



3612 Kutztown Rd
Reading PA 19605

Personnel Policy

1.0 STAFF

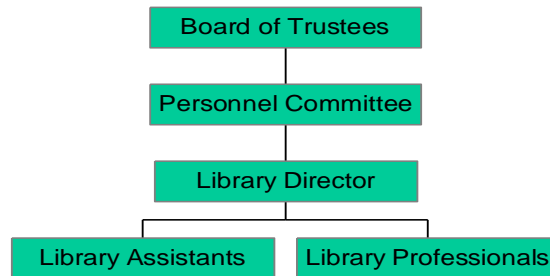
1.1 The staff of the library shall consist of the following:

- 1.1.1.1 Library Director – this is a salaried position.
- 1.1.1.2 Library Professionals (salaried or hourly)
- 1.1.1.3 Library Assistants (salaried or hourly)
- 1.1.1.4 Maintenance Personnel – Positions are contractual as needed.

2.0 PERSONNEL COMMITTEE

2.1 The Personnel Committee shall consist of the President, the Vice President and the Treasurer of the Board of Trustees.

3.0 CHAIN OF COMMAND



4.0 PROBATIONARY PERIOD

4.1 Library employees will be given a probationary period of three months. After that period, the board will review performance.

5.0 NORMAL WORKING HOURS

5.1 Hours of operation – Starting in January 2012, the library is open fifty-six (56) hours weekly.

5.2 Hours of Work – The Library Director shall be scheduled to work forty (40) hours each week.

5.3

6.0 LIBRARY CLOSINGS

6.1 HOLIDAYS – The Library will be closed on the following holidays:

- New Year's Day *
- Good Friday
- Holy Saturday
- President's Day
- Memorial Day
- Independence Day*
- Labor Day
- Thanksgiving Day
- Thanksgiving Friday
- Christmas Eve
- Christmas Day*
- New Year's Eve

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* In the event these holidays fall on Sunday, then Monday shall be recognized as the holiday.

6.2 ELECTION DAY CLOSING – The Library serves as a polling place for the second precinct of Muhlenberg Township. The library will be closed to patrons on election days. The Director will schedule employee in-service on these days at his/her discretion.

7.0 COMPENSATION

7.1 All salaries and wages shall be set by the Library Board, shall meet Federal minimum wage laws, and shall be reviewed annually, on a calendar year basis. Salaries and wages shall be paid every two (2) weeks. Except as set forth herein, hourly employees will be paid for hours worked. All legally required deductions shall be made.

7.2 Worker's Compensation and Unemployment Compensation requirements are a responsibility of the Library Board.

8.0 PENSION PLAN

8.1 The Library shall have a qualified non-contributory pension plan that covers all eligible employees. Eligibility commences after three (3) years of service. Contributions to the pension plan shall be determined annually on a calendar year basis by the Board of Directors, on a discretionary basis. These contributions may not exceed fifteen (15%) of the total compensation of the eligible employees.

9.0 OTHER BENEFITS FOR EMPLOYEES

9.1 In-Service Training – The Library Director and assistants will be reimbursed for fees and expenses, including mileage at the approved Board rate for attending seminars, workshops, and other library related meetings approved by the Board. Other expenses may be reimbursed at the discretion of the Board.

10.0 NOT AT WORK CONDITIONS FOR EMPLOYEES

10.1 VACATION POLICY

10.1.1 All full-time and hourly employees of the Library are eligible for vacation allowances as described and set forth in this policy.

10.1.2 Vacation allowances will be granted, as far as practicable, in accordance with the desires of the employees; but the Library Director may allot paid or unpaid vacation or alter vacation schedules to ensure sound operation. Request for vacation shall be presented to the Library Director a minimum of two (2) weeks in advance for approval.

10.2 VACATION ALLOWANCES – SALARIED EMPLOYEES

10.2.1 Salaried employees will be entitled to vacation allowances as set forth below: Employees hired prior to July 1 will be entitled to one (1) week vacation after six (6) months of continuous service and (1) week vacation each January 1 thereafter until their service time, as outlined below, entitles them to vacation exceeding one (1) week.

Employees hired on or after July 1 will be entitled to one (1) week vacation after six (6) months of service and one (1) week each January 1 following their first anniversary until their service time, as outlined below, entitles them to vacation exceeding one (1) week.

10.2.2 Vacation allowances, except as specified above, are granted as follows: Two (2) weeks vacation January 1 of the calendar year in which the 2nd through 4th anniversaries occur.

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Three (3) weeks vacation January 1 of the calendar year in which the 5th through 9th anniversaries occur.

Four (4) weeks vacation January 1 of the calendar year in which the 10th and subsequent anniversaries occur.

10.3 VACATION ALLOWANCES – NON-SALARIED EMPLOYEES

10.3.1 Non-salaried employees will be entitled to vacation allowances as set forth below:

After six (6) months of continuous service and thereafter, employees will be entitled to one (1) hour of vacation for each full fifty (50) hours worked during the prior calendar year until their service time, as outlined below, entitles them to vacation exceeding one (1) hour for each full fifty (50) hours worked.

10.3.2 Vacation allowances, except as specified above, are granted as follows:

Two (2) hours of vacation for each full fifty (50) hours worked during the prior calendar year after January 1 of the calendar year in which the 5th and subsequent anniversaries occur.

10.4 VACATION CONDITIONS

10.4.1 If a holiday falls during an employee's vacation period, it will not be counted as part of that employee's vacation allowance.

10.4.2 An absence caused by a temporary layoff or leave of absence granted to the employee by the Board of Trustees will not be regarded as a break in continuous service when determining vacation allowances. However, employees will not accrue vacation during layoffs or leaves of absence in excess of six (6) months.

10.4.3 Upon retirement, death, or termination of employment, employees will be paid for any earned vacation allowance at the then current rate of pay.

10.4.4 Vacation allowances of employees are to be utilized in increments of vacation days.

10.4.5 The Library encourages its employees to utilize all of their vacation allowances each year. Employees not able to take their allotted vacation in the year granted may carry over one (1) week's portion of the current year's vacation into the next calendar year. Except as set forth in paragraph 10.3.2.3 above, employees will not be compensated for any unused vacation allowance.

10.5 HOLIDAYS

10.5.1 Salaried employees shall receive pay for all holidays observed and an additional two (2) personal holidays each calendar year. Personal holidays shall be scheduled with the approval of the Library Director. Personal holidays are not cumulative from year to year. Personal days will not be paid as severance pay.

10.6 MATERNITY/PATERNITY LEAVE

10.6.1 Maternity/paternity leave for employees is without pay and not to exceed six (6) months. Medical certification by a physician will be required for any extension beyond this time.

10.7 SICK LEAVE

10.7.1 Salaried employees shall receive up to five (5) paid sick days per calendar year, accumulating to a maximum of four (4) weeks.

10.8 JURY DUTY

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10.8.1 Employees will be compensated for the difference between jury pay and regular wage if duty falls on regularly scheduled work day(s).

10.9 EMERGENCY LEAVE

10.9.1 Emergency leave may be taken without pay for five (5) days subject to approval by the Library Director; additional leave must have Board approval.

11.0 RESIGNATIONS

11.1 Resignations in good standing must be submitted in writing a minimum of thirty (30) days in advance. Resignations of the Library Director shall be submitted to the President of the Board of Trustees. Other resignations shall be submitted to the Library Director.

12.0 TERMINATIONS

12.1 The Board will conduct an investigation and interview all concerned parties and take all necessary actions. At least two (2) formal notices of unsatisfactory performance are required for Board review.

13.0 GRIEVANCE PROCEDURES

13.1 Concerns of the Library Director will be directed to the Board, while concerns of other employees are to be directed to the Library Director, and if unresolved by the Library Director, to the Board. Concerns regarding the Library Director may be directed to the Chairman of the Personnel Committee.

13.2 Unresolved Board concerns are to be directed to the System Director for review and recommendation.

14.0 PERFORMANCE EVALUATIONS

14.1 The Board President and/or the Personnel Committee of the Board will meet annually with the Library Director to evaluate his/her performance using the approved Employee Performance Review Form (attached). The Library Director will meet annually with each employee to evaluate his/her performance using the Board approved form. These evaluations will be submitted to the Personnel Committee for review. The Personnel Committee will report evaluation results to the Board. These performance and evaluation reviews are to be placed in the employee's file and are confidential.

15.0 AUTHORITY

15.1 Administration of personnel policies is the sole responsibility of the Board of Directors.

16.0 GENERAL CONSIDERATIONS

16.1 The provisions of this policy are subject to final interpretations of the Board of Trustees.

16.2 The Board of Trustees reserves the right to revise, change, terminate, or amend this policy. Employees will be notified of such actions as it pertains to them.

17.0 RESPONSIBILITIES

17.1 The President of the Board of Trustees is responsible for the administration of this policy.

Reviewed by Board of Trustees 11/10/2003
Reviewed by Board of Trustees 6/12/2006
Reviewed by Board of Trustees 10/8/2007
Reviewed by Board of Trustees 11/10/2008

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Reviewed and amended by Board of Trustees 11/9/2009
Reviewed by Board of Trustees 12/13/2010
Reviewed and amended by Board of Trustees 12/12/2011

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Job Description Library Director

This position requires a personable and responsible individual capable of directing functions of the Muhlenberg Community Library. This is a salaried position reporting directly to the Board of Trustees.

Education

A Masters Degree in Library Science is required.

Experience:

1. Experience working in a public library is preferred.
2. Competency in computer technology is required.
3. Strong organizational and interpersonal skills are required.
4. Experience in budgeting, public relations, marketing, and management is desired.

Duties:

1. Plans, initiates, organizes and directs library services suited to the needs of the Muhlenberg area residents.
2. Assigns hours of work and duties of both employees and volunteers. Supervises, evaluates, and trains employees and volunteers.
3. Observes patrons and assists with their use of the library.
4. Performs desk duties, inter-library loan and book processing.
5. Orders and disposes of equipment, furniture, books and collection materials.
6. Oversees the maintenance and safety of the library and grounds.
7. Maintains accurate records regarding library use, personnel, and inventory in accordance with the Envisioning Excellence Guidelines.
8. Assists with the organization, promotion, and conduct of all fund raising activities approved by the Board of Directors.
9. Publicizes library activities, events and services through newsletter, public service announcements, speaking engagements, etc.
10. Works closely with the Board of Directors in the development of long range plans, policies, and budgets.
11. Attends meetings and submits reports as required by the Board of Directors ant to meet Library System requirements and standards.
12. Reads and attends to all correspondence.
13. Maintains a professional affiliation with the Pennsylvania and Berks County Library Associations, with dues paid by the Library.
14. Supervises use and maintenance of computers and programs. Works with public in facilitating their use of computer resources.
15. Oversees hiring of new employees



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This position requires a personable and responsible individual capable of administering the office functions of the Muhlenberg Community Library as well as assisting the Library Director in the performance of other functions of the library. This is a salaried position reporting directly to the Library Director.

Education:

A college degree is preferred, but a high school diploma or equivalent is required. Additionally, proven office skills and experience in computer technology are desirable.

Experience:

1. Two years minimum office experience is required.
2. Knowledge of library operations is preferred.
3. Excellent interpersonal skills required in order to work with the public.
4. Competency in the use of office equipment and the computer is required.

Duties:

1. Possess a working knowledge of the library's collection and policies.
2. Responsible for keeping accurate records of membership enrollment and patron registration.
3. Responsible for the technical processing and the attendant record keeping for the acquisition and removal of collection materials.
4. Assist in the processing of Inter-Library Loan (ILL) materials and the maintenance of accurate records of ILL materials.
5. Responsible for processing and attendant correspondence and record keeping for overdue collection materials.
6. Provides direction to Library Assistants and Volunteers and assists in the training of the same as required by the Library Director.
7. Responsible for the ordering of office supplies.
8. Responsible for the operation of the library in the absence of the Library Director.
9. Run the end of the month report, summarize the results and forward the report to the County Director along with publicity regarding recent library projects.
10. Responsible for answering the telephone and responding to patron questions.
11. Responsible for overseeing inventory of books and equipment.
12. Assist the Library Director in preparing the monthly report to the Board of Directors.
13. Performs other duties that may be assigned by the Library Director.



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Job Description
Assistant – Children’s Programs

This position requires an individual capable of administering and planning children’s programs including Summer Reading Club. A background in pre-school or elementary education is preferred, but not required. This is a salaried position reporting directly to the Library Director.

Education

A college degree is preferred, but a minimum of a high school diploma or equivalent is required.

Experience:

1. Knowledge of library operations and children’s literature is preferred.
2. Strong interpersonal skills and experience working with children and the general public is required.
3. Competence in the use of office equipment and computers is required.

Duties:

1. Plan and conduct pre-school story time.
2. Provide very basic library instruction for pre-schools and day care centers that visit the library by appointment.
3. Provide library instruction and library cards for first grade classes from Muhlenberg Elementary Center.
4. Plan and conduct summer reading club.
 - a. Conduct theme related pre-school story time.
 - b. Select new books that support club theme.
 - c. Select programs and speakers.
 - d. Provide incentives, handouts, etc.
5. Coordinate weekly incoming and outgoing delivery boxes.
6. Maintains the juvenile collection and recommends the selection and weeding of materials to the Library Director.
7. Coordinate the semi-annual used book sale.
8. Coordinate the annual distribution of federal and state income tax forms.
9. Processes daily hold requests from other libraries.
10. Prepares annual budget for children’s materials and submits to the Library Director.
11. Handles circulation desk as may be required.
12. Responsible for the operation of the library in the absence of the Library Director and the Administrative Assistant.
13. Performs other duties that may be assigned by the Library Director.



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Job Description Senior Library Assistant

This position requires a personable and responsible individual capable of assisting the Library Director in the performance of various functions of the library. This is an hourly position, reporting directly to the Library Director.

Education

A college degree is preferred, but a high school diploma or equivalent and five (5) years of experience in a public library setting is required.

Experience:

1. Knowledge of library operations is preferred.
2. Good ability to work with the public is required.
3. Competency in the use of office equipment and computers is required. Must possess accurate keyboarding skills and above average computer skills—including knowledge of Microsoft Word and Internet searching capabilities

Duties:

4. Charge and discharge library materials, issue library cards, and collect fines/fees.
5. Respond to patron requests both in person and over the telephone in a timely manner.
6. Answer patron questions regarding library circulation policies and procedures.
7. Greet and direct patrons in the library.
8. Shelve inventory, identify overdue and damaged materials; search shelves for overdue, missing and/or lost materials.
9. Pull and send out Hold List materials.
10. Retrieve, separate and check-in materials deposited in the book drops.
11. Attend workshops and seminars as appropriate.
12. Possess a working knowledge of the library's collection and policies.
13. Assess patron demands and make purchase recommendations to Director
14. Maintains periodical collection – works with jobber to order periodicals, processes, maintains, discards periodicals.
15. Maintains "New" status on a variety of item types and removes items from this status as appropriate due to the popularity of the item
16. Responsible for monitoring reserved items.
17. Performs other duties that may be assigned by the Library Director.



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Job Description
Administrative Assistant

This position requires a personable and responsible individual capable of assisting the Library Director in the performance of various functions of the library. This is an hourly position, reporting directly to the Library Director.

Education

A college degree is preferred, but a high school diploma or equivalent is required.

Experience:

1. Knowledge of library operations is preferred.
2. Good ability to work with the public is required.
3. Competency in the use of office equipment and computers is required. Must possess accurate keyboarding skills and above average computer skills—including knowledge of Microsoft Word and Internet searching capabilities

DUTIES

1. Charge and discharge library materials, issue library cards, and collect fines/fees.
2. Respond to patron requests both in person and over the telephone in a timely manner.
3. Answer patron questions regarding library circulation policies and procedures.
4. Greet and direct patrons in the library.
5. Shelf inventory, identify overdue and damaged materials; search shelves for overdue, missing and/or lost materials.
6. Pull and send out Hold List materials.
7. Retrieve, separate and check-in materials deposited in the book drops.
8. Attend workshops and seminars as appropriate.
9. Perform other duties as instructed and assigned by the Library Director.



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Employee Performance Review

Name _____ Date _____
Job Title _____ Date of Hire _____

Performance Factors: Ratings of Unsatisfactory must be explained in the Evaluator's Comments section of this form.

Performance Level: Sat = Satisfactory Unsat = Unsatisfactory N/A = Not Applicable

	Sat	Unsat	N/A
1. Attendance, Absenteeism, Punctuality			
2. Quality of work: Accuracy, Neatness, Thoroughness			
3. Work Habits: observes works and safety rules; follows instructions; makes good use of time; acceptable amount of work accomplished			
4. Initiative: self-starter; finds work to do; self motivated; makes constructive suggestions			
5. Dependability: the degree to which the employee can be relied upon to get the job done			
6. Relations with other employees: cooperativeness; ability to work/communicate with co-workers			
7. Adaptability: ability to adjust to new or different assignments			
8. Judgement and common sense: ability to make sound decisions and take appropriate action			
9. Public contact: manner in dealing with and helping public			
10. Planning and organizing work: effective and efficient utilization of time and resources			
11. Communications (oral and written): effective expression; how well ideas are understood by others			
12. Supervisory skills: ability to lead, delegate, train subordinates and organize			
13. Management skills: effective and economical management of the library program			

OVERALL RATING



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EVALUATOR'S COMMENTS (attach additional sheets if necessary)

EMPLOYEE'S COMMENTS (attach additional sheets if necessary)

EMPLOYEE DEVELOPMENT (give suggestions as to what employee can do to develop or improve performance)