

Personnel Policy

EQUAL EMPLOYMENT OPPORTUNITY

- A. Hesperia Community Library will not unlawfully discriminate against any employee or applicant for employment because of race, color, religion, national origin, age, sex, gender, height, weight, marital status, sexual orientation, disability, or veteran status. No personnel action will unlawfully discriminate against an individual based on any of these characteristics. Personnel actions include, but are not limited to: recruitment, employment, promotion, transfer, disciplinary action, lay-off, termination, rates of pay or other forms of compensation, and selection for training.
- B. Except where permitted by law, the Library will not deny an individual the full and equal enjoyment of its goods, services, facilities, privileges, advantages, or accommodations because of race, color, religion, national origin, age, sex, height, weight, sexual orientation, marital status, disability, or veteran status.
- C. Hesperia Community Library will observe federal and state laws concerning equal employment opportunity. The Library will make reasonable accommodations, as required by law, for the disabilities of otherwise qualified employees or applicants, which will not impose undue hardship on the Library.
- D. All persons hired by the Library must be eligible to work in the United States pursuant to the Immigration Reform and Control Act of 1986.

Adopted: November 15, 2016

AMERICANS WITH DISABILITIES ACT (ADA)

- A. Hesperia Community Library is subject to the provision of the Americans with Disabilities Act (ADA) of 1992, and the Michigan Persons with Disabilities Civil Rights Act.
- B. The Library does not discriminate on the basis of disability in admission or access to programs or activities, or in Library employment policies and practices. Reasonable accommodations will be made upon request from either the public or employees.
- C. Individuals needing special auxiliary aids or services for access to Library programs and meetings should contact the Library at (231) 854-5125 at least 72 hours in advance of the program/meeting in order that appropriate arrangements can be made.

Adopted: November 15, 2016

Revised: January, 2025

HARASSMENT

- A. Hesperia Community Library is committed to providing a workplace free from harassment. Therefore, Hesperia Community Library prohibits harassment of employees or members of the public by an employee. Harassment can occur with a single incident or through a pattern of behavior where the purpose or effect is to create a hostile, offensive, or intimidating work environment. Harassment can result from a broad range of actions, which might include, but are not limited to, the following:
 - physical or verbal intimidation;
 - racial, gender, or age insults;
 - derogatory ethnic jokes;
 - religious slurs; or
 - sexual harassment (as defined below):
- B. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when:
 - submission to such conduct or communication is made a term or condition either explicitly or implicitly to obtain employment;
 - submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment;
 - or such conduct or communication has the purpose or effect of unreasonably interfering with an individual's employment or creating an intimidating, hostile, or offensive employment environment.

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- C. This policy against harassment also prohibits acts of non-employees which result in an intimidating, hostile, or offensive employment environment or unreasonably interfere with an individual's employment.
- D. An employee who believes that he or she has been harassed shall promptly report the incident to the Library Director and complete an Employee Complaint Form.
- E. The Library Director and/or Library Board will conduct a prompt and thorough investigation of each incident and, if a violation is found, will take prompt and appropriate action against the person, or persons, responsible.
- F. Employees who violate the policy will be subject to discipline up to and including discharge. Hesperia Community Library prohibits any form of retaliation against employees for bringing bona fide complaints or providing information about harassment. However, if an investigation of a complaint shows that the complaint or information was false, the individual who provided the false information will be subject to disciplinary action, up to and including discharge.
- G. Non-employees who violate this policy shall be considered in violation of Public Behavior, Section 2 of the Policy Manual on General Operations and may be barred from use of the library for specified periods of time as provided in policy Public Behavior, Section 2.

Adopted: November 15, 2016

APPLICATIONS

- A. Hesperia Community Library shall accept applications for employment only when a position opportunity exists.
- B. All employment applications shall be processed in accordance with established personnel procedures
- C. Applications must be completed in their entirety; including any conflict of interest disclosures or disclosures of felony convictions.
- D. The Library Director may conduct a criminal background check on any person being considered for employment. Individuals with criminal records may be disqualified.
- E. All complaints regarding hiring procedures and decisions shall be made in writing to the President of the Board of Trustees. Complaints will be reviewed by the Board of Trustees.
- F. New employees will be given an orientation program regarding the facilities, operations, and services.

Adopted: March 8, 2005

Reviewed: May 17, 2022

Revised: January, 2025

INITIAL EMPLOYMENT PERIOD

- A. All employees shall serve an initial employment period of 60 days.
- B. During the initial employment period, a newly hired employee may be dismissed at the sole discretion of the Library Director.
- C. Employees may not use paid sick leave until their probationary period is completed.

Adopted: January, 2025

EMPLOYEE TERMINATION OF EMPLOYMENT

- A. Employees are free to resign at any time and for any reason.
- B. During the initial employment period, Hesperia Community Library reserves the right to terminate the employment of employees at any time and for any reason with or without cause, and with or without notice.
- C. After the initial employment period, employees will be dismissed whenever there is inappropriate conduct, failing to fulfill job responsibilities, lack of finances to support a position, or other reasons.
- D. All employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in the workplace or while performing assigned activities. An employee who violates this prohibition will be subject to dismissal.

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- E. The Library Director may dismiss an employee at any time whenever it is in the best interest of the library. All employees are “at-will” employees.
- F. The key to the library, work vest, name tag and any other library-owned work items will be surrendered on the employee’s last work period.

Adopted: March 8, 2005

Reviewed: May 17, 2022

Revised: January, 2025

PERSONNEL FILES

- A. The Library Director will maintain a personnel file for each person employed by the library. The file will contain information related to the employee’s employment including the application for employment, tax forms, evaluations and other pertinent information. Employees may request to review their personnel file at any time.
- B. Employee Social Security numbers will be used only for the purposes associated with payroll activities. Each employee’s Social Security number will be kept confidential and only visible to authorized personnel and the employee. Only personnel authorized by the Library Director may have access to Social Security numbers in order to perform specific tasks related to payment of wages and salaries. Any other use of more than four sequential numbers will require written notification and written permission of the employee. Documents containing employee social security numbers will be destroyed in an appropriate manner when no longer needed. The penalty for unlawfully disclosing employee social security numbers can result in immediate dismissal and can be punishable to the extent of the law (P.A. 454 of 2004).

Adopted: March 8, 2005

Revised: November 15, 2016

Reviewed: May 17, 2022

COMPENSATION

- A. The wage schedule will be compliant with state and federal law and may be updated as needed to remain compliant pursuant to changing law.
- B. The Library Director may consider qualifications in determining the wage of new employees.
- C. Wages are reviewed annually during the budget process.

Adopted: March 8, 2005

Reviewed: November 15, 2016

Reviewed: May 17, 2022

EMERGENCY CLOSING COMPENSATION

- A. If the library experiences a short-term closure due to emergency weather conditions, employees will continue to receive pay based on authorized hours.

Adopted: January, 2025

SICK LEAVE

- A. Every January, all employees will receive a frontloaded annual bank of 72 hours of paid sick leave.
- B. Employees intending to use planned sick leave for a foreseeable approved usage should notify the Director of their intent as soon as practicable.
- C. Employees may use paid sick leave for the illness of, or caring for, the employee or employee’s immediate family, incidents arising from domestic violence, and other reasons as required by law.
- D. After three consecutive paid sick days, the Library Director may request appropriate documentation.
- E. Employees need to enter sick leave hours used into the PTO spreadsheet as they are used.
- F. Sick leave allotment and remaining leave will be included on employee paystubs.
- G. Probationary employees may not use paid sick leave until their 60 day probation is completed.

Adopted: January, 2025

Revised: March, 2025

WORK RELATED INJURIES

- A. Employees must provide verification for any restrictions ordered by a physician.

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Adopted: March 8, 2005

Reviewed: May 17, 2022

Revised: January, 2025

PERFORMANCE EVALUATIONS

- A. Performance evaluations will be done periodically at the discretion of the Library Director or the request of the employee.
- B. Employees will receive a copy of performance evaluations.

Adopted: March 8, 2005

Reviewed: February 19, 2019

Reviewed: May 17, 2022

PAY PERIODS

- A. The pay period will be the 11th of the month to the 10th of the next month.
- B. Wages and salaries will be paid on the 15th of each month.
 - a. When the 15th falls on a weekend, payday will be the Friday prior.
- C. Employees must enter their hours worked into the payroll spreadsheet and any sick leave used during the pay period into the PTO spreadsheet, both available on the third computer at the circulation desk.

Adopted: March 8, 2005

Reviewed: May 17, 2022

Revised: January, 2025

WORK SCHEDULE

- A. Two employees are required to be in the building and “on the clock” whenever the library is open.
 - a. One or both of those employees may be the Director, Administrative Assistant or Technology Support Technician as needed.
- B. Library staff schedule their own hours using the online schedule sheet available through the HCL Information Portal.
 - a. Staff may not exceed 40 hours per week.
 - b. Hours worked and sick leave used needs to be entered into the payroll spreadsheet at the end of each shift.
- C. The schedule is available 3 months in advance.
 - a. On the 10th of each month, the online schedule will be locked and the monthly schedule printed for placement by the mailboxes.
 - b. Staff needing to make changes to their schedule once it has been locked will need to make arrangements with the Director or Administrative Assistant.
 - i. Staff requesting changes to their schedule within a month’s time frame are encouraged to seek a replacement staff member to fill in that shift.
- D. When unable to report for work, employees should notify the Director/Administrative Assistant as early as possible.
- E. Employees who work for four or more continuous hours will take a 15 minute paid break. When working for six hours or more, there will be a total 30 minutes paid break time. Break periods are scheduled at mutually agreed upon times with the employees on duty and may be interrupted whenever assistance is needed.

Adopted: March 8, 2005

Reviewed: May 17, 2022

Revised: January, 2025

DRESS CODE

- A. Library employees are expected to contribute to a positive image of the library through proper grooming and attire.
 - a. Attire should be appropriate for work, clean and well maintained.
 - b. Appearance should be well groomed.

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- B. The library will provide an HCL vest and a nametag for each employee. One or both must be worn while on shift.
- C. The library may, on occasion, provide Seasonal t-shirts, including summer reading, for staff to wear while in season.

Adopted: March 8, 2005

Reviewed: May 17, 2022

Revised: January, 2025

GRIEVANCES

- A. Concerns and complaints related to library operations or working conditions should be brought to the attention of the Library Director. If an employee feels the Library Director has not provided appropriate or satisfactory action to a concern and complaint, the employee may submit a written complaint to the Library Director for the Board of Trustees to review.
- B. Trustees will refer complaints from employees regarding library operations and working conditions to the Library Director.

Adopted: March 8, 2005

Reviewed: November 15, 2016

Revised: January, 2025

STAFF EMAIL AND OFFICIAL COMMUNICATIONS

- A. Library employees will be assigned an email account for the purpose of facilitating communication regarding library operations and business.
 - a. All communications using email are considered public information and employees understand that email is not “private.”
 - b. Email accounts are subject to disclosure under the Freedom of Information Act.
- B. Library employees will review their email account, and the general library email account at least once per work period.
- C. Employees are expected to utilize the communication features in the Google suite when engaging in official business of the library. No information about patrons should be shared outside of these channels.

Adopted: March 8, 2005

Reviewed: May 17, 2022

Revised: January, 2025

PROFESSIONAL MEMBERSHIPS

- A. The Library and/or the Library Director is encouraged to belong to the American Library Association.
- B. The Library and/or the Library Director is encouraged to belong to the Michigan Library Association.
- C. Staff membership may be considered on a case-by-case basis.

Adopted: January 11, 2005

Reviewed: January 18, 2022

Revised: January, 2025

ADDITIONAL EMPLOYEE WORK RULES

- A. Each employee is assigned a secure locker for storing personal items while working and a mailbox for receiving notices and other materials.
- B. Food should be consumed in the break or work room.
 - a. A refrigerator is available for staff to store food. Employees are expected to keep it clean and orderly.
- C. A capped or covered beverage is permissible at the circulation desk.
- D. Personal phone calls should be kept to a minimum and be of an urgent nature.
- E. The Library Director may extend invitations for training and skill development when opportunities are available.
 - a. Employees will be paid for time attending the workshop or training session.
 - b. Employees will be paid the approved IRS rate for driving to the event.

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- F. The Library Director may schedule mandatory staff meetings for the purpose of facilitating library operations.
 - a. Employees who are expected to attend staff meetings will be paid for the time in attendance.
- G. Employees are expected to be attentive and helpful in serving visitors to the library.
- H. Employees are expected to exhibit a cooperative, considerate relationship with other staff members.
- I. Employees are expected to follow procedures but have the authority to deviate when the Library Director is not available and circumstances warrant immediate action.

Adopted: March 8, 2005

Reviewed: January 19, 2016

Revised: January, 2025

OBLIGATORY REPORTING

Staff are required to report to the Library Director any of the following as soon as possible:

- A. Any situations that compromise employee safety and well-being.
- B. Any injuries occurring at work.
- C. If an employee feels a work activity is causing injury or has the potential of injury.
- D. Any Incidences of verbal or physical assault
 - a. An Incident/Accident Report must be completed and given to the Library Director.
- E. Inappropriate activities that are a detriment to library operations, including employees failing to comply with procedures and policies, to the Library Director.
- F. Accidents, involving staff or the citizens, whenever personal injury occurs.
 - a. An Incident/Accident Report must be completed and given to the Library Director.
- G. Observations of child abuse
 - a. An Incident/Accident Report must be completed and given to the Library Director.
- H. Illegal activities occurring on library property.
- I. Damages to the building or property
- J. Potential hazards and safety issues
- K. Employees who are arrested for a crime or are the subject of a criminal investigation.
- L. If a conflict of interest situation arises.
- M. Breaches to patron privacy.
 - a. All employees will receive instruction regarding the Privacy Act and must comply as required by law.
 - b. Disregard for patron privacy will result in immediate dismissal.
- N. Fraudulent activities
 - a. If the Library Director is suspected of such activities, employee(s) should discuss the situation directly with the Treasurer or President of the Board.
 - b. The library will seek restitution for loss and prosecution of any employee who is guilty of an illegal activity that results in financial or material loss to the library.

Adopted: March 8, 2005

Reviewed: November 15, 2016

Revised: January, 2025

MILITARY DUTY LEAVE

- A. Employees are eligible for military leaves of absence. An employee who enters into military service or is called into active duty by a branch of the United States Armed Forces or state military service, will be granted an unpaid temporary leave of absence and is eligible for reinstatement in accordance with the Uniformed Service Employment and Reemployment Rights Act (USERRA), the Michigan Military Leaves and Protection Act and other applicable laws.
- B. The specific terms and nature of the employee's right to return to work after a military leave are governed by law. If you have any questions about military leaves of absence, please direct them to the Library Director.

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Adopted: September 19, 2017

FAMILY MEDICAL LEAVE ACT

- A. The Employer is a public agency covered by the Federal Family and Medical Leave Act (FMLA). However, employees of public agencies must meet all of the requirements of eligibility, which are that the employee:
 - a. Has worked for the Employer for at least 12 months;
 - b. Has worked at least 1250 hours in the 12-month period prior to commencement of the leave; and
 - c. Works at a location where the Employer employs at least 50 employees at the worksite or within 75 miles.
- B. In the event these eligibility requirements are met, the Employer will consider an employee's leave request under the FMLA. If not, leave may be taken under other available policies.

Adopted: September 19, 2017

VOLUNTEERS

- A. Volunteer hours and assignments are available as the library needs them, at the discretion of the Library Director.
- B. The services of volunteers are used to supplement the efforts of paid library staff in meeting demands for quality public service.
- C. Volunteers will act in accordance with library policies and reflect customer service attitudes. Individuals 16 years of age or older who are willing to contribute time and talent directly or on behalf of the Library and are not paid by Library funds can be considered as a volunteer.
- D. All volunteers are required to fill out a Volunteer Application Form.
 - a. They will be selected based on their qualifications.
 - b. May be subject to a background check.
 - c. May be contacted for an interview.
 - d. If not selected applications will be kept on file for six months.
 - e. Applicants under age eighteen must have a parent or guardian signature.
 - f. Acceptance of an application is at the library's discretion.
- E. Volunteers are expected to perform their assigned duties to the best of their abilities and to be loyal to the mission, values, goals and policies of the library. All volunteers should keep their supervisor informed of their projects and work status, and of their comings and goings in the library.
- F. Volunteers work hours at the library when supervisors are readily available. The number of volunteers accepted is based on the amount of work and supervisory time available.
- G. Volunteers should report any injuries occurring at work to the Library Director. Volunteers should notify the Library Director whenever they feel a work activity is causing injury or has the potential of injury.
- H. It is expected that each volunteer's dress and grooming will be appropriate for a business environment and in keeping with his or her work assignment. If a volunteer is dressed in an inappropriate manner, they may not be able to work their shift. Volunteers should maintain a professional, friendly demeanor at all times and are asked to direct all questions to a staff member.
- I. Volunteers agree that the library may at any time, for whatever reason, decide to terminate the volunteer's relationship with the library, or to make changes in the nature of their volunteer assignment.
- J. Volunteers who fail to meet the requirements of the job descriptions, violate library policies, or violate city, local, state or federal law while working at the library, are subject to dismissal.
- K. To end a volunteer commitment, please notify your supervisor of that decision and the effective date.
- L. All volunteers, employees, supervisors, and members of management, both male and female, are strictly prohibited from sexually harassing or making improper advances towards other volunteers, guests, employees, supervisors, or members of management. Sexual harassment

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includes unwelcome or unsolicited verbal, physical, or sexual conduct that is made a term of condition of service or employment, is used as the basis of employment or advancement decision, or has the purpose or effect of unreasonably interfering with work or creating an intimidating, hostile, or offensive environment. Any sexual harassment must be reported immediately to the volunteer's supervisor.

Adopted: March 8, 2005

Reviewed: May 17, 2022

Revised: January, 2025

POSITIONS AND DESCRIPTIONS- APPENDIX A

- A. Library Director
- B. Administrative Assistant
- C. Technology Support Technician
- D. Summer Reading Program Coordinator
- E. Library Assistant
- F. Library Page
- G. Volunteer
- H. Community Service Assignment

Adopted: March 8, 2005

Reviewed: September 16, 2014

Reviewed: February 16, 2016

Revised: March, 2025

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Job Descriptions

Library Director.....	A-2–A-3
Administrative Assistant.....	A-4
Technology Support Technician.....	A-5
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Volunteer.....	A-9
Community Service Assignment.....	A-9

Personnel Policy Appendix A

Position Description 1-A LIBRARY DIRECTOR

Reports to:	Hesperia Community Library Board of Trustees
Supervises:	All library staff
Work Schedule:	32 hours per week
General Summary:	Under direction of the library board, the library director is responsible for the administration and management of the library.

Essential Functions and Duties:

1. Oversees and evaluates the operation of the library.
2. Develops library policies and procedures for library board approval, then implement and administer them.
3. Develops and plans library services to meet the goals and objectives as set by the Board of Trustees.
4. Promotes and publicizes library services and programs.
5. Supervises all library staff.
6. Responsible for recruiting; interviewing; hiring; training; evaluating performance; and making termination decisions for all staff in adherence to Board-approved personnel policies.
7. Implements regular staff meetings.
8. Prepares and oversees annual budget and financial audit.
9. Administers; monitors; and reports monthly on the expenditure of funds.
9. Negotiates all library agreements for services and purchases, presenting all contracts and recommendations to the library board.
10. Oversees fundraising activities for the library, including writing grant proposals and assuring successful completion of grant projects.
11. Oversees collection development and maintenance in accordance with library policy.
13. Attends all regular and special meetings of the Hesperia Community Library Board of Trustees and prepares and presents monthly reports for each meeting.
14. Maintains active involvement by the library within the Lakeland Library Cooperative.
15. Represents the library at meetings and conferences of county, state, regional, and national professional library associations.
16. Maintains confidentiality of all patron records and transactions.
17. Maintains library equipment inventory records.
18. Enforces library "rules of conduct" and takes appropriate action in case of infringement.
19. Performs all other duties as assigned by the Board of Trustees.

Physical Requirements:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Occasionally requires lifting or carrying objects weighing up to 25 pounds for short distances.

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2. Requires reaching, including overhead reaching; standing; sitting; walking; and using hands to handle objects.

Education and Experience:

1. Master's Degree in Library Science from an ALA-accredited university preferred.
2. Bachelor's Degree in library-adjacent field required.
3. At least 4 years successful experience in a public library setting. 2 of those 4 years in a supervisory or administrative capacity preferred.

Qualifications for Employment:

1. Extensive knowledge of current public library principles, methods, and practices.
2. Knowledge of community needs and interests.
3. Knowledge of print, electronic, audiovisual and information forms, technologies and resources.
4. Interpersonal, oral and written communication skills necessary to establish and maintain effective working relationships with community leaders, public officials, professional groups, library employees, and the general public.
5. Knowledge of hardware and software systems necessary for the operation of the library and management of its resources.
6. Experience with writing and supervising grants.
7. Ability to exercise independent judgment and make decisions.
8. Knowledge of Lakeland Library Cooperative, Library of Michigan and Michigan Library Association.
9. Ability to plan, analyze, evaluate, supervise, and direct library needs and services.
10. Willingness to attend workshops and take advantage of professional development opportunities.
11. Must be bondable.

Employment Conditions:

This is an "at will" position. Employment may be terminated at any time.

Reviewed: September 16, 2014

Reviewed: February 16, 2016

Revised: March, 2025

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Position Description
2-A ADMINISTRATIVE ASSISTANT

EDUCATION, EXPERIENCE and QUALIFICATIONS

A high school diploma or equivalent
Experience working in an office setting.
Knowledge of library organization and procedures
Ability to prepare reports relative to present procedure;
Ability to deal with associates and public in a courteous manner;
Computer skills, knowledge and skills in using computer software office products - word processing and graphics.
Experience with using Quickbooks online and accounting software.
Occasionally requires lifting or carrying objects weighing up to 25 pounds for short distances.

APPOINTMENT Library Director

SUPERVISOR Library Director

PRIMARY DUTIES

Ordering supplies
Coordinate building maintenance
Oversee computer maintenance
Enters financial information into accounting programs and processes checks
Monthly accounting reconciliations
Tracking and billing patrons for library materials
Count cash for deposit
Acknowledges gifts received

WORK SCHEDULE

20-25 hours each week

EMPLOYMENT CONDITIONS

At will employment
Must be willing to disclose criminal convictions, which may be a hiring factor.
No vacation pay. No benefits.

*Adopted: March 8, 2005
Reviewed: February 16, 2016
Revised: March, 2025*

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Position Description

3-A Technology Support Technician

EDUCATION, EXPERIENCE and QUALIFICATIONS

- A high school diploma or equivalent
- Experience maintaining computers and solving problems
- Knowledge of library organization and procedures
- Ability to deal with co-workers and the public in a courteous manner
- Familiar with computer problems and solutions

APPOINTMENT

Library Director

SUPERVISOR

Library Director

PRIMARY DUTIES

- Oversees technology support and maintenance
- Solves functionality issues and troubleshooting
- Installs and removes programs
- Participates in planning for improvements
- Maintains and updates website
- Build, Maintain and update Library Intranet
- Backs up servers as needed
- Assists in technological needs of library programming
- Create and distribute quarterly newsletters
- Maintain MailChimp for email distributions
 - Create bi-weekly emails to patrons about What's happening @ The Library
- Marketing/Graphic Design
 - Sharing calendar activities
 - Updating Lobby Tv PowerPoint monthly or as needed
 - Coordinate Library documents, logo and updates
 - Maintaining and posting to social media for Library – Not currently doing
- Tech Time Program weekly for Patrons with technical assistance needs
- Administration for Library email through Google Workspace
- Administration for Canva for staff use
- Staff & Patron education for Library services
- Document Retention
 - Create & Implement Plan for backing up paper documents

Assigned at Director's discretion

WORK SCHEDULE

20-30 hours per week

EMPLOYMENT CONDITIONS

- At will employment
- Must be willing to disclose criminal convictions, which may be a hiring factor.
- No vacation pay. No benefits.

*Revised September 16, 2014
Reviewed: February 16, 2016
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Position Description

4-A Summer Reading Program Coordinator

EDUCATION, EXPERIENCE and QUALIFICATIONS

- Experience working with children
- Excellent organizational skills
- Excellent ability to communicate with children and adults
- Knowledge of programming process
- Able to work independently
- Experience implementing programs
- Occasionally requires lifting or carrying objects weighing up to 25 pounds for short distances.

APPOINTMENT

Library Director

SUPERVISOR

Library Director

PRIMARY DUTIES

- Plan, prepare and implement summer reading program (SRP)
- Work with appropriate staff to plan and implement tween and teen SRPs
- Obtain materials within budgets constraints
- Track expenditures of all SRPs for budgetary and grant reporting purposes
- Ensure that all SRP participation is tracked, monitored and recorded.
- Keep library staff informed of programs and activities
- Arrange for needed staff coverage for planned events
- Prepare and distribute program guideline packets
- Communicate with and support program participants
- Obtain business and community support
- Evaluate any desired outcomes as specified in the grant proposal.
- Serve as the point of contact for the summer reading program.

EMPLOYMENT CONDITIONS

- At will employment
- Wages established within program proposal
- Must be willing to disclose criminal convictions, which may be a hiring factor.
- No vacation pay. No benefits.

*Adopted: May 10, 2005
Reviewed: May 17, 2022
Revised: March, 2025*

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Position Description 5-A LIBRARY ASSISTANT

EDUCATION, EXPERIENCE, and QUALIFICATIONS

- Familiarization with basic technology including ability to use phone, copy machine, printer, tablet, and the necessary keyboarding/PC skills to access information on the computer.
- Ability to work at a self-guided pace under general supervision with a demonstrated understanding of established policies and procedures.
- Effective and courteous communication skills while interacting with staff and patrons, including those skills needed to guide less experienced circulation staff or to assist patrons in understanding library equipment and services functionality.
- Basic mathematical skills necessary for routine calculations.
- Physical ability to push/pull fully loaded book carts, retrieve or place materials above shoulder or below knee level, lift/carry materials short distances including delivery bags weighing up to 40 pounds.

APPOINTMENT

Library Director

SUPERVISOR

Library Director and Administrative Assistant

PRIMARY DUTIES

- Interact with the public as the point of contact for Hesperia Community Library and its services, including assisting with library technology; providing readers advisory or directional information; explaining library policies; and referring issues to the Director as needed.
- Assist patrons with all the services available at the Circulation Desk, including checking in and out library materials; issues new/replacement library cards, registering new patrons and processes name and address changes.
- Utilize the cash register to collect money for lost and damaged materials; other patron fees; FotL book sales; and replacement cards.
- Responsible for cataloging and collection maintenance duties.
- Ensures circulation policies and procedures are followed for the proper handling of customer and material records for an accurate library database.
- Handles all aspects of the LLC and MeL holds circulation, including sorting and packing/unpacking library materials received from or being delivered to other libraries; running reports and lists for item hold information and inter-library loan requests; and searching and retrieving items requested and routing them appropriately.
- Contacts customers or other libraries as necessary.
- Assists in training and providing guidance to less experienced circulation staff.
- Participates in regularly scheduled housekeeping activities.
- Opens and closes the building.
- Other duties as assigned.

WORK SCHEDULE

- Five to nine hour work periods 3-5 days each week.
- Evening hours and Saturdays.
- Must be willing to substitute for co-workers when needed

EMPLOYMENT CONDITIONS

- At will position
- Must be willing to disclose a criminal conviction, which may be a hiring factor.
- No vacation pay. No benefits.

*Adopted: March 8, 2005
Revised: March, 2025*

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Position Description

6-A LIBRARY PAGE

(This may be a volunteer position)

EDUCATION, EXPERIENCE and QUALIFICATIONS

Must be at least 14 years of age
Must be able to shelve materials according to the Dewey classification system
Must be able to courteously refer clients to the appropriate service desk.
Must have the ability to learn routine library procedures.
Projects a positive and pleasant attitude to the public
Is able to follow instructions consistently and work independently
Occasionally requires lifting or carrying objects weighing up to 25 pounds for short distances.

APPOINTMENT

Library Director

SUPERVISOR

Library Director

RESPONSIBILITIES

Shelves books, magazines, and other materials
Dusts or cleans shelves and library furniture as assigned
Make sure books are in order on shelves
Locates requested items.
Assists staff with checking materials for damage
Adheres to library policies and procedures.
Performs any other tasks as requested.
Maintains a cooperative, positive relationship with supervisors

EMPLOYMENT CONDITIONS

At will employment
Must be willing to disclose criminal convictions, which may be a hiring factor.
No vacation pay. No benefits.

*Adopted: March 8, 2005
Revised: September 16, 2014
Reviewed: March, 2025*

Personnel Policy Appendix A

Position Description
7-A VOLUNTEER

Individuals interested in volunteering at the library should make an appointment with the Library Director. Volunteer positions can be created related to the talents and interests of the individual.

Adopted: May 10, 2005
Reviewed: March, 2025

Position Description
8-A COMMUNITY SERVICE ASSIGNMENT

It is up to the discretion of the Library Director to accept court assigned or other Community Service. The decision will be made in consideration of the individual's circumstance, the available of appropriate tasks, and the supervisory requirements.

Adopted: May 10, 2005
Reviewed: March, 2025