



PERSONNEL POLICY

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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 policies, 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 thereto, 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.

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.

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.

Benefits

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. *Time off is covered in Personnel Policies.

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 the 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. SIMPLE IRA

- a. Eligibility requirements:
 - i. Earned at least \$5,000 of compensation in any two previous years, and
 - ii. Is reasonably expected to receive \$5,000 of compensation in the current year.
- b. The library will match employee contributions, up to 3% of compensation.
- c. Sign up must occur by the first of January.

3. LAGERS (effective in 2025)

- a. Employees that work a minimum of 1500 annual hours age eligible
- b. A member becomes vested, when they earn 60 months of credited service
- c. An employee must remain employed in a LAGERS-covered position for at least one year after the employer's effective date of membership

4. 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 employees.
- c. Employees must enroll during the Open Enrollment period from February 1st – 20th
- d. Employees are eligible for continued coverage in benefit programs after termination of employment as provided for by law.

Approved by Library Board of Trustees on August 10, 2017 Revised on January 9, 2025

Paid Time Off

Statement of Policy

Paid Time Off (PTO) is provided to non-probationary employees for planned and unplanned time away from work.

Leave Allowed

1. After the completion of a satisfactory probation period, employees will be credited the leave accrued from the starting date of employment.
2. Full time employees are eligible for 181.50 hours of leave through the fourth year of employment, 198 hours of leave from the fifth year to the ninth year of employment, 214.50 hours of leave from the tenth year to fourteenth year of employment 231 hours of leave from the fifteenth year to the nineteenth year of employment and 247.50 hours for twenty or more years of service.
3. Part-time employees are eligible for 90.75 hours of leave through the fourth year of employment, 99 hours of leave from the sixth year to the ninth year of employment, 107.25 hours of leave from the tenth year to fourteenth year of employment 115.5 hours of leave from the fifteenth year to the nineteenth year of employment and 123.75 hours for twenty or more years of service.

General Principles

1. In scheduling PTO, 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. PTO 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.
2. In the event that a paid holiday falls during an employee's time off, the holiday is not counted as part of the time off.
3. Carry Over
 - a. PTO may accumulate to a total of 577.50 (**742.50 would equal the original 90 days – 30 vacation/60 sick, taper down to not cause loss of time off**) hours for full-time employees and for 288.75 (**371.25**) hours for part-time employees.
4. Full time employees will be reimbursed for up to 247.50 hours (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 123.75 hours (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.
5. When a full time employee retires prior to his or her anniversary date, vacation will be paid up to the effective date of retirement.

PTO Hours Accrued Per Month

Years of Service	Full-Time (32-37.5 hrs/week)	Part-Time (16.5-21 hrs/week)
0-4	15.125	7.5625
5-9	16.5	8.25
10-14	17.875	8.9375
15-19	19.25	9.625
20+	20.625	10.3125

Approved by Library Board of Trustees on October 14, 2023.

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 PTO.

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. 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.
- 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 PTO 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.

Leave of Absence Without Pay

1. Unpaid leave of absence

- a. During periods of unpaid leave of absence, employees do not earn PTO or 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 PTO, and to the extent, such leave is available.

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.

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.

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.

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. Juneteenth – 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 (ALL DAY)
 - 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 $\frac{1}{2}$ 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 PTO is not charged as PTO.

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 that require time off or are not recorded webinars).
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?
 - Missouri Public Library Director Meetings – will be attended by the director each Summer and Winter.
 - Missouri Summer Reading Program Symposium – will be attended yearly by the Children's Librarians.
 - Missouri Library Association Annual Conference – will be attended yearly by the Director and one other employee.
 - Association of Rural and Small Libraries – will be attended yearly by the Director dependent on funding; local or grant.
 - 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.

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.

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 a closed executive session 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 session are able to attend. The employee may be asked to attend as well as others mentioned in the grievance.
7. An executive session public notice will be posted a minimum of 24 hours before the scheduled meeting.
8. During the session 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 session at the board's discretion. The board may make a decision on the grievance at this session or may adjourn for further investigation or counsel, in which case another executive session 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.

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.
- b. ***Approved by Library Board of Trustees on April 12, 2018 Reviewed on March 14, 2024.***

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 PTO 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.

CONDUCT ON DUTY

Attendance and Punctuality

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

Because of the necessity for staffing all public service points on an exact schedule, the importance of being on time cannot be emphasized enough. Frequent or habitual tardiness will not be tolerated. Punctuality is important for all employees, whether working with the public or in an office.

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 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 workday.
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.

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 work a minimum of 32 hours per week.
2. All employees have an appointed work schedule. Work shall begin and end at the appointed time, as set by the Library Director or designated supervisor.
3. All employees are allowed one 15-minute work break for every 4 hours worked
4. A 45-minute meal period is allowed for employees scheduled to work a full day; 8:30am-5:30pm

Behavior and Appearance

Statement of Policy

The Morgan County Library places great emphasis upon the matter of friendliness and courtesy on the part of its staff. Employees must always keep in mind that while on duty they represent the spirit and purpose of the library to its patrons.

General Principles

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.
4. Personal telephone calls should be kept to a minimum and are preferably made or received on a personal mobile phone. Calls should only occur away from public service areas.

Confidential Information

Information Pertaining to Patrons

Statement of Policy

It shall be the policy of the Morgan County Library that any information obtained because 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. 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 statute 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 the director's written designee as provided for by law.
3. Requests for release of patron information should be directed to the Director.

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 from 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 the 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. The selling or distributing of any type of merchandise or services by employees is always prohibited.
2. Employees are prohibited from solicitation of any kind during working time or at any time in public access areas.
3. Distribution of any materials or literature is prohibited during working time and distribution is always prohibited in any public access areas.

Drug and Alcohol Policy

Statement of Policy

Drug and alcohol abuse adversely affects job performance and the well-being of employees and the public. In compliance with the federal Drug-Free Workplace Act, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in any of the library's facilities. An employee violating this prohibition will be subject to dismissal.

General Principles

1. The use, possession, sale, transfer, purchase, or being under the influence of illegal drugs or illegal intoxicants or controlled substances by employees while on duty is prohibited.

Employee Verification of Personnel Policy Review

Statement of Policy

Staff members are expected to know and adhere to the library's current personnel policies. Employees will be asked to certify that they have received a printed copy of or a link to an electronic copy the Personnel Policies upon employment, will read through and familiarize themselves with the content, and agree to keep informed of changes during their employment period. Updates will be provided in a paperless format, available to all staff during their work hours.

Approved by Library Board of Trustees on June 13, 2024. Scheduled to come into effect on January 1, 2025, or upon the hiring of a new employee.

Job Descriptions

*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 All employees of 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.

Circulation Materials

1. When charging Library Circulation 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 bills 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 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. Opening and closing procedures
2. Receive daily mail:
3. Schedule use of the community room, per community room policy;
4. Refill supplies at the Circulation Desk and the public computers as needed;
5. Follow-up on materials that are required incomplete returned but not checked-in, etc.

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.

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

Qualifications

The ideal Circulation Librarian will possess:

- Thorough knowledge of standard library principles, methods, materials, and practices, especially as they relate to circulation operations and management.
- Any equivalent combination of training and experience sufficient to provide the knowledge, skills and abilities necessary for this position. and
- 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:

Circulation Services

1. Maintain proficiency in *General Circulation Duties

Staff Specific Duties

Administration

1. Ensure the proper maintenance of new patron library cards by preparing the library applications for filing. This involves creating labels that include both the patron's name and card number.

Collection

1. Accession all newly added adult books to the collection.
2. Assist the Circulations Manager with courier maintenance.
3. Assist the Director or Circulations Manager with the weeding/inventory collection lists.

Financial

1. Manages the proper processing of Baker & Taylor returns.

2. Identify the required materials and create orders for Demco (library supplies) and Smith Paper (janitorial supplies).

Public Relations

1. Generate and print lists whenever new adult books or DVDs are added to the collection.

Circulation Manager

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 Manager.

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

Qualifications

The ideal Circulation Manager will possess:

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

The Circulation Manager 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:

Circulation Services:

1. Maintain proficiency in *General Circulation Duties

Specific Staff Duties:

Administration

1. Manage employee leave by ensuring that requests for paid time off (PTO) are effectively processed and accurately maintained.
2. Maintain notary certification through the State of Missouri and perform notary duties according to Missouri Notary Law.
3. Send notifications and maintain records of patrons that have items that hit the LOST/60-day mark.

Collection

1. Accession all newly added young adult, juvenile and children's books to the collection.

2. Manage the courier system.
3. Assist the Director in the weeding and management of the collection.

Facilities

1. Maintain and use the Cricut as needed.
2. Create and maintain codes for the public computers.

Financial

1. Facilitate the creation, recording, and printing of checks, as well as making deposits and transferring funds in the absence of the Director.

Public Relations

1. Ensure the upkeep of the two primary calendars: the events calendar and the Saturday calendar. Additionally, update and maintain the Library calendar in Outlook.
2. Print signs for any upcoming closings.

Personnel

1. Train new staff using the new employee section of the manual.

Collection Manager

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

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

Qualifications

The ideal Collection Manager will possess:

- Thorough knowledge of standard library principles, methods, materials, and practices, especially as they relate to cataloging.
- Any equivalent combination of training and experience sufficient to provide the knowledge, skills and abilities necessary for this position; and
- The ability to lift at least thirty (30) pounds unassisted and at least fifty (50) pounds in cooperation with another employee.

The Collection Manager 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:

Circulation Services:

1. Maintain proficiency in General Circulation Duties to effectively cover the desk during periods of short staffing; otherwise, this role typically does not necessitate circulation desk responsibilities.

Specific Staff Duties:

Collection

1. Accession new material; including stickers for award books and genres.
2. Accurately catalog and classify library materials in compliance with Missouri Evergreen standards, including books, digital media, and other resources, using standardized classification systems such as Dewey Decimal System or Library of Congress Classification.
3. Utilizes policies and procedures for materials selection and acquisition.
4. Purchases monthly through the budget year to ensure a steady flow of materials to the public.

Personnel

1. Provides training for and supervises the part-time cataloger

Approved by Library Board of Trustees on January 9, 2025

Communications Manager

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

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

Qualifications

The ideal Communications Manager will possess:

- Completed course work in Public Relations, Journalism, or a related field, or
- Proven experience in communications, public relations, or related fields. Experience in managing teams and projects is often preferred; and
- Strong Writing and Editing Skills along with Familiarity with social media platforms, content management systems, and digital marketing tools.

The Communications Manager 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:

Circulation Services:

1. Maintain proficiency in *General Circulation Duties

Specific Staff Duties:

Financial

1. Utilizing the allocated budget, ensure the continuation of library promotional giveaways throughout the year.
2. Oversee the identification and acquisition of sponsorships for library programming, with a particular focus on the Summer Reading Program.

Public Relations

1. Regularly submitting a library article in the local newspaper, along with issuing any relevant press releases.
2. Develop a monthly library calendar for distribution to patrons and local news outlets.
3. Create a monthly digital newsletter and ensure that the mailing lists are updated accordingly.

4. Develop a PowerPoint presentation or utilize another digital format to promote the library and its upcoming events for display on televisions or other resources.
5. Create social media content aimed at enhancing engagement while promoting library services, events, and resources.
6. Create and maintain library website.

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 and will be held responsible for the operation and management of the Morgan County Library, consistent with the policies determined by the Trustees.

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

Qualifications

The ideal 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 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. Works with the board to develop and maintain policies, with ongoing systematic reviewing.
2. Creates the monthly board agenda and ensures that current financial and statistical reports are available for review.
3. Plan and coordinate library services and operations.
4. Prepares required reports and certifications to maintain state recognition as a public library.
5. Works with the board to develop the library's strategic plan and sees to it that the plan is monitored and updated every 3-5 years.

Collection

1. Utilizes policies and procedures for materials selection and acquisition.
2. Develops a collection with a variety of formats and media, including digital materials.
3. Purchases monthly through the budget year to ensure a steady flow of materials to the public.
4. Supervise and direct the cataloging and classification of the collection.
5. Utilizes a systematic method for material removal to maintain the relevancy of the collection to community needs.

Facilities

1. Oversees the condition of the grounds.
2. Oversees the condition of the building.
3. Maintains the library furniture; repair or replace when damaged or worn.
4. Maintains the library equipment; repair or replace when damaged or worn.
5. Utilizes a written maintenance plan for the facility with an annual checklist of tasks to complete.

Financial

1. Follows fiscal procedures consistent with Missouri state law in preparing, presenting, and administering the annual budget.
2. Prepares payroll including federal and state payroll taxes.
3. Manages all expenditures in a timely manner and in line with the approved budget.
4. Manages all income; including state aid, tax revenue, investment income, library service income, grants and donations and any other miscellaneous income.
5. Shares monthly budget reports and vouchers with the board.

Personnel

1. Provides hiring recommendations for the selection of new employees.
2. Supervises and evaluates library staff (yearly performance evaluations).
3. Maintains and updates procedure manuals for all job descriptions.
4. Delegates authority to employees; appropriate to the position held.
5. Provides training appropriate for job tasks and acquires professional development through local and national offerings.

Public Relations

1. Maintains collaborations with local and area partnerships, organizations, schools and continually looks for other forms of collaboration.
2. Makes sure that communication is maintained with the public through news outlets, social media, website, digital signage, etc.
3. Shares and maintains library policies, board agendas and minutes and newsletter on website.
4. Plans, schedules and oversees programming at the library and in the community.
5. Provides opportunity for public inquiry and responds in a timely manner.

Part-Time Cataloger and Program 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 Part-Time Cataloger and Program Librarian.

This is an hourly paid position. Applicants may be required to submit to a background check.

Qualifications

The ideal Part-Time Cataloger and Program Librarian will possess:

- Thorough knowledge of standard library principles, methods, materials, and practices, especially as they relate to circulation operations and management.
- Any equivalent combination of training and experience sufficient to provide the knowledge, skills and abilities necessary for this position. and
- The ability to lift at least thirty (30) pounds unassisted and at least fifty (50) pounds in cooperation with another employee.

The Part-Time Cataloger and Program 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:

Circulation Services

1. Maintain proficiency in *General Circulation Duties

Specific Staff Duties

Administration

1. Programming for Children
 - Assist the Youth Services and Outreach Librarian with programs for children including, but not limited to:
 - Library Homeschool Day
 - Saturday Activities
 - Family Day
 - Construction Site Saturday
 - Story Time (Weekly)
 - 5+ aged children
 - Summer Reading Program
 - Crafts

Collection

1. Accession DVDs.
2. Accurately catalog and classify library materials in compliance with Missouri Evergreen standards, including books, digital media, and other resources, using standardized classification systems such as Dewey Decimal System or Library of Congress Classification.

Part-Time Circulation and Display 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 Part-Time Circulation and Display Librarian.

This is an hourly paid position. Applicants may be required to submit to a background check.

Qualifications

The ideal Part-Time Circulation and Display Librarian will possess:

- Thorough knowledge of standard library principles, methods, materials, and practices, especially as they relate to circulation operations and management.
- Any equivalent combination of training and experience sufficient to provide the knowledge, skills and abilities necessary for this position. and
- The ability to lift at least thirty (30) pounds unassisted and at least fifty (50) pounds in cooperation with another employee.

The Part-Time Circulation and Display 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:

Circulation Services

1. Maintain proficiency in *General Circulation Duties

Specific Staff Duties

Administration

1. Maintain eCard applications.
2. Maintain reserve shelf.
3. Maintain transit list.

Facilities/Public Relations

1. Create and maintain displays throughout the library.
2. Keep the passive program areas stocked and organized.

Approved by Library Board of Trustees on January 9, 2025

Youth Services and Community Outreach 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 Youth Services and Community Outreach Librarian.

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

Qualifications

The ideal Youth Services and Community Outreach Librarian will possess:

1. Thorough knowledge of standard library principles, methods, materials, and practices, especially as they relate to the operations and management of library programming, with emphasis on children's programming; or
2. Any equivalent combination of training and experience sufficient to provide the knowledge, skills and abilities necessary for this position; and
3. The ability to lift at least thirty (30) pounds unassisted and at least fifty (50) pounds in cooperation with another employee.

The Youth Services and Community Outreach 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:

Circulation Services

1. Maintain proficiency in *General Circulation Duties

Specific Staff Duties

Administration

1. Programming for Children
 - Plan and implement programs for children including, but not limited to:
 - 1000 Books Before Kindergarten
 - Library Homeschool Day
 - Saturday Activities
 - Offsite Story Time
 - Messy Day
 - Story Time (Weekly)
 - Summer Reading Program

2. Programming for Adults

- Plan and implement programs for adults including, but not limited to
 - Escape Room
 - Skillset
 - Trivia Night

3. Outreach

- Provide material, programs, etc. to various community organizations, schools, etc.
 - Daycares
 - Food Pantry
 - Little Free Library
 - Nursing Facilities
 - Schools

Bidding for Contracted Services

According to Missouri State Statutes, all purchases in excess of ten thousand dollars shall be based on competitive bids.

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.

Job Descriptions – Contracted Labor

Grounds Keeper

The Grounds Keeper is a contracted service offered by an individual or company on a seasonal basis.

Duties and Responsibilities:

The main responsibility of the groundskeeper is to open and close the planting beds and gardens of the Morgan County Library during spring and fall. They will monitor the gardens weekly from April 1 to October 1 to assess needs and carry out the specified services.

The duties include, but are not limited to, the following:

- In late March, top dress the mulch and apply Preen or a similar product to prevent weed growth, ensuring the chemical is watered into the mulch.
- Hand weed as necessary.
- Prune and shape garden trees as required, paying attention to large, old trees on the property and advising on any trimming needs.
- In late September, trim back plants and tidy the gardens in preparation for fall.
- Discuss any replacement plant needs with the Library Director.
- Plant small replacement plants as necessary.
- Apply chemical weed control in the garden beds and parking lots as needed.
- Advise the Library Director about garden issues and supplies required.

The contractor will provide a written estimate for the opening and closing costs, including chemicals and labor, for the Director's approval. Payment for monitoring will be based on a mutually determined hourly rate, with invoices in accordance with the agreed terms.

Services will be compensated as agreed and invoiced.

Terms of Agreement

Signature: _____ Date: _____

Approved by Library Board of Trustees on September 14, 2017. Revised by Board of Trustees August 14, 2025

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: _____

Cleaning Services

This is a 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 or 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 $\frac{1}{2}$ 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.

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: _____

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: _____

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.

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 flow 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 fifth 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.

Prerequisite: 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 County, 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: _____ *Revised by Library Board of Trustees on July 10, 2025*

Evaluation Forms

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 improve 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

Circulation Librarian

Performance Standards

SCORE		Comments
	Communication: Listens effectively, responds clearly and directly, displays computer and writing skills required for the job and keeps talk to a quiet and appropriate level.	
	Dependability and Punctuality: Report to work on time, meets attendance requirements, reports schedule changes promptly to director and follows through on work assignments.	
	Interpersonal Skills and Professionalism: Cooperates with staff, is productive, treats others with respect and dignity, and discourages negativity in the workplace.	
	Organization Skills and Productivity: Keeps desk and work area clean, manages priorities, manages time well and completes assignments on time and to specifications.	
	Patron Service: Manages patron interaction in a polite and professional manner, exhibits appropriate behavior toward patrons, responds in a timely and appropriate manner to patrons and directs patrons and assists in finding library material.	

TOTALS	TOP	EXCEEDS	MEETS	NEEDS	UNDER
	0	0	0	0	0

General Circulation

SCORE		Comments
	Opening and Closing routines: server, turning on computers, running overdue reports, book drop, holds list, shelving material.	
	Scanning and printing services: manage copies printed by patrons, help facilitate scans and send faxes for patrons.	
	Materials: unpack new materials, mark order forms and give packing slips to director, magazines need to be marked in the excel form and given to the cataloger. Donations management including room on the sale shelf and the annual book sale.	
	Holds/Issue shelf: if hold is not picked up, cancel and transit or reshelf and items that are damaged should be marked with a post it and the patron notified.	
	Shelf Reading: assigned weekly, check for proper locations, worn and damaged items, outdated material, maintain comfortable ends, etc.	

TOTALS	TOP	EXCEEDS	MEETS	NEEDS	UNDER
	0	0	0	0	0

Specific Duties

SCORE		Comments
	Facilitates B&T returns.	
	Assist with courier, covers staff and empties deliveries and sorts material.	
	Assist director with inventory and weeding.	
	Finishes new patron cards for filing.	
	Creates new item list for DVDs and adult books.	
	Orders material needed from DEMCO and Smith Paper Company.	
	Sources new adult fiction books.	

TOTALS

TOP	EXCEEDS	MEETS	NEEDS	UNDER
0	0	0	0	0

General Assessment

What's been going well and why?	
What could be improved and why?	

Circulation Manager

Performance Standards

SCORE		Comments
	Communication: Listens effectively, responds clearly and directly, displays computer and writing skills required for the job and keeps talk to a quiet and appropriate level.	
	Dependability and Punctuality: Report to work on time, meets attendance requirements, reports schedule changes promptly to director and follows through on work assignments.	
	Interpersonal Skills and Professionalism: Cooperates with staff, is productive, treats others with respect and dignity, and discourages negativity in the workplace.	
	Organization Skills and Productivity: Keeps desk and work area clean, manages priorities, manages time well and completes assignments on time and to specifications.	
	Patron Service: Manages patron interaction in a polite and professional manner, exhibits appropriate behavior toward patrons, responds in a timely and appropriate manner to patrons and directs patrons and assists in finding library material.	

TOTALS	TOP	EXCEEDS	MEETS	NEEDS	UNDER
	0	0	0	0	0

General Circulation

SCORE		Comments
	Opening and Closing routines: server, turning on computers, running overdue reports, book drop, holds list, shelving material.	
	Scanning and printing services: manage copies printed by patrons, help facilitate scans and send faxes for patrons.	
	Materials: unpack new materials, mark order forms and give packing slips to director, magazines need to be marked in the excel form and given to the cataloger. Donations management including room on the sale shelf and the annual book sale.	
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	Shelf Reading: assigned weekly, check for proper locations, worn and damaged items, outdated material, maintain comfortable ends, etc.	

TOTALS	TOP	EXCEEDS	MEETS	NEEDS	UNDER
	0	0	0	0	0

Specific Duties

SCORE		Comments
	Accessions new children, juvenile and ya books	
	Manages all aspects of the courier system	
	Shares closing information through physical signs	
	Cricut as needed	
	Emergency Financial Responsibilities: create, record and print checks, deposits, and moves money.	
	Maintains staff leave documentation and approval	
	Generates and maintains PC Codes	
	Provides notary services	
	Maintains 60 day overdues and no books	
	Trains new staff or new procedures	

TOTALS

TOP	EXCEEDS	MEETS	NEEDS	UNDER
0	0	0	0	0

General Assessment

What's been going well and why?	
What could be improved and why?	

Collection Manager

Performance Standards

SCORE		Comments
	Communication: Listens effectively, responds clearly and directly, displays computer and writing skills required for the job and keeps talk to a quiet and appropriate level.	
	Dependability and Punctuality: Report to work on time, meets attendance requirements, reports schedule changes promptly to director and follows through on work assignments.	
	Interpersonal Skills and Professionalism: Cooperates with staff, is productive, treats others with respect and dignity, and discourages negativity in the workplace.	
	Organization Skills and Productivity: Keeps desk and work area clean, manages priorities, manages time well and completes assignments on time and to specifications.	
	Patron Service: Manages patron interaction in a polite and professional manner, exhibits appropriate behavior toward patrons, responds in a timely and appropriate manner to patrons and directs patrons and assists in finding library material.	

TOTALS	TOP	EXCEEDS	MEETS	NEEDS	UNDER
	0	0	0	0	0

General Circulation

SCORE		Comments
	Opening and Closing routines: server, turning on computers, running overdue reports, book drop, holds list, shelving material.	
	Scanning and printing services: manage copies printed by patrons, help facilitate scans and send faxes for patrons.	
	Materials: unpack new materials, mark order forms and give packing slips to director, magazines need to be marked in the excel form and given to the cataloger. Donations management including room on the sale shelf and the annual book sale.	
	Holds/Issue shelf: if hold is not picked up, cancel and transit or reshelf and items that are damaged should be marked with a post it and the patron notified.	
	Shelf Reading: assigned weekly, check for proper locations, worn and damaged items, outdated material, maintain comfortable ends, etc.	

TOTALS	TOP	EXCEEDS	MEETS	NEEDS	UNDER
	0	0	0	0	0

Specific Duties

SCORE		Comments
	Accessions new material (books)	
	Catalogs children's content	
	Catalogs juvenile content	
	Catalogs YA content	
	Catalogs adult content	
	Updates existing records	
	Orders children's content	
	Orders juvenile content	
	Orders new YA content	
	Orders new graphic novel content	

TOTALS

TOP	EXCEEDS	MEETS	NEEDS	UNDER
0	0	0	0	0

General Assessment

What's been going well and why?	
What's been going well and why?	

Approved by Library Board of Trustees on January 9, 2025

Communications Manager

Performance Standards

SCORE		Comments
	Communication: Listens effectively, responds clearly and directly, displays computer and writing skills required for the job and keeps talk to a quiet and appropriate level.	
	Dependability and Punctuality: Report to work on time, meets attendance requirements, reports schedule changes promptly to director and follows through on work assignments.	
	Interpersonal Skills and Professionalism: Cooperates with staff, is productive, treats others with respect and dignity, and discourages negativity in the workplace.	
	Organization Skills and Productivity: Keeps desk and work area clean, manages priorities, manages time well and completes assignments on time and to specifications.	
	Patron Service: Manages patron interaction in a polite and professional manner, exhibits appropriate behavior toward patrons, responds in a timely and appropriate manner to patrons and directs patrons and assists in finding library material.	

TOTALS	TOP	EXCEEDS	MEETS	NEEDS	UNDER
	0	0	0	0	0

General Circulation

SCORE		Comments
	Opening and Closing routines: server, turning on computers, running overdue reports, book drop, holds list, shelving material.	
	Scanning and printing services: manage copies printed by patrons, help facilitate scans and send faxes for patrons.	
	Materials: unpack new materials, mark order forms and give packing slips to director, magazines need to be marked in the excel form and given to the cataloger. Donations management including room on the sale shelf and the annual book sale.	
	Holds/Issue shelf: if hold is not picked up, cancel and transit or reshelf and items that are damaged should be marked with a post it and the patron notified.	
	Shelf Reading: assigned weekly, check for proper locations, worn and damaged items, outdated material, maintain comfortable ends, etc.	

TOTALS	TOP	EXCEEDS	MEETS	NEEDS	UNDER
	0	0	0	0	0

Specific Duties

SCORE		Comments
	Creates and delivers weekly Bookworm for local newspaper	
	Creates calendar of events for patrons and news outlets	
	Creates monthly e-newsletter for patrons	
	Purchases and maintains promotional material	
	Creates and shares new book lists with school librarians	
	Maintains all social media content: Facebook, Instagram, Twitter(X)	
	Generates sponsorship for SRP and any other programming with extra funding needs as a contact with local businesses	
	Creates, maintains and updates library website	

TOTALS

TOP	EXCEEDS	MEETS	NEEDS	UNDER
0	0	0	0	0

General Assessment

What's been going well and why?	
What could be improved and why?	

Approved by Library Board of Trustees on January 9, 2025

Director

Administration

SCORE		Comments
	1:Works with the board to develop and maintain policies, with ongoing systematic reviewing.	
	2:Creates the monthly board agenda and ensures that current financial and statistical reports are available for review.	
	3:Plan and coordinate library services and operations.	
	4:Prepares required reports and certifications to maintain state recognition as a public library.	
	5:Works with the board to develop the library's strategic plan and sees to it that the plan is monitored and updated every 3-5 years.	

TOTALS	TOP	EXCEEDS	MEETS	NEEDS	UNDER	
	0	0	0	0	0	

Collection

SCORE		Comments
	1:Utilizes policies and procedures for materials selection and acquisition.	
	2:Develops a collection with a variety of formats and media, including digital materials.	
	3:Purchases monthly through the budget year to ensure a steady flow of materials to the public.	
	4:Supervise and direct the cataloging and classification of the collection.	
	5:Utilizes a systematic method for material removal to maintain the relevancy of the collection to community needs.	

TOTALS	TOP	EXCEEDS	MEETS	NEEDS	UNDER	
	0	0	0	0	0	

Facilities

SCORE		Comments
	1:Oversee the condition of the grounds.	
	2:Oversee the condition of the building.	

	3: Maintain the library furniture; repair or replace when damaged or worn.	
	4: Maintain the library equipment; repair or replace when damaged or worn.	
	5: Utilizes a written maintenance plan for the facility with an annual checklist of tasks to complete.	

TOTALS	TOP	EXCEEDS	MEETS	NEEDS	UNDER	
	0	0	0	0	0	

Financial

SCORE		Comments
	1: Follows fiscal procedures consistent with Missouri state law in preparing, presenting, and administering the annual budget.	
	2: Prepares payroll including federal and state payroll taxes.	
	3: Manages all expenditures in a timely matter and in line with the approved budget.	
	4: Manages all income; including state aid, tax revenue, investment income, library service income, grants and donations and any other miscellaneous income.	
	5: Shares monthly budget reports and vouchers with the board.	

TOTALS	TOP	EXCEEDS	MEETS	NEEDS	UNDER	
	0	0	0	0	0	

Personnel

SCORE		Comments
	1: Provides hiring recommendations for the selection of new employees.	
	2: Supervises and evaluates library staff (yearly performance evaluations).	
	3: Maintains and updates procedure manuals for all job descriptions.	
	4: Delegates authority to employees; appropriate to the position held.	
	5: Provides training appropriate for job tasks and acquires professional development through local and national offerings.	

TOTALS	TOP	EXCEEDS	MEETS	NEEDS	UNDER	
	0	0	0	0	0	

Public Relations

SCORE		Comments
	1:Maintains collaborations with local and area partnerships, organizations, schools and continually looks for other forms of collaboration.	
	2:Makes sure that communication is maintained with the public through news outlets, social media, website, digital signage, etc.	
	3:Shares and maintains library policies, board agendas and minutes and newsletter on website.	
	4:Plans, schedules and oversees programming at the library and in the community.	
	5:Provides opportunity for public inquiry and responds in a timely manner.	

TOTALS	TOP	EXCEEDS	MEETS	NEEDS	UNDER	
	0	0	0	0	0	

Part Time Cataloger and Program Librarian

Performance Standards

SCORE		Comments
	Communication: Listens effectively, responds clearly and directly, displays computer and writing skills required for the job and keeps talk to a quiet and appropriate level.	
	Dependability and Punctuality: Report to work on time, meets attendance requirements, reports schedule changes promptly to director and follows through on work assignments.	
	Interpersonal Skills and Professionalism: Cooperates with staff, is productive, treats others with respect and dignity, and discourages negativity in the workplace.	
	Organization Skills and Productivity: Keeps desk and work area clean, manages priorities, manages time well and completes assignments on time and to specifications.	
	Patron Service: Manages patron interaction in a polite and professional manner, exhibits appropriate behavior toward patrons, responds in a timely and appropriate manner to patrons and directs patrons and assists in finding library material.	

TOTALS	TOP	EXCEEDS	MEETS	NEEDS	UNDER
	0	0	0	0	0

General Circulation

SCORE		Comments
	Opening and Closing routines: server, turning on computers, running overdue reports, book drop, holds list, shelving material.	
	Scanning and printing services: manage copies printed by patrons, help facilitate scans and send faxes for patrons.	
	Materials: unpack new materials, mark order forms and give packing slips to director, magazines need to be marked in the excel form and given to the cataloger. Donations management including room on the sale shelf and the annual book sale.	
	Holds/Issue shelf: if hold is not picked up, cancel and transit or reshelf and items that are damaged should be marked with a post it and the patron notified.	
	Shelf Reading: assigned weekly, check for proper locations, worn and damaged items, outdated material, maintain comfortable ends, etc.	

TOTALS	TOP	EXCEEDS	MEETS	NEEDS	UNDER
	0	0	0	0	0

Specific Duties

SCORE		Comments
	Accessions DVDs	
	Catalogs DVDs	
	Assist's Collection Management Cataloger with updating existing records	
	Plans and conducts Saturday activities: First Saturdays and Construction Site Saturdays	
	Plans and conducts craft activities during SRP	
	Plans and conducts a weekly story time for school age attendees	

TOTALS	TOP	EXCEEDS	MEETS	NEEDS	UNDER	
	0	0	0	0	0	

General Assessment

What's been going well and why?	
What could be improved and why?	

Approved by Library Board of Trustees on January 9, 2025

Part Time Circulation and Display Librarian

Performance Standards

SCORE		Comments
	Communication: Listens effectively, responds clearly and directly, displays computer and writing skills required for the job and keeps talk to a quiet and appropriate level.	
	Dependability and Punctuality: Report to work on time, meets attendance requirements, reports schedule changes promptly to director and follows through on work assignments.	
	Interpersonal Skills and Professionalism: Cooperates with staff, is productive, treats others with respect and dignity, and discourages negativity in the workplace.	
	Organization Skills and Productivity: Keeps desk and work area clean, manages priorities, manages time well and completes assignments on time and to specifications.	
	Patron Service: Manages patron interaction in a polite and professional manner, exhibits appropriate behavior toward patrons, responds in a timely and appropriate manner to patrons and directs patrons and assists in finding library material.	

TOTALS	TOP	EXCEEDS	MEETS	NEEDS	UNDER
	0	0	0	0	0

General Circulation

SCORE		Comments
	Opening and Closing routines: server, turning on computers, running overdue reports, book drop, holds list, shelving material.	
	Scanning and printing services: manage copies printed by patrons, help facilitate scans and send faxes for patrons.	
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	Shelf Reading: assigned weekly, check for proper locations, worn and damaged items, outdated material, maintain comfortable ends, etc.	

TOTALS	TOP	EXCEEDS	MEETS	NEEDS	UNDER
	0	0	0	0	0

Specific Duties

SCORE		Comments
	Maintains ecards	
	Creates and maintains displays including posters in the kid's rooms.	
	Maintains passive programs including: puzzle, board games, coloring pages	
	Maintains the reserve shelf	
	Creates and maintains endcaps and new book display in the easy area	
	Maintains the transit list.	

TOTALS	TOP	EXCEEDS	MEETS	NEEDS	UNDER	
	0	0	0	0	0	

General Assessment

What's been going well and why?	
What could be improved and why?	

Approved by Library Board of Trustees on January 9, 2025

Youth Services and Community Outreach

Performance Standards

SCORE		Comments
	Communication: Listens effectively, responds clearly and directly, displays computer and writing skills required for the job and keeps talk to a quiet and appropriate level.	
	Dependability and Punctuality: Report to work on time, meets attendance requirements, reports schedule changes promptly to director and follows through on work assignments.	
	Interpersonal Skills and Professionalism: Cooperates with staff, is productive, treats others with respect and dignity, and discourages negativity in the workplace.	
	Organization Skills and Productivity: Keeps desk and work area clean, manages priorities, manages time well and completes assignments on time and to specifications.	
	Patron Service: Manages patron interaction in a polite and professional manner, exhibits appropriate behavior toward patrons, responds in a timely and appropriate manner to patrons and directs patrons and assists in finding library material.	

TOTALS	TOP	EXCEEDS	MEETS	NEEDS	UNDER
	0	0	0	0	0

General Circulation

SCORE		Comments
	Opening and Closing routines: server, turning on computers, running overdue reports, book drop, holds list, shelving material.	
	Scanning and printing services: manage copies printed by patrons, help facilitate scans and send faxes for patrons.	
	Materials: unpack new materials, mark order forms and give packing slips to director, magazines need to be marked in the excel form and given to the cataloger. Donations management including room on the sale shelf and the annual book sale.	
	Holds/Issue shelf: if hold is not picked up, cancel and transit or reshelf and items that are damaged should be marked with a post it and the patron notified.	
	Shelf Reading: assigned weekly, check for proper locations, worn and damaged items, outdated material, maintain comfortable ends, etc.	

TOTALS	TOP	EXCEEDS	MEETS	NEEDS	UNDER
	0	0	0	0	0

Specific Duties

SCORE		Comments
	Maintains 1000 books before kindergarten	
	Creates and facilitates the yearly Escape Room	
	Plans and conducts a monthly event for homeschool families	
	Outreach: daycares (summer), food pantry and little library deliveries, nursing facility programming, school interaction: including book baskets, story time, special events and field trips	
	Plans and conducts Saturday activities: Ranch House and Messy Day	
	Attends yearly scare on the square/Stover park events	
	Plans and conducts a monthly story time for Skillset	
	Plans, coordinates and conducts Summer Reading Program.	
	Plans and conducts weekly story time	

TOTALS

TOP	EXCEEDS	MEETS	NEEDS	UNDER
0	0	0	0	0

General Assessment

What's been going well and why?	
What could be improved and why?	

Approved by Library Board of Trustees on January 9, 2025



Salary Schedule

Years	Part Time	Circulation	Circulation Manager	Youth and Community Outreach	Collection Manager	Director
0	15.50	27495.00	30495.00	32495.00	35495.00	42495.00
1	15.97	28319.85	31409.85	33469.85	36559.85	43769.85
2	16.44	29169.45	32352.15	34473.95	37656.65	45082.95
3	16.94	30044.53	33322.71	35508.16	38786.34	46435.43
4	17.45	30945.86	34322.39	36573.41	39949.94	47828.50
5	17.97	32374.24	35852.06	38170.61	41648.43	49263.35
6	18.51	33345.47	36927.62	39315.73	42897.89	50741.25
7	19.06	34345.83	38035.45	40495.20	44184.82	52263.49
8	19.63	35376.21	39176.52	41710.06	45510.37	53831.39
9	20.22	36437.49	40351.81	42961.36	46875.68	55446.34
10	20.83	38030.62	42062.37	44750.20	48781.95	57109.73
11	21.46	39171.54	43324.24	46092.71	50245.41	58823.02
12	22.10	40346.68	44623.97	47475.49	51752.77	60587.71
13	22.76	41557.08	45962.68	48899.75	53305.35	62405.34
14	23.45	42803.80	47341.56	50366.74	54904.51	64277.50
15	24.15	44587.91	49261.81	52377.75	57051.65	66205.83
16	24.87	45925.55	50739.67	53949.08	58763.20	68192.00
17	25.62	47303.31	52261.86	55567.55	60526.09	70237.76
18	26.39	48722.41	53829.71	57234.58	62341.88	72344.89
19	27.18	50184.08	55444.60	58951.62	64212.13	74515.24
20	27.99	52189.61	57607.94	61220.16	66638.50	76750.70

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

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:

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

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.

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

Applications

Employee Application

600 N Hunter • Versailles, MO 65084

Phone (573) 378-5319 • Fax (573) 378-6166 • www.morgancountylibrary.org

Please complete all sections of this application. This information will be used to determine your eligibility. If you are selected to participate in the interview process, you will be contacted. Résumés may be submitted in addition to this application. MCL is an equal opportunity employer.

Position(s) applying for _____ Date _____

CONTACT INFORMATION

Name _____
Last/First/Middle _____

Address _____
Street _____

City/State/ZIP code _____

Primary phone no. _____ Secondary phone no. _____

Email address _____

BACKGROUND INFORMATION

Have you ever worked under a different name? Yes No

If yes, list name(s) _____

Are you eligible for employment in the U.S.? Yes No

Are you at least 16 years of age? Yes No

Do you have a relative either employed by the MCL System or on the Library Board? Yes No

If yes, state name and relationship _____

Have you ever been employed by the library before? Yes No

If yes, state dates and job title(s) _____

Do you prefer Full-time Part-time Number of hours desired per week? _____

When will you be available to begin work? _____

List hours you are available: Weekdays _____ Evenings _____ Weekends _____

How did you learn of this opening? MCL employee MCL website MCL Facebook page
 Newspaper Other (explain) _____

EDUCATION & SKILLS

High School/GED

Name and location of school _____

Number of years completed _____ Graduated degree _____

College

Name and location of school _____

Number of years completed _____ Graduated degree and major _____

Other

Name and location of school _____

Number of years completed _____ Graduated degree and major _____

Check the boxes below that apply to your current skills.

Software

Word Processing _____

Operating Systems

Microsoft Windows

Other Skills

Typing ____ wpm

Spreadsheet _____

Apple OS X

Familiar with Internet

Presentation _____

Database _____

List other skills/qualifications including customer service _____

EMPLOYMENT HISTORY

Begin with most current position. Please include military service assignments and volunteer activities. Your application will not be considered unless it is filled out completely. You may include an additional employment history page if necessary.

Company/Organization _____

Address _____

Nature of business _____

Supervisor's name & title _____ Phone no. _____

Employment dates _____ to _____ Full-time Part-time Volunteer

Job title _____

Salary: starting _____ leaving _____

Duties and responsibilities _____

Reason for leaving _____

Company/Organization _____

Address _____

Nature of business _____

Supervisor's name & title _____ Phone no. _____

Employment dates _____ to _____ Full-time Part-time Volunteer

Job title _____

Salary: starting _____ leaving _____

Duties and responsibilities _____

Reason for leaving _____

Company/Organization _____

Address _____

Nature of business _____

Supervisor's name & title _____ Phone no. _____

Employment dates _____ to _____ Full-time Part-time Volunteer

Job title _____

Salary: starting _____ leaving _____

Duties and responsibilities _____

Reason for leaving _____

Company/Organization _____

Address _____

Nature of business _____

Supervisor's name & title _____ Phone no. _____

Employment dates _____ to _____ Full-time Part-time Volunteer

Job title _____

Salary: starting _____ leaving _____

Duties and responsibilities _____

Reason for leaving _____

We may contact the employers listed on the previous page unless you indicate otherwise.

Do not contact employer number(s) _____

Reason _____

Have you ever been discharged or forced to resign from any position? Yes No

If yes, explain (include employer and year) _____

REFERENCES

List only references who have knowledge of your work-related abilities/skills. Do not include family members or personal friends if possible.

Name	Relationship	Telephone no.
_____	_____	_____
_____	_____	_____
_____	_____	_____

PLEASE READ CAREFULLY AND SIGN BELOW

I, the undersigned, state that the information in this application is true and complete. I understand that to falsify information, misrepresent information or make any omission is grounds for refusing to hire me, or for discharge should I be hired. The Morgan County Library (MCL) Board of Trustees is authorized, through its board members, officers, employees and/or agents, to investigate all statements made on this application.

I authorize MCL to make any investigation of my personal employment history and authorize any current or former employer, person, firm, corporation, school, credit agency, or government agency to provide to the Library any information they have concerning me. In consideration of the Library's review of this application, I release the Library, its board members, officers, employees and agents, as well as all providers of information, from any liability as a result of furnishing, receiving or soliciting this information.

I understand and agree that neither this application nor any offer of employment from MCL constitutes an employment contract. If an employment relationship is established, I understand that I, or MCL, may terminate my employment at any time for any reason. For all purposes, I will be an "at-will" employee.

Applicant's Signature _____ Date _____

The Morgan County Library does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, veteran status, sexual orientation or other protected status.

FOR OFFICE USE ONLY

Received date _____ initials _____

Interview date _____ initials _____

Response date _____ initials _____

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.

Approved 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: _____

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 _____