

## **De Soto Public Library Personnel Policy**

The following are rules and regulations of the De Soto Public Library. These are effective April 8, 2019 as adopted by the Board of Trustees of the De Soto Public Library.

### **Equal Opportunity and Affirmative Action**

It is the policy of the Library to administer its personnel system in agreement with the Missouri's Equal Opportunity and Affirmative Action Policies.

### **Hours**

**Hours:** The library is open 47 hours per week. The Library Director will schedule employees so that the library is adequately staffed. Minimum employees: 2.

**Overtime and Compensatory Time:** Overtime is defined to be any hours over the regularly assigned hours that each employee works. Any time which is overtime is to apply either towards time off (compensatory time) or as salary at the employee's regular hourly time rate. No overtime is to be worked without the approval of the Library Director.

**Staff Training:** On Good Friday and Columbus Day, the Library is closed to patrons for staff training. All staff are expected to attend the trainings and meetings. Absences must be approved by the Director. Staff meetings will be called periodically by the Director for the whole staff. The purpose of such meetings is to inform staff on policy, news and activities, to elicit recommendations when changes are contemplated, to obtain feedback on Library policy. Attendance at staff meetings is considered a part of the regular work schedule and is compensated accordingly.

### **Employee Benefits**

**Social Security:** All employees are covered under the Social Security Act.

**Medical Benefits:** None available at this time.

**Retirement:** None available at this time.

**Annual Leave:** Vacation time cannot accrue without approval from the library director. Otherwise, if time is not used within the twelve months of eligibility, it will be forfeited. The calendar year for the library is from November-October. Vacation time may be spent in increments as large as 10 days per quarter. You will not be paid for unused, accrued vacation upon termination of employment. Vacation time will accrue on the anniversary of your hire date. In order to accommodate the scheduling and service needs of the Library, whenever possible, vacation requests for longer than one day

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require prior approval by the Director and at least two weeks' notice before the first day of leave. The Director may approve requests with less notice at his/her discretion.

**Attendance Policy:** All employees are expected to be at work and ready to assume duties at their scheduled start time. Lateness and absence will be tolerated only in emergencies or when the Director gives prior approval. All absences must be reported to the Director by phone call to the Director's cell or his designee no later than one-half hour prior to the Library's opening. If the employee is sick or unable for any reason to report for work and is scheduled for desk work when the Library opens, notification to the Director or her designee as early as possible is required.

***Full time employees will receive the following vacation benefits:***

- Upon completing 1 calendar year of employment-5 days per calendar year
- Upon completing 2 calendar years of employment-10 days per calendar year
- Upon completing 5 calendar years of employment-15 days per calendar year
- Upon completing 10 calendar years of employment-20 days per calendar year
- Upon completing 15 or more calendar years of employment-30 days per calendar year

***Part time employees will receive the following vacation benefits:***

- Upon completing 1 calendar year of employment-vacation equal to the number of hours worked in one normal week
- Upon completing 2 calendar years of employment-vacation equal to the number of hours worked in two normal work weeks

**Sick Leave:** All full time employees receive sick leave at the rate of one day per month, cumulative to 60 days.

-If an employee is ill for a greater number of days than has been earned, the library director may grant additional unpaid time, based upon the number of years the employee has been with the library.

-Part-time employees are not eligible for sick leave.

-Upon termination of employment, unused sick pay will be paid to the employee in the amount of 10%.

**Emergency Leave:** In case of death, serious illness or injury to the immediate family, full-time employees may be granted emergency leave with pay in addition to sick leave and vacation. Emergency leave cannot exceed three consecutive working days or a total of six working days per calendar year. Immediate family shall be defined as spouse, children, parent, sibling, grandparent, or grandchild.

**Bereavement/Funerals:** Full time employees may take three days paid time to attend funerals in the immediate family.

-The immediate family is defines as spouse, children, parent, sibling, grandparent, or grandchild. One work day with pay is allowed for other relatives.

-In all instances, the library director or assistant librarian should be informed of the circumstances. Additional time may be granted at the discretion of the library director.

**Jury Duty:** Employees should notify the Director upon receipt of a jury summons. Employees will be compensated for hours missed from work when they are required by a court to be present for jury duty. The employee should report to work during regularly scheduled hours when not occupied with court obligations.

**Voting Leave:** The Library requests that, whenever possible, employees vote before or after work hours to avoid interference with business operations. However, if an employee does not have sufficient time outside of work hours to cast their ballot, the employee may be eligible for time off to vote. GPL may specify the hours during which the employee may take leave to vote. If there are fewer than four consecutive hours between the opening of the polls and the beginning of an employee's workday or between the end of an employee's workday and the closing of the polls, an employee may take up to two hours of paid leave to vote on Election Day.

#### **Lunch Break**

A paid 30 minute lunch break will be given, to be taken at the allotted time in the provided break room area or outside of the library for employees working 6 hours or more. A 15 minute break will be given for employees working less than 6 hours.

#### **Paid Holidays:**

The following paid holidays will be granted each year to all full time employees:

- New Year's Eve Day
- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Fourth of July
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve Day
- Christmas Day

Full time employees whose day off falls on a holiday may take an additional day off sometime in the current calendar year.

**Disability:** In the event that the Library an employee cannot perform the Duties because of illness or incapacity, they will become eligible for Missouri State Disability Insurance or Missouri State Worker's Compensation. The employee's full compensation will be reinstated upon return to work.

FAMILY MEDICAL LEAVE ACT (FMLA):

**PURPOSE**

The Family/Medical Leave Act entitles the employee up to twelve weeks of unpaid leave in a given 12-month period for the following reasons; (1) the birth of a child and to care for such child; the placement of a child for adoption or foster care; (2) the serious health condition of a spouse, son, daughter or parent; (3) the employee with a spouse, son, daughter of parent who have a family member called up to or engaged in active military duty; and (4) the employee's own serious health condition which prevents the employee from performing their own job.

The Family/Medical Leave Act entitles the employee up to twenty-six weeks of unpaid leave in a given 12-month period for the following reason: The employee who is serving as caregiver (which is defined as a spouse, son, daughter, parent or nearest blood relative) to a family member who was injured or became ill while on active military duty. The recovering service member must be a member of the Armed Forces (including the National Guard and Reserves who is undergoing medical treatment, recuperation or therapy, is in an outpatient status, or is on the temporary disability retired list, for serious injury or illness. A serious injury or illness is one incurred while in active duty that may render the person unable to perform the duties of the member's office, grade, rank or rating.

**RESPONSIBILITY**

It is the responsibility of the employee to coordinate requests for family/medical leave with the director.

**POLICY**

It is the policy of De Soto Public Library to adhere to the requirements of the Family/Medical Leave Act of 1993 and continue to provide a "family friendly" environment between the employee and the De Soto Public Library.

**PROCEDURE**

When an employee requests to take Family/Medical leave, the following procedures will be adhered to. (an eligible employee must have worked for the De Soto Public Library at least twelve months and for at least 1,250 hours during the year preceding the requested leave). The employee is allowed twelve weeks of unpaid leave during each year.

1. The employee shall inform the director of impending leave. Employees must give 30 days' advance notice to the director of the need to take FMLA leave when it is foreseeable for the birth or placement of a child for adoption or foster care, or for planned medical treatment. When it is not possible under certain circumstances to provide such advance notice, notice must be given "as soon as practicable".
2. The employee must obtain and complete Request Form A and forward to the director along with the following information:
  - a. BIRTH of a son or daughter – Certification of a physician or practitioner may be required.
  - b. FOSTER CARE of a child – State forms are required to complete this step.
  - c. SERIOUS HEALTH CONDITION of spouse, son, daughter, parent or employee – Certification of physician or practitioner may be required.
3. The Federal requirement is for unpaid leave; however, the De Soto Public Library requires the employee to use either sick or vacation leave, if available until depleted. The employee must choose what leave will be taken or portions thereof.
4. The law allows an eligible employee to take intermittent leave or to take leave on a reduced schedule when the employee or a member of an employee's immediate family is seriously ill. If leave is foreseeable, an employee is required to try to schedule the leave so as not to unduly disrupt the De Soto Public Library's operations.
5. The De Soto Public Library may request periodic reports from the employee regarding the status of the employee and the employee's intent to return to work.
6. If an employee has taken leave because of their own serious health condition, the employee will be required to submit medical certification on the employee's ability to return to work. The certification should be submitted to the director prior to the return-to-work date.
7. The employee shall coordinate at all times any changes that may occur during family/medical leave with the director.

WORKMEN'S COMPENSATION: The De Soto Public Library is covered under the State's laws for Workmen's Compensations in the event of an on the job injury to any employee. Benefits will be determined by laws in effect at the time of the injury. On the job injuries should be reported immediately to the library director.

**Reporting of accidents:** On the job accidents shall be reported to the director or assistant librarian or as soon as possible after the occurrence. Even accidents which do not result in injury or damage to equipment or property shall be reported to the supervisor in order that an investigation can be made to prevent future accidents. It shall be the responsibility of the director to investigate each accident and determine what caused it and take whatever steps necessary to prevent the occurrence of the same or similar accident. An incident report must also be filed and signed by the employee and the director.

**Internal Communications:** All employees are responsible for checking internal communications on a frequent and regular basis. Employees are also responsible for attending the Library's Staff Development Days and other Communication Meetings to the best of their ability given the limitations of their work schedules and other commitments. Employees should consult the Director with any questions or concerns on information disseminated.

### **Training and Staff Development**

The Board of Trustees wishes to encourage attendance at courses and conferences related to both library services and employees' duties as a means of enhancing the library's offering to the community. Accordingly, it pursues a policy of paying expenses to staff members as outlined below:

[Time off with pay, full or partial fee reimbursements and mileage payments at the prevailing recommended federal level should be granted.](#)

### **Leaves without Pay**

Leave without pay may be granted at the discretion of the Board of Trustees for a period not exceeding one year. Requests for a leave of absence without pay must be submitted in writing to the Director. All requests, accompanied by recommendations of the Director, must be submitted for the approval to the Board. The Board reserves the right to stipulate any conditions for such leave.

### **Salary Administration**

All positions in the library are categorized and a salary schedule for each type of position has been established by the Board of Directors in order to provide fair and reasonable compensation for all library employees.

### **Job Descriptions**

All positions should have written job descriptions. Staff members should be provided with their own job descriptions.

### **Performance Evaluation**

It is the policy of the library to have a written evaluation of employees. Written evaluations for all employees should be conducted at least once annually.

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Each employee should be evaluated periodically against his/her job description. The Director shall personally conduct annual evaluations of the work performance of all staff members.

The purpose of such reviews shall be to help employees make progress in their work and learn where they stand. The performance review must be accompanied by a personal conference in which the employee may examine the review and have an opportunity to ask questions or make comments.

Disagreement with the performance rating may be expressed in writing to the Director and the Board of Trustees.

Evaluations, as well as any written comments that the employee should make about the evaluation, should be kept in the personnel file that is locked. All employees have access to their evaluations and may examine them at any reasonable time. On all evaluation forms, the employee is given the opportunity to write his/her comments about any all written comments.

### **Rules of Conduct**

Most employees never violate any Library rules or give the Administration any reason to impose discipline. However, there is the probability that there will be some employees at the Library who will require discipline, up to and including dismissal, for actions that are detrimental to the Library or to other employees.

The following is a list of some, but not all, of the acts which would result in disciplinary action, up to and including dismissal.

- Repeated absences or tardiness.
- Persistent negativity or numerous petty complaints that undermine the morale of co-workers, or interfere with the normal flow of work.
- Misuse of time: extended breaks or lunch hours; persistent or extended personal telephone or cell-phone calls.
- Interrupting working employees with personal or frivolous conversations.
- Disrespectful behavior toward management, patrons, or other Employees.
- Insubordination (Refusal to do work or carry out a reasonable request).
- Any act of dishonesty, deception or fraud.
- Abandonment of job or failure to report to work without notifying a Supervisor.
- Committing deliberate damage to Library property.
- Unauthorized use of Library facilities, tools or equipment.
- Disorderly conduct, such as striking another employee, use of abusive language, etc.
- Falsifying Library records.
- Allowing unauthorized person(s) access to Library facilities.
- Possessing, or being under the influence of, alcohol or illegal drugs while at work.
- Harassment of any nature, including sexual harassment.

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- Possession of firearms or other weapons on System property.
- Illegal use of e-mail or communication systems.
- Use of Library computers and property for personal work.
- Removing, sending, or furnishing Library records and information to unauthorized persons.
- Abuse or violation of State or Federal laws adversely affecting employment.
- Any conduct contrary to common decency or morality, or liable to incite, or provoke against anyone because of race, color, sex, religion, national origin, veteran status, or disability.

The examples used above are not intended to be an inclusive list of inappropriate behavior subject to disciplinary action. These examples are given only as guidelines. The De Soto Public Library Director reserves sole managerial discretion to determine what conduct or behavior is subject to discipline and to determine the severity and timeliness of such discipline.

The library believes strongly in the chain of command:

- A. Board of trustees
- B. Library director
- C. Assistant librarian
- E. Front line staff

The board is concerned about the needs and success of staff, and will work through the chain of command to facilitate the success of all library employees. The board expects all staff to respect and follow the chain of command when registering complaints, making suggestions and in any other way communicating with the board about the business of the organization. Staff members who take complaints, requests, criticism or other organization business directly to the board or individual trustees without working through the library director will be considered insubordinate and subject to disciplinary measures by the library director. The board expects all trustees to respect and follow the chain of command when communicating with staff about the business of the organization. Trustees will not take complaints, suggestions, requests or demands to the staff except through the library director. When a trustee receives a complaint or suggestion from a staff member other than the library director, the trustee will remind the staff member of this board's policy about following the chain of command. The trustee will notify the library director.

### **Firing**

An employee may be dismissed for incompetence, unfitness or for just cause. The notice of dismissal shall be in writing and shall state the specific charges.

### **Resignation**

The library employee should provide two weeks notice. The employee's written and signed resignation should be dated when received and retained in the personnel file. Failure to give such notice may result in loss of accrued benefits.

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### **Staff Grievances**

Dissatisfaction with alleged unfair treatment, work schedules and assignments, library policies and procedures, or working conditions should be brought to the attention of proper levels of authority within the Library. Many can be settled informally and verbally by the Library Director. However if a matter is deemed important, the following steps may be taken.

Within two weeks after the occurrence of the event, an employee shall first orally discuss the same with the Library Director. Within three working days, the Library Director shall communicate his/her decision to the employee.

### **Emergency Closings**

The Library Director will authorize closings on days of snow storms or other excessive weather conditions when no staff members can get to work.

### **Public Relations**

The first duty of all employees is service to the public, and to offer prompt, efficient, courteous and friendly service to the public. Employees should remember that they are representatives of the library, and should create a positive public opinion in regards to the library. All requests from patrons should be treated as important. All patrons should be treated with dignity and respect. No one is to be discriminated against because of actual or perceived sexual orientation or gender identity, age, race, religion, political affiliation, and social or intellectual status.

Expressions of personal differences and antagonisms have no place in the library and will not be tolerated. It is important to be friendly and pleasant to patrons. Do not be overly loud in talking with patrons at the check-out counter, and do not share personal problems with patrons.

If a patron is angry about a library matter, listen to them and respond in a quiet voice. This will usually diffuse the situation. If not, keep your temper in check, but remain firm in upholding library policies and practices. Self-control and businesslike conduct is expected from all those on duty.

Questions about library policies and procedures should be directed to the library director or assistant librarian. Suggestions for improvements or constructive criticism are valuable and will be welcomed by the director.

### **PERSONAL USE OF OFFICE COMMUNICATION EQUIPMENT:**

The De Soto Public Library provides phones, computer system, and internet access for employees to use for business purposes. To promote the professional use, the following rules apply:

#### **Computer-Internet**

- Employees should use the computer systems, including e-mail and internet, for library business only.

- Occasional and minimal use of e-mail or the internet for personal use is permissible, if not abused. Such use can interfere with library business.
- Use of the computer system for any profit-making enterprise is strictly prohibited.
- When using the internet, employees must avoid accessing any sites that depict sexually explicit, obscene or offensive material. Equally, the computer system may not be used to transmit, by e-mail or other means, any such material. The library takes this policy very seriously and any violation will ordinarily result in discharge.
- The library owns the computer system. Employees have no expectation of privacy in any e-mail message, internet searches, or any other information on their computer or work email account. The library reserves the right to periodically monitor and inspect computers without notice to the employee. Employees should expect that such monitoring will occur and act accordingly.

### **Telephone**

The library telephone system is designed and intended solely for business use. Employees are permitted to use the phone system for personal calls of a limited nature as long as such calls do not interfere with library duties. Employees should normally limit personal calls to lunch and break times. The use of mobile phones, including text messaging, should be limited to business use. Management understands that a certain amount of personal business needs to occur during business hours, but the practice should be limited. As a general rule, the use of mobile phones while driving is prohibited.

**Employee Personal Use of Social Media:** Library employees have the same right to self-expression enjoyed by members of the community as a whole when discussing matters of public concern. As public employees, Library employees are cautioned that speech made pursuant to official duties is not protected speech under the First Amendment and may form the basis for discipline if deemed a violation of any policy of the Library. Employees should keep in mind the following best practices when posting content about library-related subjects and issues on personal time.

- A. If you identify yourself as an employee of the Library, make it clear that the views expressed are yours alone and do not represent the views of the Library
- B. Respect the Library's confidential and proprietary information. Do not post information that is still in draft form or is confidential.
- C. No comments with any kind of negative, mocking, condescending, etc. slant should be made about patrons in general, about specific questions from patrons, or about patron behavior on the Library's social media sites.

- D. The Library does not endorse, monitor or review the content of personal, non-Library related social media activity of its employees.
- E. Employee use of personal social media is not permitted during working hours except for work-related purposes such as professional development or library-related social media outlets.

**EMERGENCY PROCEDURES:**

Employees are expected to read the emergency procedures manual annually, and follow the procedures as set forth in the manual.

**COMPLIANCE WITH GOVERNMENTAL REGULATIONS:**

Section 1. The library board will comply with all federal statutes relating to non-discrimination. These include but are not limited to the following:

- Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin;
- Title IX of the Education Amendments of 1972, as amended (29 U.S.C. 1681-1683, and 1685-1686) which prohibits discrimination on the basis of sex;
- Section 504 of the Rehabilitation Act of 1973 as amended (29 U.S.C. 794) which prohibits discrimination on the basis of handicaps;
- The Age Discrimination Act of 1975 as amended (42 U.S.C. 6101-6107) which prohibits discrimination on the basis of age;
- The Drug Abuse Office of Treatment Act of 1972 (P.L. 93-255) as amended, relating to non-discrimination on the basis of drug abuse;
- The comprehensive Alcohol Abuse and Alcoholism prevention Treatment and Rehabilitation Act of 1970 (P.L. 91-616) as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism
- Employment Non-Discrimination Act of 2013 - (Sec. 4) Prohibits covered entities (employers, employment agencies, labor organizations, or joint labor-management committees) from engaging in employment discrimination on the basis of an individual's actual or perceived sexual orientation or gender identity.

Section 2. Drug Free Workplace: Employee safety is of paramount concern to the library board. Employees under the influence of alcohol, drugs, or controlled substances are a serious risk to themselves and to other employees. Therefore, the library board shall not tolerate the manufacture, use, possession, sale, distribution or being under the influence of controlled substances or alcoholic beverages on any library property. Employees who violate this policy will be subject to disciplinary action, which may include employment suspension, termination, or referral for prosecution. Employees may be required to satisfactorily participate in rehabilitation programs. Each employee of this library is hereby notified that as a condition of employment, the employee must

abide by the terms of this policy and will notify the library director of any criminal drug statue conviction for a violation occurring in or on the premises of library property or while engaged in regular employment. Such notification must be made by the employee to the director in writing no later than five calendar days after conviction. The library director will provide notice in writing of such violation to the appropriate federal agency within ten calendar days after the library director receives such notification, if the library receives any federal grants directly from such agency, as opposed to federal grants received through the Missouri State Library.

The library board will take appropriate disciplinary action within 30 days.

The library director will inform employees of the dangers of drug and alcohol abuse in the workplace, of this policy of maintaining a drug free workplace, of available counseling and rehabilitation, and of the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace. Each employee will receive a copy of this policy.

The library board recognized that employees who have a drug abuse problem should be encouraged to seek professional assistance, an employee who requests assistance shall be referred to a treatment facility or agency in the community if such facility is available. When it is evident that an employee has consumed alcoholic beverages or illegal drugs off library property during and/or before appearing for work, the employee will not be allowed to remain on the library property. Employees who violate this regulation will be subject to the same penalties as for possession or consumption on library property. The library board hereby commits itself to a continuing good-faith effort to maintain a drug-free workplace. This policy shall be communicated in writing to all present and future employees. Compliance with this policy is mandatory.

Upon request of the Missouri State Library or an agency of the United States Government, the library shall certify that it has adopted and implemented the drug prevention program described in this document, in the form required by the agency.

The library board shall conduct an annual review of this policy to determine its effectiveness, implement necessary changes, and to ensure that disciplinary sanctions are consistently enforced.

## **JOB DESCRIPTIONS**

### **LIBRARY DIRECTOR**

The library director will be considered a full time employee, and will be paid an annual salary determined by the budget committee and approved by a vote of the library board at its budget meeting each year.

The Board of Trustees shall select a library director with due consideration of the personal, educational, and physical qualifications required by the position. A minimum of 60 college hours preferred. Excellent oral and written communication skills, the ability to organize work effectively, working knowledge of general management practices, a general understanding of basic bookkeeping and office management, and a minimum of two years supervisory experience required.

Responsibilities include managing the daily operations of the library, patron services, staff supervision, coordinating services and programming, preparing and managing an annual budget, written reports, assisting in formulating library goals, objectives, policies, and procedures, developing and maintaining strong public relations partnerships, and the ability to carry out policies and procedures as set by the library board.

In addition, the library director will serve as a valuable team member in planning for the library and strengthening the De Soto community.

### **ASSISTANT LIBRARIAN**

The assistant librarian will be considered a full time employee, and will be paid an annual salary determined by the budget committee and approved by a vote of the library board at its budget meeting each year.

It shall be the responsibility of the library director to select and supervise the assistant librarian. The following guidelines should be considered during the selection process:

- The assistant librarian should have at least a high school education, college credits would be preferred
- The assistant librarian should have the ability to understand and work with people, and in doing so, serve as a positive example to other employees
- The assistant librarian should have knowledge of books and reference materials and a willingness and desire to broaden this knowledge
- The assistant librarian should have the ability to learn the necessary clerical tasks and follow the library's prescribed routines
- The assistant librarian should have the ability to work harmoniously with other staff members and the desire to work as a team for the betterment of the library and the De Soto community

Job duties of the Assistant Librarian include directing the Library Clerks to ensure that prompt, efficient, and courteous service to the public is carried out on a day to day basis. Other duties include but are not limited to: working the Circulation Desk, shelving books, answering the phone, programming, overdues and billing, cataloguing, and other

tasks assigned by the Library Director. Must be able to lift 40 lbs. The Assistant Librarian will also make recommendations to the Library Director regarding hiring, firing, promotions, or other staff status changes. In addition, the Assistant Librarian will serve as a valuable team member in planning for the library and strengthening the De Soto community.

### **LIBRARY CLERK**

The library clerk can be considered either full time or part time, depending on the number of hours worked. Regardless of full time or part time status, library clerks will be paid on an hourly basis, as determined by the budget committee and approved by the board.

It shall be the responsibility of the library director and the assistant librarian to select and supervise the library clerks. The following guidelines should be considered during the selection process:

- Library clerk should have at least a high school education, college credits would be preferred
- Library clerk should have the ability to understand and work with people
- Library clerk should have knowledge of books and reference materials and a willingness and desire to broaden this knowledge
- Library clerk should have the ability to learn the necessary clerical tasks and follow the library's prescribed routines
- Library clerk should have the ability to work harmoniously with other employees, and the desire to work as a team for the betterment of the library and the De Soto community

Job duties of the library clerk include but are not limited to: working the Circulation Desk, shelving books, answering the phone, processing materials, shelf reading and shifting, and other tasks assigned by the Library Director or Assistant Librarian. Library clerks will offer prompt, efficient and courteous service to the public. Must be able to lift 40 lbs. In addition, the library clerk will serve as a valuable team member in planning for the library and strengthening the De Soto community.

### **PAGE**

The page is a part time position with a maximum of 12 hours per week paid on an hourly basis.

It shall be the responsibility of the library director and the assistant librarian to select and supervise the page(s). The following guidelines should be considered during the selection process:

- Page should be working on or completed a high school degree
- Page experience is not required, although preference may be given to people who have done work in the library as a volunteer
- Page should have the ability to understand and work with people

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- Page should have the desire to learn the functions and purpose of the public library
- Page should have the ability to work harmoniously with other employees, and the desire to work as a team for the betterment of the library and the De Soto community

The page is responsible for general circulation of materials, shelving, shelf-reading, assisting patrons with copies, faxes, and general circulation questions. Must be able to lift 40 lbs.

### **CUSTODIAN**

The custodian will be paid an annual salary as determined by the budget committee and approved by the board. The custodian will work two nights per week, and will not be eligible for benefits.

The custodian is responsible for ensuring the cleanliness of all areas of the library. Necessary cleaning supplies will be provided by the library, with the custodian responsible for keeping the library director informed of needed supplies.