to public libraries and librarianship in general and communicate with Board and Staff	U	P	F	G	E
2. Attend workshops and library meetings to professionally develop skills and knowledge of library services	U	P	F	G	E
3. Direct and manage staff meetings and staff trainings efficiently	U	P	F	G	E

Comments:

Approved by Library Board of Trustees on August 11, 2016.
Reviewed by Board of Trustees June 11, 2020

Additional Comments/Specific performance or development directives or goals:

Signatures

I have reviewed the attached evaluation and discussed it with the Library Board/President. My signature means that I have been advised of my performance status but does not necessarily imply that I agree or disagree with the evaluation.

Library Director's Signature ***Date***

The Library Board has prepared the attached evaluation. The contents of this evaluation and the director's performance status have been discussed with the Library Director.

Library Board President's Signature ***Date***

Professional Development Summary

Library Director

Name: _____ Hire Date _____

Please complete this form by writing in all professional development and community involvement opportunities you have participated in over the past year. Please indicate your goals, both professional and library specific, that you wish to achieve within the next year.

Professional Development:
Community Involvement:
Personal Goals:
Library Goals:

*This form needs to be submitted to the Library Board President

_____ _____

Library Director's Signature ***Date***

60 DAY PROBATIONARY EMPLOYEE PERFORMANCE EVALUATION

Employee Name _____

Last Day of Probation _____

Date employed _____

Instructions to Director: The Director should refer to the employee's job description when completing this form; the evaluation should focus on the employee's ability to perform the job duties listed in the job description. Employees should be evaluated two times -- at one month and at 60 days (before the end of the probationary period). Indicate the evaluation of the employee's job performance by writing a number between 1 and 3 on the blank line to the right of each attribute, in the appropriate column (depending on whether this is the two-month, four-month, or final evaluation of the employee). Use the following scale:

1 = Unacceptable; **2** = Needs Improvement; **3** = Satisfactory

ATTRIBUTE	1 MONTH	FINAL
DATE		
QUANTITY OF WORK The extent to which the employee accomplishes assigned work of a specified quality within a specified time period		
QUALITY OF WORK The extent to which the employee's work is well executed, thorough, effective, accurate		
KNOWLEDGE OF JOB The extent to which the employee knows and demonstrates how and why to do all phases of assigned work, given the employee's length of time in his/her current position		
RELATIONS WITH SUPERVISOR The manner in which the employee responds to supervisory directions and comments. The extent to which the employee seeks counsel from supervisor on ways to improves performance and follows same		
COOPERATION WITH OTHERS The extent to which the employee gets along with other individuals. Consider the employee's tact, courtesy, and effectiveness in dealing with co-workers, subordinates supervisors, and customers		
ATTENDANCE AND RELIABILITY The extent to which employee arrives on time and demonstrates consistent attendance; the extent to which the employee contacts supervisor on a timely basis when employee will be late or absent		
INITIATIVE AND CREATIVITY The extent to which the employee is self- directed, resourceful and creative in meeting job objectives; consider how well the employee follows through on assignments and modifies or develops new ideas, methods, or procedures to effectively meet changing circumstances		
CAPACITY TO DEVELOP The extent to which the employee demonstrates the ability and willingness to accept new/more complex duties/responsibilities		

Comments to Director and Employee. The Director should discuss the evaluation results with the employee. At a minimum, employees must be given a copy of the evaluation for their own records. Both the Director and the employee should sign the evaluation form. The employee signature indicates only that the employee received a copy of the evaluation. It does not necessarily signify employee concurrence. Both employees and the Director are strongly encouraged to include written comments. At the final evaluation only, after the employee signs the form, the Director should give one copy to the employee and retain one copy for department files.

ONE MONTH EVALUATION	_____ (Director Signature and Date)	_____ (Employee Signature and Date)
FINAL EVALUATION	_____ (Director Signature and Date)	_____ (Employee Signature and Date)

Employee Comments (please include date; attach additional paper if necessary):

_____

_____

_____

Director Comments (please include date; attach additional paper if necessary):

_____

_____

_____

TO BE COMPLETED ONLY AT LAST EVALUATION BEFORE END OF PROBATIONARY PERIOD:

☐ I recommend this probationary employee become permanent and continuous.

☐ I recommend this probationary employee be dismissed before the end of the probationary period and will submit the appropriate forms.

☐ Employee resigned before completion of probationary period.

_____

Director Signature date

Approved by Library Board of Trustees on January 12, 2017. Reviewed on July 8, 2021

PERFORMANCE STANDARDS

COMMUNICATION

- Listens effectively M D U
- Responds clearly and directly M D U
- Displays computer and writing skills as required for the job M D U
- Keeps talk to quiet and appropriate level M D U

DEPENDABILITY and PUNCTUALITY

- Reports to work on time M D U
- Meets attendance requirements M D U
- Reports schedule changes promptly to director M D U
- Follows through on work assignments M D U

INTERPERSONAL SKILLS and PROFESSIONALISM

- Cooperates with staff M D U
- Is productive M D U
- Treats others with respect and dignity M D U
- Discourages negativity in the workplace M D U

ORGANIZATIONAL SKILLS and PRODUCTIVITY

- Keeps desk and work area clean M D U
- Manages priorities M D U
- Manages time well M D U
- Completes assignments on time and to specifications M D U

PATRON SERVICE

- Manages patron interaction in a polite and professional manner M D U
- Exhibits appropriate behavior toward patrons M D U
- Responds in a timely and appropriate manner to patrons M D U
- Directs patrons and assists in finding library material M D U

Approved by Library Board of Trustees on August 9, 2018. Reviewed on July 8, 2021

DIRECTOR'S EVALUATION OF THE ASSISTANT DIRECTOR

Evaluation of _____, Assistant Director
Evaluated by Morgan County Public Library Director, dated _____
Morgan County Library, Versailles, Missouri

Evaluation of ratings:
- **E= Excellent, exceeds expectations**
- **G=Great, meets expectations**
- **F=Fair, slightly below expectations**
- **P=Poor, does not meet expectations**
- **U=Unable to evaluate**

I. Administration

1. Acts as the Library Director in his or her absence	**U**	**P**	**F**	**G**	**E**
2. Assists the Library Director in planning, implementing, directing and evaluating services and policies for the library.	**U**	**P**	**F**	**G**	**E**

Comments:

II. Budget

1. Can prepare weekly bills and deposits in the absence of the Library Director.	**U**	**P**	**F**	**G**	**E**

Comments:

III. Personnel

1. First step for leave approval (check calendar for conflicts)	**U**	**P**	**F**	**G**	**E**
2. Maintain recording in Excel and folder	**U**	**P**	**F**	**G**	**E**
3. Update staff work schedule on board after director approval	**U**	**P**	**F**	**G**	**E**
each holds	**U**	**P**	**F**	**G**	**E**

Comments:

IV. Library Collection

1. Develop and maintain the library collection according to the needs of the community	**U**	**P**	**F**	**G**	**E**

2. Review, evaluate and select Young Adult material, CDs, digital material and graphic novels	U	P	F	G	E
3. Catalog the bulk of the collection with the Children's Collection Librarian	U	P	F	G	E
4. Assist in the weeding of the collection in a systematic manner	U	P	F	G	E

Comments:

V. Public and Community Relations

1. Plan and coordinate library technology and gaming programming	U	P	F	G	E
2. Maintains weekly post on Facebook "What are you reading"	U	P	F	G	E
3. Maintains staff likes on Facebook	U	P	F	G	E
4. Maintains adult fiction display	U	P	F	G	E

Comments:

VI. Library Board Relations

1. Assist the Library Director in making policies, plans and objectives to present to the Board	U	P	F	G	E
2. Prepares monthly circulation reports	U	P	F	G	E

Comments:

VII. Professional Development

1. Keep current with knowledge skills and trends relevant to public libraries and librarianship in general and communicate with Board and Staff	U	P	F	G	E
2. Attend workshops and library meetings to professionally develop skills and knowledge of library services	U	P	F	G	E

Comments:

Approved by Library Board of Trustees on December 10, 2020

Additional Comments/Specific performance or development directives or goals:

Signatures

I have reviewed the attached evaluation and discussed it with the Library Director. My signature means that I have been advised of my performance status but does not necessarily imply that I agree or disagree with the evaluation.

Assistant Director's Signature ***Date***

The Library Director has prepared the attached evaluation. The contents of this evaluation and the assistant director's performance status have been discussed with the Assistant Director.

Library Director's Signature ***Date***

Professional Development Summary

Assistant Director

Name: _____ Hire Date _____

Please complete this form by writing in all professional development and community involvement opportunities you have participated in over the past year. Please indicate your goals, both professional and library specific, that you wish to achieve within the next year.

Professional Development:

Community Involvement:

Personal Goals:

Library Goals:

*This form needs to be submitted to the Library Director

_____ _____

Assistant Director's Signature ***Date***

DIRECTOR'S EVALUATION OF THE CIRCULATION LIBRARIAN

Evaluation of _____, Circulation Librarian
Evaluated by Morgan County Public Library Director, dated _____
Morgan County Library, Versailles, Missouri

Evaluation of ratings:
M= meets expectations
D=Does not meet expectations
U=Unable to evaluate

I. Duties and Responsibilities

1. Maintain proficiency in General Circulation Duties (attached to this description), which shall include but not be limited to the following:
   a. Remain attentive to patron needs; | M | D | U |
   b. Cull severely damaged, inappropriate, or unusable materials for the Director's attention; | M | D | U |
   c. Repair damaged materials as needed, following standard procedures; | M | D | U |
   d. Re-shelve materials; | M | D | U |
   e. Work with the reserve shelf; | M | D | U |
   f. Maintain the new materials shelf | M | D | U |
   g. Shelf-read the collection ; | M | D | U |
   h. Provide suggestions to the Director for new materials based on observations of incomplete series, imbalance of subject categories, trends in usage of materials, and patron feedback. | M | D | U |
   i. Assist patrons in charging and returning materials; | M | D | U |
   j. Work with library card records; and | M | D | U |
   k. Work with overdue records and fines. | M | D | U |
2. Answer the telephone, provide over-the-phone information and renewals; | M | D | U |
3. Keep the record of public computer usage; | M | D | U |
4. Keep the community room schedule; | M | D | U |
5. Receive and process daily mail and shipments; | M | D | U |
6. Provide related and ancillary patron services, such as requests for information, renewals, fax and photocopying services, examination proctoring, and computer scheduling. | M | D | U |
7. Source and prepare materials to be entered, following standard procedures. | M | D | U |

Comments:

	M	D	U
1. Perform other tasks as needed, under the supervision of the Director.			

Comments:

Approved by Library Board of Trustees on December 14, 2017

Additional Comments/Specific performance or development directives or goals:

Signatures

I have reviewed the attached evaluation and discussed it with the Director. My signature means that I have been advised of my performance status but does not necessarily imply that I agree or disagree with the evaluation.

Circulation Librarian Signature ***Date***

The Director has prepared the attached evaluation. The contents of this evaluation and the circulation librarian's performance status have been discussed with the librarian.

Director's Signature ***Date***

PERFORMANCE STANDARDS

COMMUNICATION

- Listens effectively M D U
- Responds clearly and directly M D U
- Displays computer and writing skills as required for the job M D U
- Keeps talk to quiet and appropriate level M D U

DEPENDABILITY and PUNCTUALITY

- Reports to work on time M D U
- Meets attendance requirements M D U
- Reports schedule changes promptly to director M D U
- Follows through on work assignments M D U

INTERPERSONAL SKILLS and PROFESSIONALISM

- Cooperates with staff M D U
- Is productive M D U
- Treats others with respect and dignity M D U
- Discourages negativity in the workplace M D U

ORGANIZATIONAL SKILLS and PRODUCTIVITY

- Keeps desk and work area clean M D U
- Manages priorities M D U
- Manages time well M D U
- Completes assignments on time and to specifications M D U

PATRON SERVICE

- Manages patron interaction in a polite and professional manner M D U
- Exhibits appropriate behavior toward patrons M D U
- Responds in a timely and appropriate manner to patrons M D U
- Directs patrons and assists in finding library material M D U

Approved by Library Board of Trustees on August 9, 2018.

DIRECTOR'S EVALUATION OF THE CHILDREN'S COLLECTION LIBRARIAN

Evaluation of _____, Children's Collection Librarian
Evaluated by Morgan County Public Library Director, dated _____
Morgan County Library, Versailles, Missouri

Evaluation of ratings:
M= meets expectations
D= Does not meet expectations
U=Unable to evaluate

I. Duties and Responsibilities

1.	Plan, design and present children's programming to promote reading and library use;	**M**	**D**	**U**
2.	Provide the Director with monthly attendance for all children's activities;	**M**	**D**	**U**
3.	Maintain an atmosphere appropriate for children;	**M**	**D**	**U**
4.	Provide patrons with instruction in the use of the Collection;	**M**	**D**	**U**
5.	Research and order a balanced selection of materials for the Collection;	**M**	**D**	**U**
6.	Catalog items for the Collection;	**M**	**D**	**U**
7.	Provide director with book order before the 1st of each month, minus December.	**M**	**D**	**U**

Comments:

II. Administration and Staff

1.	Train staff on shelving and shelf-reading of the Children's Collection;	**M**	**D**	**U**

Comments:

III. Other Duties

1.	Maintain proficiency in General Circulation Duties;	**M**	**D**	**U**
2.	Participate as needed in the operations of the Circulation Desk;	**M**	**D**	**U**
3.	Perform other tasks as needed, under the supervision of the Director.	**M**	**D**	**U**

Comments:

Approved by Library Board of Trustees on December 14, 2017 (Revised by Director December 17, 2018)

Additional Comments/Specific performance or development directives or goals:

Signatures

I have reviewed the attached evaluation and discussed it with the Director. My signature means that I have been advised of my performance status but does not necessarily imply that I agree or disagree with the evaluation.
disagree with the evaluation.

Children's Collection Librarian Signature ***Date***

The Director has prepared the attached evaluation. The contents of this evaluation and the librarian's performance status have been discussed with the Children's Collection Librarian.

Director's Signature ***Date***

PERFORMANCE STANDARDS

COMMUNICATION

- Listens effectively M D U
- Responds clearly and directly M D U
- Displays computer and writing skills as required for the job M D U
- Keeps talk to quiet and appropriate level M D U

DEPENDABILITY and PUNCTUALITY

- Reports to work on time M D U
- Meets attendance requirements M D U
- Reports schedule changes promptly to director M D U
- Follows through on work assignments M D U

INTERPERSONAL SKILLS and PROFESSIONALISM

- Cooperates with staff M D U
- Is productive M D U
- Treats others with respect and dignity M D U
- Discourages negativity in the workplace M D U

ORGANIZATIONAL SKILLS and PRODUCTIVITY

- Keeps desk and work area clean M D U
- Manages priorities M D U
- Manages time well M D U
- Completes assignments on time and to specifications M D U

PATRON SERVICE

- Manages patron interaction in a polite and professional manner M D U
- Exhibits appropriate behavior toward patrons M D U
- Responds in a timely and appropriate manner to patrons M D U
- Directs patrons and assists in finding library material M D U

Approved by Library Board of Trustees on August 9, 2018.

DIRECTOR'S EVALUATION OF THE CHILDREN'S SERVICE LIBRARIAN

Evaluation of _____, Children's Service Librarian
Evaluated by Morgan County Public Library Director, dated _____
Morgan County Library, Versailles, Missouri

Evaluation of ratings:
M= meets expectations
D= Does not meet expectations
U=Unable to evaluate

I. Duties and Responsibilities

1.	Plan, design and present children's programming to promote reading and library use;	**M**	**D**	**U**
2.	Provide the Director with monthly attendance for all children's activities;	**M**	**D**	**U**
3.	Maintain an atmosphere appropriate for children;	**M**	**D**	**U**
4.	Provide patrons with instruction in the use of the Collection;	**M**	**D**	**U**

Comments:

II. Administration and Staff

1.	Assist the Children's Collection Librarian in the training of staff on shelving and shelf-reading of the Children's Collection;	**M**	**D**	**U**

Comments:

III. Other Duties

1.	Maintain proficiency in General Circulation Duties;	**M**	**D**	**U**
2.	Participate as needed in the operations of the Circulation Desk;	**M**	**D**	**U**
3.	Perform other tasks as needed, under the supervision of the Director.	**M**	**D**	**U**

Comments:

Approved by Library Board of Trustees on December 14, 2017 (Revised by Director December 17, 2018) Reviewed October 13, 2022

Additional Comments/Specific performance or development directives or goals:

Signatures

I have reviewed the attached evaluation and discussed it with the Director. My signature means that I have been advised of my performance status but does not necessarily imply that I agree or disagree with the evaluation.
disagree with the evaluation.

Children's Service Librarian Signature ***Date***

The Director has prepared the attached evaluation. The contents of this evaluation and the librarian's performance status have been discussed with the Children's Collection Librarian.

Director's Signature ***Date***

PERFORMANCE STANDARDS

COMMUNICATION

- Listens effectively M D U
- Responds clearly and directly M D U
- Displays computer and writing skills as required for the job M D U
- Keeps talk to quiet and appropriate level M D U

DEPENDABILITY and PUNCTUALITY

- Reports to work on time M D U
- Meets attendance requirements M D U
- Reports schedule changes promptly to director M D U
- Follows through on work assignments M D U

INTERPERSONAL SKILLS and PROFESSIONALISM

- Cooperates with staff M D U
- Is productive M D U
- Treats others with respect and dignity M D U
- Discourages negativity in the workplace M D U

ORGANIZATIONAL SKILLS and PRODUCTIVITY

- Keeps desk and work area clean M D U
- Manages priorities M D U
- Manages time well M D U
- Completes assignments on time and to specifications M D U

PATRON SERVICE

- Manages patron interaction in a polite and professional manner M D U
- Exhibits appropriate behavior toward patrons M D U
- Responds in a timely and appropriate manner to patrons M D U
- Directs patrons and assists in finding library material M D U

Approved by Library Board of Trustees on August 9, 2018.

Years of Service	Circulation Librarian	Children's Librarian	Assistant Director	Director
0	24000.00	26000.00	29000.00	37000.00
1	24720.00	26780.00	29870.00	38110.00
2	25461.60	27583.40	30766.10	39253.30
3	26225.45	28410.90	31689.08	40430.90
4	27012.21	29263.23	32639.76	41643.83
5	27822.58	30141.13	33618.95	42893.14
6	28657.26	31045.36	34627.52	44179.93
7	29516.97	31976.72	35666.34	45505.33
8	30402.48	32936.02	36736.33	46870.49
9	31314.56	33924.10	37838.42	48276.61
10	32253.99	34941.83	38973.58	49724.91
11	33221.61	35990.08	40142.78	51216.65
12	34218.26	37069.78	41347.07	52753.15
13	35244.81	38181.88	42587.48	54335.75
14	36302.15	39327.33	43865.10	55965.82
15	37391.22	40507.15	45181.06	57644.79
16	38512.95	41722.37	46536.49	59374.14
17	39668.34	42974.04	47932.58	61155.36
18	40858.39	44263.26	49370.56	62990.02
19	42084.15	45591.16	50851.68	64879.72

Revised by Library Board of Trustees on December 8, 2023.

Disciplinary Policy

The Director commensurate with the offense or infraction will discipline employees.

- In most cases, minor offenses or infractions are noted with an informal verbal warning and corrective instructions, which will be documented.
- Repetition of the same offense or infraction or the commission of a more serious offense will result in a formal written warning accompanied by a notification that further offenses or infractions could subject an employee to termination.
- Serious offenses may result in immediate termination.
- Upon satisfactory correction of an offense or infraction, the employee may request that a written recognition of the improvement be included in his or her personnel file

Revised by Library Board of Trustees on September 23, 2021.

DISCIPLINARY ACTION FORM

EMPLOYEE: _____ POSITION: _____

DOCUMENTATION OF VERBAL WARNING

DOCUMENTATION NUMBER: _____

Verbal counseling was conducted on _____ Supervisor: _____

Issue(s):
☐ Attendance ☐ Carelessness ☐ Insubordination
☐ Safety ☐ Tardiness ☐ Work Quality
☐ Other: (i.e. dress): _____

Why employee was verbally warned? (Statement of Fact)

_____

_____

_____

How was the employee instructed to correct this problem?

_____

_____

_____

Supervisor will:

_____

_____

Follow up date: _____

Supervisor's signature: _____ Date: _____

TYPE OF ACTION:

DOCUMENTATION NUMBER: _____

☐ Formal Written Warning

☐ Suspension: Begins: _____ Ends: _____

☐ Termination: Effective: _____

Date(s) of Incident: _____ Time of Incident: _____

Description of the Incident(s) or Behavior(s):

Reported by:

Other Individuals who may have information:

Supporting Documentation, if any (please describe; attach copies of any documentation):

EMPLOYEE SECTION:
Employee Comments:

Other Individuals who may have information:

Supporting Documentation, if any (please describe; attach copies of any documentation):

Corrective Action Plan:

Next Action Step if Problem Continues:

Follow up

☐ Two weeks ☐ One month ☐ Three months ☐ Six months

I acknowledge receipt of this disciplinary action and that its contents have been discussed with me. I understand that my signature does not necessarily indicate agreement and that refusal to sign will not invalidate the disciplinary action. I understand that this form will be placed in my personnel file. I further have been informed that I may submit a written response to the information in this form, and that my written response will also be kept in my personnel file.

_____ _____

Employee Signature Date

_____ _____

Supervisor Signature Date

Revised by Library Board of Trustees on September 23, 2021.

CONFLICT OF INTEREST POLICY

Morgan County Library Board of Trustees and employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the library wishes to operate.

An actual or potential conflict of interest occurs when a trustee or employee is in a position to influence a decision that may result in a personal gain for that trustee, employee or for a relative as a result of library business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if a trustee or employee has any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to the Board of Trustees or Director as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

As a matter of rule, the trustee or employee will disclose any potential conflicts at the first board meeting of the calendar year, and at any other time deemed as necessary. Disclosure will be made in the form of a written statement and signed by that trustee or employee.

Personal gain may result not only in cases where a trustee, employee or relative has a significant ownership in a firm with which the Library does business, but also when a trustee, employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the firm.

Approved by Library Board of Trustees on January 12, 2017 Reviewed on August 12, 2021

Library Staff Code of Ethics

We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.

We uphold the principles of intellectual freedom and resist all efforts to censor library resources.

We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.

We recognize and respect intellectual property rights.

We treat co-workers and other colleagues with respect, fairness and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.

We do not advance private interests at the expense of library users, colleagues, or our employing institutions.*

We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provisions of access to their information resources.

We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of potential members of the profession.

*See Conflict of Interest Policy/Conflict of Interest Procedure Policy

Approved by Library Board of Trustees on March 9, 2017. Reviewed July 19, 2019

Morgan County Library Volunteer Application

Last	First	Middle
Street Address		Library Card #
City	State	Zip
Home Phone/Cell Phone	Emergency Contact	
E-mail	Relationship/Phone Number	
Date of Birth	Physical limitations	
Education	College	Degrees

Volunteer Opportunities

	Shelving Library Materials			Minor Maintenance
	Book Sale (annual in April)			Cleaning
	Story Time			Special Projects

Special Interests

Other Volunteer Experience

Work Experience

Days/Hours Available		
	Mornings (state time)	Afternoons (state time)
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Available for on-call work? Yes or No		

Applicant's Signature _____Date _____

Thank you for your interest in volunteering at the Morgan County Library. We will contact you with additional information on current opportunities and training. A personal interview may be scheduled at your convenience.

Morgan County Library 600 N Hunter St Versailles, MO 65084 573-378-5319

As a condition of volunteering, a free background check must be cleared prior to starting.

Adopted by Library Board of Trustees on May 14, 2015. Reviewed by Board on January 9, 2020.

Youth Volunteer Policy

Purpose

The Morgan County Library youth volunteers meet on the third Wednesday of each month at 3:00 p.m. for one hour. Volunteering is a great opportunity for children to become involved in their community and helps develop ownership and pride in the library.

Policy

The following guidelines apply to the youth volunteers.

1. The participants must be at least 12 years old.
2. The participants must be willing to follow instructions.
3. The participants must be respectful to the library staff and other participants.
4. Activities will be under the direction of the Children's Librarians and will include:
    - Shelving, shelf-reading, and cleaning books
    - Precutting paper activities for Story Time and Summer Reading Program
    - Sharpening pencils, crayons
    - Organizing or bagging snacks and/or activity sets for Story Time and Summer Reading Program

Name:_____DOB_____/_____/_____

Address:_____Ph:_____

Parent:_____ Signature:_____

Date:_____ Date:_____

Date:_____ Date:_____

Date:_____ Date:_____

Date:_____ Date:_____

Date:_____ Date:_____

Librarian:_____ Date:_____

Revised by Library Board of Trustees on February 14, 2019

Story Time (Children's activities) Policy

Purpose

The Morgan County Library provides Story Time each Wednesday morning at 10:00 a.m. Story Time introduces and celebrates children's literature by making it accessible to groups of children. As such, it is always conducted by one of the professional children's librarians or by an approved guest host.

Policy

The following guidelines apply to all guest hosts of children's activities.

5. The library will suggest theme and reading materials. Any additional materials will need to be approved by the Director and Children's Librarian.
6. Story time programs generally take 20-30 minutes. Reading, crafts, music and snacks, are usually provided. Feel free to dress up or to bring props as it relates to the story. Items to be used need to be approved by the Director and Children's Librarian.
7. Please arrive at least 15 minutes before story time is to begin. If you cannot make story time or see that you will be detained please call the library as soon as possible.
8. The Library asks that you take care to control the children present. If you need to stop reading or stop the activity to ask child/children to be quiet please do so. If you do not feel comfortable doing this please let the Children's Librarian know when planning the activity. Interruptive children can spoil a well planned event and it is unfair to the other children present. *Do not assume the parent will take charge.*
9. Will you submit to a background checked if asked? If you pass the library will reimburse for the charges.
10. A volunteer application must be filled out; be approved by the Director; be on file.

I have read and agree to the above Policy set by the Morgan County Library Board of Trustees.

Date_____ Name_____

Adopted by Library Board of Trustees on May 14, 2015. Reviewed August 8, 2019