

Employee Handbook

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Louisburg Library

Bringing People and Information Together

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We are...

a community hub for idea makers, dreamers, knowledge seekers, relaxers, path blazers, readers, rule benders, back packers and reminiscers.

MISSION

Expect more. Create more opportunities.

OUR VALUES

We are guided by these shared values in everything we do. We are:

Together — positive, forward thinking and a little weird

Committed — in pursuit of the extraordinary

Your answer — passionate, resourceful and approachable

Objectives:

- To serve the library district as a center of reliable information.
- To identify needs in the library district and provide programs of service and action.
- To encourage, empower and provide opportunity for people of all ages to embrace lifelong learning.
- To collaborate in educational, civic, and cultural activities with groups and organizations.

Roles of Louisburg Library District No. 1, Miami County:

The library board, library director and staff recognize the major role of Louisburg Library shall be to offer:

- A reference and information center for the service area.
- A children's door to reading for pleasure and education.
- A source of popular and recreational materials for people of all ages.
- A complement to needed resources for the local student population.
- A service center for seasoned adults.

Personnel Policy

I. Employment Policies

A. Authority

The information contained in this personnel policy applies to all employees of Louisburg Library. It is presented as a matter of information only. This personnel policy is not intended to and does not constitute any sort of contract employment, either expressed or implied.

The Louisburg Library Board of Trustees expressly reserves the right to change any of its policies without prior notice, including those covered here, at any time. Employees will be notified of any changes by appropriate means. Amendments of new policies will be effective on dates determined by the board. Only the board, working in partnership with the library director and administrative staff, has the authority to change any policy. This policy supersedes all previous personnel policies.

B. Employment Relationships

Employees of the library are “employees at will”. Either the library or the employee may terminate the employment relationship at any time, either with or without cause, and also with or without advance notice.

C. Equal Employment

The library maintains a policy of nondiscrimination with employees and applicants for employment. No aspect of employment with the library will be influenced in any manner by race, color, religion, gender, age, national origin, ability, or any other basis or category protected by federal or state law.

Nothing in the previous paragraph is meant to limit or expand the library’s obligation pursuant to all state, local and federal laws, rules and regulations in all phases of employment including but not limited to, recruitment, hiring, training, promotion, compensation, benefits, transfer and dismissals, and other employment-related actions.

D. United States Citizenship

The library intends to hire only citizens of the United States of America or those who have valid permits to work in the United States. All employees are required to provide proof of citizenship as requested or proof of a United States work permit before s/he can receive his or her first paycheck.

E. Non-Harassment Policy

Harassment is contrary to basic standards of conduct between individuals and is prohibited by federal and state law. It will therefore constitute a violation of library policy for any employee to engage in any form of harassment based upon race, color, religion, gender, age, national origin or ability, or any other basis or category protected by federal or state law. Any act, physical, verbal or visual that has the effect of

unreasonably interfering with a person's work performance or creates an intimidating, hostile or offensive work atmosphere is prohibited.

The library will not tolerate sexual harassment in any form. No board member or employee shall threaten or imply that a colleague's refusal to submit to sexual advances will adversely affect employment, evaluation, pay promotion, job assignment, or any other aspect or condition of employment. Any board member or employee who violates this policy will be subject to legal action.

No one, whether supervisory or non-supervisory, may sexually harass another employee. Sexual harassment includes, but is not limited to:

- Touching or making improper propositions or advances
- Abusive, vulgar language of a sexual nature
- Suggestive jokes or comments about an employee's body or wearing apparel
- Display of sexually suggestive cartoons, pictures, or photographs

Personnel should report immediately any such behavior or incident in writing to the library director (or a board member should the director be involved) with date, location, and names of individuals involved. In its effort to prevent discrimination or harassment of any kind, the library will maintain an open-door policy. All complaints will be investigated promptly and confidentially.

F. Work-Related Injury

Any work-related injury, however slight, must be promptly reported to a supervisor, library director, or board member.

G. No-Smoking

Smoking is not permitted on library property, including all access points, areas within a 10-foot radius of any doorway, open window or air intake leading into the library. [Kansas Indoor Clean Air Act, KSA 21-4009](#)

H. Alcohol and Drugs

The use, possession, sale, transfer, purchase, or being under the influence of illegal drugs or illegal intoxicants or controlled substances by employees at any time on library premises or on library business is prohibited. Employees must not be on library business or on library property or operating library equipment while under the influence of any alcoholic beverage, marijuana or illegally obtained drugs, narcotic, or other controlled substance.

I. Posted Notices

Notices relating to federal, state, or local regulations will be posted in a readily accessible location in the library. It is the responsibility of each employee to read these notices.

J. Social Media

Social media networking is not allowed during library working hours unless requested by the director. Any use of social media, including but not limited to cell phones, Facebook, Twitter, Instagram and personal e-mail during library may result in termination.

II. Personnel Information

Louisburg Library is an equal opportunity employer and hires individuals on the basis of their qualifications, references, past job performance with employers, the ability to perform the essential functions of the job and fulfill the requirements of the position as stated on the job description. Unless otherwise provided in writing, all employment with Louisburg Library is considered to be at will, so that either party may terminate the relationship at any time.

Certain jobs may be offered contingent upon the condition of passing a drug, alcohol or other medical screening or test, and a background check. If the background, medical or other subsequent investigation discloses any misrepresentation on the application form or information indicating that the individual is not suited for employment with Louisburg Library (including the employee's ability to perform the essential job functions), the employee may be terminated.

A. Job Classifications

Full-time Employee (Exempt):

One employed to work a normal work week of 35-40 hours on a regular and continuing basis, including all leaves and holidays. The work week is seven consecutive days beginning on Monday at 7:00 a.m. and ending on Sunday at midnight.

Part-time Employee (Non-exempt):

One employed to work on a regular and continuing basis as stated in the position descriptions, but on a less than full-time basis.

Seasonal Employee

One employed to work on a regular or recurring basis during a specific season or portion of the year.

Temporary Employee, PRN

One employed to work on a temporary and/or a limited time basis as a PRN (as needed) for a specified time or agreed upon duration.

Flexible-time Employee

Personnel, by arrangement with the library director, will be permitted to work flexible time when they can do so without affecting the organization or performance of essential functions within the library.

B. Changes in Position

Promotional appointments shall be available to all employees who meet the required training and experience in the applicable job description. Positions will be filled on the basis of merit and qualification. Positions may be filled from outside the library.

Consideration of Existing Employees for Vacant Positions

Louisburg Library will consider current employees for position vacancies within the agency. We reserve the right to select the best-qualified applicant from all applicants for each vacant position. Former employees who left the library in good standing may be considered for reemployment. Former employees who were dismissed for a disciplinary reason or resigned without written notice may not be considered for reemployment.

An internal promotion or transfer of an employee may disrupt an evaluation cycle for that employee. It is within our discretion to determine the evaluation cycle for any employee or position, whether or not the employee is promoted internally or transferred to another position within the library. No promise to evaluate any employee or position at a particular time has been made. The director or the board must approve any internal promotion or transfer of an employee before such job action occurs.

C. Hiring of Relatives

Relatives of current library employees are eligible to be considered for employment, on an equal basis as other qualified applicants. We reserve the right to select the best-qualified applicant from all applicants for each vacant position.

At no time should an employee be assigned a job where his/her supervisor, coordinator, manager or director is an immediate family member. Family members of coordinators or managers should not be assigned a job where the immediate supervisor is under the coordinator or manager's chain of control.

D. Termination

The board and/or the director shall have authority to discipline employees for the violation of personnel policies. Refusing to obey a direct order of a supervisor, damage of property, gross neglect of duty, or continuous poor relations with peers or the public are some examples of "termination with cause".

We seek to maintain a discipline procedure to give employees advance notice, whenever possible, of problems with their conduct or performance and an opportunity to correct any problems. If appropriate, discipline involves verbal counseling and one or more written warnings before an employee is suspended or discharged. Exceptions or deviations from this procedure will occur whenever the director deems that circumstances warrant more severe action, including immediate discharge. This policy does not alter the employment-at-will status of employees.

Circumstances that may lead to immediate discharge include, but are not limited to, the following:

- Excessive tardiness, unexcused absences, unauthorized time away from the job, or job abandonment.
- Negligence in the performance of duties, incompetence, or unsatisfactory job performance.
- Insubordination, including refusal to do assigned work or refusal to perform work in the manner described by a supervisor without proper justification.
- Obtaining employment based on false or misleading information.
- Falsifying information or making material omissions in any documents of record, falsifying information or making material omissions as a representative of Louisburg Library to the public.
- Falsifying or destroying any timekeeping record.
- Failure to abide by set standards for lunch and break periods.
- Possession or use of alcohol or illegal drugs on the library premises or being under the influence of these substances during working hours.
- “Horseplay” or any other action that endangers others, library property or premises, or disrupts work.
- Harassing, threatening, intimidating, or coercing other employees or visitors.
- Fighting or provoking a fight—verbal or physical—on library time or premises.
- Bringing or possessing firearms, weapons, or any other hazardous or dangerous devices on library-owned or library-used property and during on-duty time without proper authorization.
- Misusing, destroying, or damaging property of Louisburg Library, an employee, or a patron.
- Theft, unauthorized sale or inappropriate/unauthorized removal from library premises of property, including files and documents that belong to or are in the possession of Louisburg Library, another employee, or patron.
- Noncompliance with or disregard of any established safety rule.
- Divulging confidential information regarding library personnel, board and/or patrons.
- Disloyalty and other behaviors that bring discredit to Louisburg Library or hinder the administrative operations of the library, whether in person or on social media.

Neutral Termination Policy

If an employee is continuously absent from work for six months for any reason, but at the end of six-month period, the employee is unable to return to work and perform the essential function of his/her position with or without reasonable accommodation, the library reserves the right to terminate the employee. Situations where employees are continuously absent from work for less than six months for any reason, and who can or cannot return to work with or without a reasonable accommodation in order to perform the essential functions of their position will be dealt with under different library policies and practices.

E. Absence Without Leave

If an employee is absent for a single day or part of a day without authorization and prior notice, it is an absence without pay and shall be cause for disciplinary action.

F. Vehicle Use

All employees, passengers and clients are required to wear safety belts as defined by the Safety Belt Use Act (KSA 8-2501) and to follow the requirements set forth in the Child Passenger Safety Act (KSA 8-1344) while driving during Louisburg Library business.

All employees who, with proper authorization, transport clients in any personal vehicle must have insurance coverage equal to or exceeding the state's minimum limits.

Louisburg Library reimburses employees for business use of personal vehicles according to the following guidelines. The employee is solely and fully responsible for payment of all traffic citations while on library business. Additionally, in the event that an employee is involved in a traffic accident, or is the victim of vandalism or other vehicular damage while conducting library business in a personal vehicle, the employee's automobile insurance is the primary coverage and the employee will be responsible for paying the deductible limits of his/her individual insurance policy. The library do not provide any employee personal insurance coverage for employee owned vehicles. It is expected that the mileage reimbursement received by the employee for operational costs include the cost of providing personal automotive insurance.

An employee is to report to the director any traffic citations received or involvement in accidents while conducting library business.

Reimbursement may be made for reasonable and necessary expenses incurred by employees for in or out of state travel. Advance approval is required for out of state travel.

Reimbursable expenses may vary based upon length of business trip, whether meals or lodging were provided, weather conditions, and specific funding requirements. Louisburg Library generally allows expenses for meals, tips and lodging only when overnight stays

are required. Reimbursement may be based upon actual or per diem expenses and receipts are required.

Louisburg Library pays mileage reimbursement for personal vehicle use for actual approved miles traveled on library business. The director establishes the reimbursement rates based on current IRS mileage rates.

At times, a funding source requirement may provide for a different mileage calculation procedure and may include predetermined mileage amounts, based upon the usually traveled, most direct route.

G. Conduct

Dress Code and Personal Appearance

Employees' dress, grooming and personal hygiene should be appropriate to their assigned duties. Certain job duties will allow more casual dress than others. In all cases attire shall be in good taste and appropriate to the expectations of the employee's program. The program coordinator or director has the responsibility for decisions regarding the dress, grooming or hygiene appropriateness.

Use of Communication Systems

Louisburg Library provides or contracts for the communication services and equipment necessary to promote the efficient conduct of its business.

Coordinators and directors are responsible for instructing employees on the proper use of the communication services and equipment used by Louisburg Library for both internal and external business communications.

All library communication services and equipment, including the messages transmitted or stored by them, are the sole property of Louisburg Library. No employee should have any expectation of privacy regarding workplace communications. Louisburg Library may access and monitor employee communications and files, as it considers appropriate. Communications equipment and services include mail, e-mail, courier services, facsimiles, telephone systems, personal computers, computer networks, on-line services, Internet connections, computer files, video equipment and tapes, tape recorders and recordings, pagers, cellular phones, social media and bulletin boards.

Only employees specifically authorized by Louisburg Library may access on-line services and the Internet. Authorized employees must disclose all passwords to their supervisors upon request, but should not share passwords with any other employees. Employee's on-line usage should be limited to work-related activities. In addition, employees should not duplicate or download any software or materials that are copyrighted, patented, trademarked or otherwise identified as intellectual property.

Behavior of Employees

Certain rules and regulations regarding employee behavior are necessary for efficient business operations and for the benefit and safety of all employees. Conduct that interferes with operational activities, discredits Louisburg Library, or is offensive to clients or co-workers will not be tolerated.

Employees are expected at all times to conduct themselves in a positive manner in order to promote the best interests of the library and to promote a positive working environment. Appropriate employee conduct includes, but is not limited to:

- Treating all patrons, visitors and co-workers in a courteous manner;
- Maintaining appropriate staff/patron boundaries;
- Refraining from behavior or conduct that is offensive, undesirable or which is contrary to Louisburg Library's best interests including any and all inappropriate personal relationships with library patrons;
- Reporting to the Director suspicious, unethical or illegal conduct by co-workers, patrons or suppliers;
- Cooperating with library investigations;
- Complying with safety and security regulations;
- Wearing clothing appropriate for the work being performed;
- Performing assigned tasks efficiently and in accord with established quality standards;
- Reporting to work punctually as scheduled and ready for work at the assigned starting time;
- Giving proper advance notice whenever unable to work or report on time;
- Smoking only at times and in places not prohibited by Louisburg Library rules or local ordinances;
- Maintaining cleanliness and order in the workplace and work areas; and
- Engaging in an atmosphere that is positive and encouraging for all staff and patrons.

Louisburg Library does not tolerate acts of violence in the workplace committed by or against an employee. Louisburg Library prohibits employees from making threats or engaging in violent acts.

The following conduct is prohibited and individuals engaged in it may be subject to discipline, up to and including termination:

- Possessing firearms or other weapons on library property;
- Fighting or assaulting a co-worker or patron;
- Threatening or intimidating co-workers, patrons or visitors;
- Engaging in any form of sexual or other harassment;
- Reporting to work under the influence of alcohol, illegal drugs or narcotics or using, selling, dispensing or possessing alcohol or illegal drugs or narcotics on library premises;
- Disclosing confidential Louisburg Library information;
- Falsifying or altering any library record or report, such as an application for employment, a medical report, a time record, an expense report, or any patron record;
- Stealing, destroying or misusing library property or another employee's or patron's property;
- Refusal to follow administrative instruction concerning a job-related matter or insubordination;
- Failing to abide by policies and safety rules;
- Smoking where prohibited;
- Using profane or abusive language;
- Sleeping on the job without authorization;
- Not wearing safety belts while driving during any library business;
- Wearing inappropriate attire or having an inappropriate personal appearance; or
- All other behaviors deemed inappropriate by Louisburg Library standards.

H. Complaint Procedure

A complaint may involve the misuse or misinterpretation of a rule, practice or policy under the personnel rules or board policies:

- That his or her employment or productivity has been adversely affected by the treatment of someone at the library; and/or
- Unsafe or unhealthy working conditions; and/or
- Disputed application of library policies and procedures; and/or
- Unlawful discrimination based on race, color, religion, gender, national origin, age, ability, or other classification protected by federal or state law.

An attempt should be made by the employee's immediate supervisor to resolve any complaint through explanation and counseling before filing a written form.

A complaint committee of three, comprised of the library director (unless s/he is involved in the complaint) and two board members shall meet to consider the situation. The committee will prepare a written report plus decision will be put in the personnel file of all involved in the complaint. The existence of these procedures does not alter the employment-at-will relationship nor is there any contractual right to these procedures.

Complaints Against Employees

Should a patron bring any complaint against an employee in the library, the employee should immediately report such to the director. The director will discuss the problem with the employee and patron to reach a solution. The circumstances regarding the complaint will be documented.

Employee Complaints

It is the policy of the library to resolve employee complaints informally if at all possible. Both supervisors and employees are expected to make every effort to resolve conflicts as they arise. While consideration, cooperation, and common sense can solve most situations, a few require further attention.

Coverage and Applicability

This policy applies to all employees. Volunteers and contractual workers are excluded from this policy and procedure.

Dispute Resolution Procedure for Complaints

Louisburg Library's dispute resolution policy provides employees with the opportunity to resolve work-related disputes and concerns internally by taking them first to the direct supervisor. If the dispute cannot be resolved at that level, the employee may take the work-related complaint to the library director. An employee must take any work-related complaints through the direct line of supervision. S/he may not take work-related complaints directly to the board. If staff have questions regarding their direct line of supervision, s/he should ask the director.

A work-related complaint and/or dispute is defined as an employee's dissatisfaction with a work-related event, policy or procedure, whether it involves management or other employees. Such complaints should be taken to the employer's attention immediately. If possible, a complaint should be issued in writing, but it is not required when first presented to the direct supervisor. Any work-related complaint taken beyond the direct supervisor must be in writing and should state the reason why action taken up to this point has not been appropriate and what action is believed to be more appropriate.

No outside third party such as an attorney or an employee representative or agent representing the employee who is expressing a work-related complaint or concern will participate in the library's internal dispute resolution process. This process is intended to allow employees and library management to resolve any complaints, disputes or concerns without participation in that process by outside third parties.

After taking the work-related complaint through library levels of supervision without achieving what the employee considers a satisfactory resolution, the employee may put his/her concerns in writing and submit them to the library board for review. It is entirely within the discretion of the board whether or not the employee's work-related complaint will be acted upon by anyone other than the director. Once the board makes a decision regarding the work-related complaint, the decision is final and is not subject to further internal dispute resolution process or internal appeals. All parties will be notified in writing of the final decision.

This dispute resolution policy does not alter the employee's status as an employee-at-will, nor does it apply to complaints of any type of harassment, discrimination or retaliation.

Complaint Procedure

If an employee feels the library has treated him or her unfairly, and the matter cannot be resolved informally through the immediate supervisor, the following procedures for managing complaints shall apply:

- The employee shall provide a written statement describing the situation to the immediate supervisor. The supervisor shall meet with the employee no later than 5 work days following the receipt of the statement and attempt to provide a solution or explanation in writing within 3 days, unless additional time is required under the circumstances.
- If the complaint is not resolved to the employee's satisfaction at this level, the employee shall, within 5 working days, forward a copy of the original statement, together with an explanation of previous attempts to resolve the issues *including the supervisor's written solution or explanation*, to the library director. The director shall interview the employee and the supervisor within 5 working days of receiving the written statement. The director shall respond within 3 working days after meeting with the employee and supervisor with a solution or explanation in writing, unless additional time is required under the circumstances.
- If the employee remains dissatisfied with the proposed solution/explanation, s/he shall forward to the board within 5 working days all written matters relative to the complaint. The board shall review the documents and, if deemed necessary, meet with the parties involved, and issue a determination within 10 working days of

concluding the interview. The determination of the board is final and conclusive for all parties.

III. Compensation

A. Authority

The library board, in partnership with the library director, will establish and maintain compensation schedules. Salaries are part of the annual budget and upon budget approval, become part of the budget document. All employees will be evaluated annually.

Libraries are expected to comply with state and federal wage and hour laws. Part-time employees working less than 6-hour shifts will receive a 15-minute break. Part-time employees working more than 6-hour shifts will receive a 30-minute break.

B. Overtime

Employees must receive approval in advance from the director to work hours over an assigned schedule or over 40 hours. Schedules are set so that employees do not work over 40 hours, even if they participate in opening or closing procedures. Approved overtime will be paid at the rate of 1-½ hours for every hour worked over 40 hours in the employee's work week.

C. Compensatory Time

The director must approve compensatory time in advance. Compensatory time may be given to non-exempt employees in lieu of monetary overtime for hours worked in excess of 40 in the workweek at the rate of 1-½ hours for every hour worked over 40 in the work week and must be used within the following pay period it was granted.

D. Payroll procedures

- Employees are required to maintain accurate time records noting hours worked, vacation and sick leave earned and taken.
- Employees are paid biweekly and shall submit their time sheets no later than the last day of the pay period. If time sheets are not submitted in time employees will receive payment after the next pay cycle.
- Unsigned time sheets are not valid.
- Employees must pick up their own checks unless they have provided written authorization to the Director and/or the Administrative Assistant.

E. Mandatory Deductions

- Federal and state income tax withholding
- FICA (Social Security)

- Medicare for employees hired after March 31, 1986 who are not under Social Security. Public Law 99-272
- Kansas Public Employment Retirement System (KPERs). An employee who works 1,000 hours or more (19.5 hours per week) and has been employed for one full year is eligible for KPERs if the employer is a member of KPERs.

F. Mandatory Employer Liability

- FICA
- Medicare
- KPERs (Employer rate designated each year)
- Worker’s Compensation is mandatory if the library's payroll is more than \$10,000
- As of January 1, 1978, each library or municipality supporting a library has had to provide for the funding of unemployment benefits

G. Health Benefits

Staff who work 30 hours a week or more shall be eligible for health insurance, dental insurance and eye care.

H. Vacation Time

Vacation time shall be earned beginning with the date of employment. No employee shall be permitted to use vacation time for any period spent on unauthorized leave. All vacation must be approved in advance and may be denied due to scheduling.

Library Director: Vacation eligibility will increase on the anniversary dates of employment as follows:

- 10 days after the 1st year
- 15 days after the 3rd year
- 17 days after the 5th year
- 20 days after the 10th year

Employees who resign in good standing and give proper notice of termination are entitled to receive payment for accrued vacation not yet taken.

Full-time (35-40 hours per week or more): No vacation hours may be carried over to the next year. Vacation eligibility will increase on the anniversary dates of employment as follows:

- One week after the first year
- Two weeks after the third year

- Three weeks after the eighth year

Every effort will be made to accommodate vacation requests, unless business circumstances do not permit. Vacation may be taken in full or half days only.

Employees who resign in good standing and give proper notice of termination are entitled to receive payment for accrued vacation not yet taken.

Part-time (less than 30 hours per week): Paid vacation shall be earned by part time employees based on the average number of hours the employee worked per week in the prior year. No vacation hours may be carried over to the next year. Vacation eligibility will increase on the anniversary dates of employment as follows:

- One "week" after the 1st year
- Two "weeks" after the 3rd year

The average number of hours worked per week is calculated as follows:

- Gross Wages divided by Hourly Rate = Hours Worked in the Prior 12 Months.
- Hours Worked in Prior 12 Months divided by 52 = Average Hours Worked Per Week

Every effort will be made to accommodate vacation requests, unless business circumstances do not permit. Vacation may be taken in full or half days only.

Employees who resign in good standing and give proper notice of termination are entitled to receive payment for accrued vacation not yet taken.

I. Sick Leave

Full-time employees shall be entitled to sick leave with pay for absences resulting from illness, injuries, accidents or other incapacities, occurring either on or off the job. No employee shall be permitted to use sick leave for any period spent on unauthorized leave. Full-time employees are entitled to sick leave with pay for physical examinations, dental work, mental or physical therapy, and other medically related treatment. When possible, employees taking sick leave for the above appointments should notify the library director at least 24 hours in advance. Full-time employees earn 104 hours or 13 days of sick leave in a calendar year. Sick leave may accrue to 208 hours or 26 working days. Accrued sick leave will not be paid if the employee leaves employment or is terminated.

Full-time employees shall have the opportunity to donate a portion of their accrued sick leave to other employees who may be forced to take FMLA leave due to an emergency. Time donated to the Sick Bank shall not be revoked by the donor once it has been used by another employee.

J. Family and Medical Leave Act of 1993

The Family and Medical Leave Act (FMLA) 29 U.S.C. 2601-2654 went into effect on August 5, 1993. The act allows employees to take up to twelve weeks per twelve months of unpaid, job-protected leave to care for a new baby, an ailing family member, or the employee's own illness.

- Coverage Libraries, regardless of size, are covered as employers. If libraries receive money from the county, city, or state, they are covered as employers.
- Eligible employees must have been employed for at least 12 months (need not be consecutive) and must have been employed at least 1,250 hours of service during the 12-month period preceding the commencement of the leave and employed at a worksite where 50 or more employees are employed by the employer within 75 miles of that worksite. The FMLA is posted prominently in the employee break room of the library.

All eligible employees of Louisburg Library are entitled to a total of 12 weeks of leave during any 12-month period for one or more of the following reasons:

- birth of a child;
- placement of child for adoption;
- caring for a spouse, child, or parent with a serious health condition; or
- the serious health condition of the employee.

A serious health condition is defined as inpatient care at a hospital, hospice, or residential medical care facility, continuing care by a doctor of medicine or osteopathy. The director or board may require an employee to provide a doctor's certification of the serious health condition.

In order for employees to be eligible for this benefit, they must have worked for the library at least 12 months and a minimum of 1,250 hours in the last 12 months. The library will continue the employee's health benefits (if applicable) during the leave period at the same level and conditions as if the employee had continued to work. Employees will be responsible for their contribution to such health care coverage, if any.

If the employee chooses not to return to work for any reason other than a continued serious health condition, the library may reserve the right to recover from the employee premiums that the library paid for the employee's health coverage.

Under the Act, an employee can take the 12 weeks of leave intermittently for a serious health condition. (i.e. take a day periodically when needed or use the leave to reduce the work week or work day) resulting in a reduced work schedule. The employee and his/her supervisor must agree on such reduced work schedules if the employee is taking leave for the birth, adoption, or foster care of a child. If employees have accumulated paid leave for less than 12 weeks, they may take the rest as unpaid leave. Louisburg Library

may require the employee to use all paid vacation or other paid leave before taking unpaid leave. However, employees will not be required to use sick leave, if any, for time off because of a birth, adoption or foster placement.

When the employee plans to take leave under the act, the employee is required to give his/her supervisor 30 days' notice or, if this is not possible, as much notice as is practical.

The library reserves the right to designate FMLA qualifying leave retroactively and according to law.

If an employee has questions regarding how this Act affects them, they should see the library director.

K. Bereavement Leave

Full-time employees suffering a death in the family will be granted up to seven days leave with pay per calendar year. This leave applies to the death of spouse, child, relative residing in the employee's household, parents and parents of spouse, grandparents, grandchildren, brothers, sisters, aunts, uncles, spouses and children of brothers and sisters of employee and spouse. Other covered relationships will be considered on a case-by-case basis.

L. Family Leave

Full-time employees will be granted up to 6-weeks paid leave and 12-weeks guaranteed job security, based on the FMLA guidelines outlined in this policy for the birth of a child and/or the placement of a child for adoption.

M. Holidays

All legal holidays as observed by the Federal Reserve Bank shall be paid holidays for full-time employees with one exception: the library will observe either Columbus Day or Veterans Day. In addition, the library will be closed on the Friday following Thanksgiving, Christmas Eve day, starting at 1pm and the day following Christmas. These shall be paid holidays for full-time employees, as well as one personal holiday.

New Year's Day	Columbus Day or Veteran's Day
Martin Luther King, Jr. Birthday	Thanksgiving Day
Presidents' Day	Friday following Thanksgiving
Memorial Day	Christmas Day
Independence Day	The day following Christmas
Labor Day	

N. Civil Leave

An employee shall be given necessary time off with pay for the following:

- Jury duty

- Court appearances as a witness in answer to a subpoena or as an expert witness when acting in an official capacity in connection with the library.

O. Military Leave

The library complies with the Uniformed Service Employment and Reemployment Rights Act (USERRA) which is applicable to all members of the uniformed military services, including the Armed forces, the Army National Guard, the Air National Guard, the commissioned corps of the public Health Service and any other category of person so designated by the President in a time of war or national emergency. Should you have any questions regarding your rights as a library employee under USERRA, any other state or federal law applicable to those in military services, and those with veteran status, please contact the library director.

P. Continuing Education

The library board supports the guidelines in *Measurements of Quality, Public Library Standards for Kansas, 1992*, which states, "Library boards should be committed to the continuous development and improvement of personnel and should include continuing education expenses within library budgets."

To encourage lifelong learning for professional development, the board encourages staff to participate in Continuing Education opportunities. Credits will be recognized from professional institutions, including other libraries, the School of Library and Information Management of Emporia State University, the Northeast Kansas Library System, WebJunction, and workshops sponsored by the State Library of Kansas or other entities directly related to job performance.

Programs sponsored by these institutions, plus college courses, professional conferences, community sponsored programs, and commercial training seminars that relate to professional concerns, and professional skills, organizational skills, interpersonal skills or social issues of concern to libraries are eligible for continuing education credits. Credits from other institutions must be pre-approved by the director.

Staff shall participate in a minimum of two continuing education opportunities annually, in addition to Staff Development days organized by administration and monthly Librarians in Action meetings. Unless otherwise agreed upon, library staff will be paid their regular salary while participating in continuing education. In addition, library staff will be reimbursed for continuing education expenses as outlined:

- Registration for approved classes/workshops paid in full by the library.
- Mileage incurred while in attendance of approved events is reimbursed the current IRS allowable mileage rate.
- Cost of meals incurred while in attendance of approved events.

- Cost of overnight accommodations when distance to approved events is great enough to warrant an overnight stay. Multiple night stays are covered when necessary.

Unless otherwise agreed upon, when a trustee attends an approved event, s/he will be likewise reimbursed.

If the library has pre-paid for continuing education opportunities as outlined above and the registered party does not attend the event, s/he will reimburse the library for all expenses paid.

After completion of each recognition level, the participating staff member will be awarded a bonus of \$50.00. Levels of the Louisburg Library Continuing Education Program are as follows:

Level I	20 hours CE Credits
Level II	40 hours CE credits
Level III	60 hours CE credits
Level IV	80 hours CE credits
Level V	100 hours CE credits

To earn continuing education credits, participants must submit completed CE forms and accompanying verification of completion, including an analysis of how the experience would or would not enhance staff performance. Continuing education hours will be determined by the institution and will be documented on the certification of completion.

Q. Volunteers

A volunteer is a part-time, non-paid position that does not displace paid staff. The library director or a person appointed by the director should be responsible for the volunteer program, which shall include:

- General library orientation and identification of responsibilities.
- Introduction, which should include an understanding of the responsibilities and the channels of communication.
- In-service training.
- A recognition program for volunteers.

Appendix A

I. Position Description

Library Assistant

Position Description: Receives general direction from the library director. A high-energy, enthusiastic self-starter who will positively interact with the public and colleagues in a fast-paced environment is desired. Previous library experience is a plus and on the job training is provided, as our operating software is unique.

Circulation Services: We need highly organized personnel with excellent interpersonal skills who are team players and show initiative. Library Assistants are responsible for sorting and shelving materials according to their categorization, shelf reading, assisting district library patrons with finding materials, placing holds on items, including ILL requests, and checking those materials in and out. Patrons may also need assistance with internet access and ensuring their technical needs are met, which may include making copies, sending faxes and scanning and printing documents. Keeping the library clean, organized and inviting is required.

Library Assistants manage inquiries over the counter, via email or telephone, among other duties that require creative organization and development. Therefore, s/he must remain courteous and helpful to all patrons and personnel, actively seeking answers to questions. Confidence and excellent communication skills to handle a variety of social interactions with colleagues and the public are a must.

S/he issues new library cards and manages patron accounts, at which time providing tours of the facility, offering new patron bags and providing an explanation of services is necessary.

Special Projects: Participates in the marketing and promotion of library programs and collections by creating bulletin boards, end caps, displays and flyers for distribution. Runs programs periodically, assists in setting up for programs and activities, and participates in committee work to enhance library services and patron satisfaction.

Collaboration & Team Work: May work under the direction of other departments to keep services up-to-date and participate in programming and events. Assists Collection Development in weeding and evaluating materials, making recommendations for replacement, repair and updating materials based on usage and publication date. Participates in inventory and the recovery of overdue materials. Accepts donations and assesses the condition of items by comparing duplicate copies to current holdings. May process new materials.

Attends monthly Librarians in Action meetings and annual Staff Development days, in addition to other continuing education opportunities that become available throughout the year. Keeps updated and communicates regularly with staff members through email and monthly circulation-desk meetings.

Collection Development

Receives general direction from the library director. Performs tasks requiring on the job training in routine procedures and specific skill sets unique to the library operating software.

Cataloging: As the person responsible for cataloging, s/he manages and coordinates workflow for the cataloging and processing of library materials and performs all original and/or copy cataloging—from creating call numbers and item records to assigning barcodes to items and regularly updating bibliographic records on OCLC, AR, award winning materials and inventory. Deletes materials and prepares them for shipment to Better World Books or another entity that supports global literacy.

Processing Materials: Accepts donations and assesses the acceptable condition of items, comparing duplicate copies to current holdings for damage and wear. Returns damaged or unwanted new materials. Unpacks boxes of materials, keeps records of materials, provides necessary documents to administration, and processes catalogued materials for placing on shelves in a timely manner.

Repairing: Identifies and determines which materials should be repaired or replaced, ensuring that the most cost effective decision is recommended. Mends materials and returns to shelves in a timely manner.

Collection Development: Regularly deletes destroyed, lost or outdated materials from the system. Researches series to fill in gaps, new titles and special collections for accession into the library collection. Stays updated on what is trending through continuing education opportunities.

Team Work: Collaborates with staff to troubleshoot issues, explore new collection ideas and refresh and update current holdings. Is cross-trained in circulation procedures to provide assistance when necessary. Attends monthly Librarians in Action meetings and annual Staff Development days, in addition to other continuing education opportunities that become available throughout the year. Keeps updated and communicates regularly with staff members through email and morning meetings.

Performs other duties as assigned, in addition to evening and weekend work when appropriate.

Young Adult Services Coordinator

Qualifications:

Positive attitude, high energy, enthusiasm, and the ability to show initiative and self-start projects in a fast-paced environment. High school diploma and experience in working with young adults, event planning, and customer service, fundraising and positive collaboration required.

Position Description:

Receives general direction from the library director. S/he provides services to middle and high school aged young adults through Louisburg Library, promotes and publicizes services in the library district and participates on the management team, working together to provide leadership and serve as a resource for staff and patrons.

Responsibilities Include:

Working collaboratively: As a member of the Library's management team, s/he will collaborate with other senior staff for the development of library policy, and strategic, automation and budget planning. In addition, the person in this position will actively contribute to promoting the library as a participant in teaching and learning which may or may not include developing services for a variety of ages. Participates in the development and creation of community programs and events that may not focus strictly on young adults. As a member of the management team, s/he also focuses heavily on website, social media and reading program tracker software function and design.

Programming: Includes all aspects of creating, planning and implementing programming and events throughout the year that engage participants in literacy, STEAM and other educational, cultural and recreational activities. Includes but is not limited to providing reader's advisory services, creating a monthly or quarterly newsletter, and outreach to district middle and high schools.

Youth Services Coordinator

Position Description:

Receives general direction from the library director. The Youth Services Coordinator provides services to children from birth through grade school at Louisburg Library, promotes and publicizes youth services in the community and participates on the management team, working together to provide leadership and serve as a resource for staff and patrons.

Responsibilities Include:

Work collaboratively: As a member of the management team, s/he will collaborate with other senior staff for the development of library policy, and strategic, automation and budget planning. In addition, the person in this position will actively contribute to

promoting the library as a participant in teaching and learning. Participates in the development and creation of community programs and events that may not focus strictly on youth. As a member of the management team, s/he also focuses heavily on website, social media and reading program tracker software function and design.

Children's Programming: Involves all aspects of creating, planning, and implementing children's programming to the library district and community. Includes but is not limited to summer reading programs, weekly story times, tours and outreach to district preschools, elementary schools and scouts.

Collection Development: Responsible for purchasing the youth collection to include relevant and best-selling materials that are age-appropriate and in-demand. Responsible for weeding the youth collection to eliminate destroyed, lost or outdated materials.

Youth Volunteer Services: Interviews, hires and coordinates schedules for youth volunteers in the library. Develops volunteer policies and procedures with input from staff.

Team Work: Attends monthly Librarians in Action meetings and annual Staff Development days, in addition to other continuing education opportunities that become available throughout the year. Keeps updated and communicates regularly with staff members through email and morning meetings.

Adult Services Coordinator

Position Description:

Receives general direction from the library director. The Adult Services Coordinator participates on the management team, and in all circulation activities of the library, maintains positive relationships with the public and provides leadership as a resource for staff and patrons.

Responsibilities Include:

Work collaboratively: As a member of the management team, s/he will collaborate with other team members for the development of library programs, policy, and strategic, automation and budget planning. In addition, the person in this position will actively contribute to promoting the library as a participant in teaching and learning. Participates in the development and creation of community programs and events that may not focus strictly on adults. As a member of the management team, s/he also focuses heavily on website, social media and reading program tracker software function and design.

Adult Services: Creates, plans and implements all adult services programming, including book clubs, outreach to seniors in local facilities and at home, continuing education for adult patrons and special projects. Creates and maintains special collections, such as the Assistive Devices: Memory Collection. Actively seeks funding opportunities through grants and community resources.

Circulation Guide: Offers reference assistance to Circulation Staff if needed. May participate in routine circulation procedures when necessary.

Builds and maintains positive working relationships with colleagues, board members and the public using principles of outstanding customer service.

Team Work: Attends monthly Librarians in Action meetings and annual Staff Development days, in addition to other continuing education opportunities that become available throughout the year. Keeps updated and communicates regularly with staff members through email and morning meetings.

Volunteer Services: Interviews, hires and coordinates schedules for adult volunteers in the library. Develops volunteer policies and procedures with input from staff.

Computer Support Technician

Position Description:

The Computer Support Technician structures the technology department of the library, takes inventory of existing records, and maintains the library website. S/He receives general direction from the library director and performs related tasks as assigned and participates on the management team, working together to provide leadership and serve as a resource for staff and patrons.

Responsibilities Include:

Defining the structure of the technology department of the library: S/he will provide leadership, coordination and administration to all technical services operations, which includes overseeing all computer and server maintenance and installation; providing technical desktop support to end-users; troubleshooting PC and network problems; repairing personal computers, servers, and peripheral equipment; maintaining user security access and performing backups; answering complex technical questions regarding the use of hardware and software related to network communications; and performing routine hardware & software moves, adds, and changes.

S/He will work with the director and board to develop and maintain a current technology plan for the library and continually look for funding monies available to the library.

Work collaboratively: As a member of the management team, s/he will collaborate with other senior staff for the development of library policy, and strategic, automation and budget planning. In addition, the person in this position will actively contribute to promoting the library as a participant in teaching and learning. Participates in the development and creation of community programs and events for all ages. As a member of the management team, s/he also focuses heavily on website, social media and reading program tracker software function and design.

Other duties will include assisting with personnel administration; preparing and editing library documents, and reports; and training patrons, staff and other organizations how to use the most up-to-date technical services available.

Programming: Includes all aspects of creating, planning and implementing technical programming and events throughout the year that engage participants in literacy, STEAM and other educational, cultural and recreational activities.

Team Work: Attends monthly Librarians in Action meetings and annual Staff Development days, in addition to other continuing education opportunities that become available throughout the year. Keeps updated and communicates regularly with staff members through email and monthly circulation-desk meetings.

Interlibrary Loan

Receives general direction from the library director to perform related tasks as assigned. Performs tasks requiring on the job training in routine procedures and specific skill sets unique to the library operating software.

Individual Responsibilities Include:

Inter-Library Loan: Researches and locates library materials requested using the State of Kansas catalog in addition to national record databases. Arranges loans and shipping of materials to and from other libraries using the courier and postal service.

Team Work: S/He works collaboratively with department coordinators. Attends monthly Librarians in Action meetings and annual Staff Development days, in addition to other continuing education opportunities that become available throughout the year. Keeps updated and communicates regularly with staff members through email and morning meetings.

Performs other duties as assigned, in addition to evening and weekend work when appropriate.

Administrative Assistant

Position Description:

The Administrative Assistant performs all duties related to finances and budget, assists with data gathering and distribution and maintains a positive relationship with the Director and Library board. S/He receives general direction from the library director, performs related tasks as assigned and participates on the management team, working together to provide leadership and serve as a resource for staff and patrons.

Responsibilities Include:

Work collaboratively: As a member of the management team, s/he will collaborate with other senior staff for the development of library policy, and strategic, automation and

budget planning. In addition, the person in this position will actively and professionally contribute to promoting the library as a participant in teaching and learning.

Office Administration: Performs administrative work in support of library operations, functions and programs. Performs the full range of administrative support services for the director and staff, including, but not limited to, ordering, accounts receivable and accounts payable functions, registration, travel and itineraries for continuing education, and record retention.

Financial Administration: S/He is required to make discretionary decisions in all assigned areas, often initiating reviews of existing administrative procedures such as fiscal and equipment purchases. Pursues and maintains excellent communication with the director, staff and board and makes or recommends improvements when necessary. Confidential duties in the labor relation's process are part of the job description. Therefore, s/he is excluded from the library bargaining unit. Schedules and prepares documentation for annual audit. May provide occasional supervision of library support staff in the absence of the director.

Gathers, generates and maintains all payroll and payable records and prepares timely reports; gathers information and prepares drafts of annual budgets; prepares monthly financial reports; researches and prepares bills for payment, including verification of partial shipments; maintains accurate monthly budget records and reconciles records with printouts and processes purchase orders in a timely manner; reconciles cash receipts; tracks donations and drafts annual budget.

Data and Report Gathering: Relieves the director and the library's management team of administrative details such as gathering data and preparing reports. Also generates and maintains budget records and reports; reviews existing administrative procedures in the area of assignment and recommends improvements; may write drafts of policies and procedures for review.

Serves as confidential secretary to the library director; prepares proper and timely reports; composes letters and memoranda and compiles monthly board reports to be distributed in time for monthly meetings; updates policy and training manuals and the employee handbook as necessary, which may include writing office procedures and drafting policies for board consideration. In cooperation with the director, attends to building maintenance, acting as liaison with vendors, suppliers, and other outside service providers.

Team Work: Attends monthly Librarians in Action meetings and annual Staff Development days, in addition to other continuing education opportunities that become available throughout the year. Keeps updated and communicates regularly with staff.

Library Director

Position Description:

Plans, organizes, and directs a comprehensive program of district library, informational, educational, cultural and recreational communications and related services; oversees the care and maintenance of the Library building, equipment and systems, and formulates library policies and annual budget proposals for review, input and approval by the Library Board. The work requires that the employee have thorough knowledge, skill and ability in every phase of the public library field. Excellent communication skills are a necessity for engaging the public and collaborating with various organizations.

Responsibilities Include:

Planning, coordinating, purchasing, managing, and supervising all functions related to library operations in accordance with the library mission, vision and strategic plan, the guidelines of the Northeast Kansas Library System (NEKLS), and Kansas Laws and Regulations governing Kansas district libraries.

Planning: With an understanding of what a 21st Century Library can and should be, plans for the growth of the physical, operational and program needs of the library district. Develops short-term and long-range goals and plans for collections, services, and programs in keeping with the library's mission statement and operating policies; studies and plans development of library services to meet present and future library district needs. Prepares and presents library budget proposal for approval, and monitors and approves expenditures from the official operating budget to meet those needs, either directly or through appropriate delegation.

Coordinating: Maintains knowledge of new developments in the library profession, including technological advances, through professional development opportunities, including but not limited to participation in activities of professional organizations and networks and of the State Library of Kansas. Coordinates activities with appropriate staff, board members, and library stakeholders to assure orderly implementation of library operations, programs and events.

Purchasing: Responsible for developing print and non-print collections, including selection, organization, maintenance, preservation, withdrawal, and disposal of materials, either directly or through appropriate delegation. Purchases library materials, equipment, and supplies necessary to the function and operation of the library and ensures that all are purchased in accordance with community needs and intellectual freedom.

Managing: Maintains orderly records of library expenditures, personnel files, library records, library board meeting minutes, etc., either directly or through appropriate delegation. The library director is proactive in maintaining order in library operations and a quality work environment for library staff. This includes assessment of library staffing needs in the overall presentation of an orderly library facility providing quality library

services to patrons. S/He guides the management team, working together to provide leadership and serve as a resource for staff and patrons.

Supervising: Supervises the library staff, directly or through appropriate delegation, to create a harmonious team environment. Administers personnel policies and procedures for library employees, including training, development, scheduling, and evaluation, either directly or through appropriate delegation. Participates in the recruitment and selection of library personnel. The library director is responsible for ensuring appropriate continuing education is available to all staff to improve and enhance patron and personnel interaction and services.