

Personnel

Filling Vacancies

1. Director
 - a. Vacancies will be advertised. Selection- A committee of three will be appointed by the Board to review applications and interview candidates. The committee will make recommendations to the Board. The Board will arrange a background check to be completed on the selection. The Board will make the final selection and hiring.
2. All other Library Personnel
 - a. The director will review applications and interview candidates, and make a recommendation to the Board. The Director will arrange a background check to be completed on the selection.

Personnel Procedures

1. Staff- shall consist of a director, children’s program coordinator, and clerks when deemed necessary by the Board.
 - a. Qualifications
 - i. Director must meet certification requirements of the Commonwealth of Pennsylvania.
 - ii. The Children’s Program Coordinator and all other personnel must meet the requirements recommended by the Director and approved by the Board of Trustees.
 - b. Job description
 - i. Desk Clerk – Appendix A
 - ii. Children’s Program Coordinator – Appendix B
 - iii. Library Director – Appendix C
2. Performance Evaluation
 - a. Purpose of evaluation – to determine employee’s progress and area of involvement.
 - b. Frequency of evaluation- the first evaluation will be after the initial two-month probation period, then annually every November.
 - c. Evaluation will be by a selected committee from the Board for the director. All other personnel will be by the director, and approved by the board.
 - d. Type of evaluation
 - i. A written evaluation will be prepared by both the committee and for the director.
 - ii. A meeting will be held by the committee and the director to discuss the written evaluation.
 - iii. For all other personnel a written evaluation will be prepared by both the director and the employee.



- iv. For all other personnel a meeting will be held by the director and the employee to discuss the written evaluation.

Termination of Services/Evaluation Consequences

1. Resignation
 - a. Written notice should be given to the Board of Trustees.
 - b. A four-week notice should be given.
2. Dismissal may occur
 - a. After a second unsatisfactory annual evaluation.
 - b. Significant unsatisfactory evaluation after the following:
 - i. Verbal Warning
 - ii. Written Warning
 - iii. 2nd Written Warning
 - iv. With 30 days in between each warning to improve performance. Suspension may occur pending investigation of any illegal or inappropriate activity. Dismissal may occur as a result of the investigation.

Grievance procedures- staff questions and problems.

1. Director's concerns should be directed only to Board members or System office staff.
2. Concerns of other employees should be directed to the director, if unresolved directed to the Board of Trustee President.
3. All concerns unresolved by the Board may be directed to the director of the Berks County Public Library System.

Conduct of Duty

1. Dress and manner
 - a. Director and all other personnel is expected to dress professionally at all times.
 - b. Professional behavior is expected at all times.
 - i. Personnel concerns are not to be discussed with the public.
 - ii. Derogatory comments should not be made to the public about the library, board of trustees, staff members, patrons, or volunteers.
2. Attitude
 - a. Director and personnel are expected to courteous and cooperative with all patrons, members of the staff, board of trustees, and volunteers.
3. Grant Acquisition
 - a. The Director will submit grant applications to the Board of Trustees for review before submitting.
 - b. Lateness
 - i. The Director and/ or staff is expected to be present and to open the library as per specified library hours.



- ii. If the Director and/or staff finds they will be late due to an emergency or for a personal reason, they are responsible for contacting first the library director, and if they are unable to then the president of the Board of Trustees.
- iii. If the Board of Trustees becomes aware on unexcused lateness, a special meeting will be called with the Director to discuss the situation.
- c. Personnel records
 - i. All staff time sheets will be kept by the Director and then sent to the appropriate accounting service.
 - ii. All staff records will be kept confidential.

Hours and schedules

1. Operation- the library will be open 45 hours a week. 7 hours on the weekend, and in the summer modified 4 hours on the weekend for 10 weeks.
2. Director
 - a. The director is scheduled to work as per the job description.
 - b. The Director is responsible for recruiting library coverage when they are unable to work due to illness, classes, library business or personal reasons.
 - c. At no times will there be one staff member working alone in excess of three hours except in emergencies, such as someone becomes ill or a family emergency, etc.
 - d. Breaks
 - i. When the director/or staff is on duty for more than three consecutive hours, a ten minute break may be taken, but breaks should be taken when the library is not too busy.
3. Holidays- the library will be closed for the following holidays:
 - a. New Year's Day
 - b. Martin Luther King Jr. Day
 - c. Presidents Day
 - d. Friday and Saturday for Easter Weekend
 - e. Memorial Day
 - f. Independence Day
 - g. Labor Day
 - h. Thanksgiving Day
 - i. Christmas Eve
 - j. Christmas Day
 - k. New Year's Eve
4. Closings
 - a. Emergency weather closings will be at the discretion of the Director, the Board of Trustees shall be notified.



- b. Director shall be responsible for informing the media. Closings are to be announced on a local radio station, the library website, social media, and voicemail.

Salary

1. All wages are to be set by the Board of Trustees.
2. Wages will be reviewed at annual evaluations.
3. Wages and salary increases shall not be discussed within staff.
4. Excluding the director, if personnel reach the amount of \$15/hour, there will be no further wage increases. After this cap of salary is reached the Board of Trustees may issue a yearly bonus based upon the personnel's annual review.

Vacation Requests

1. Requests for days off must be submitted in writing no less than 2 weeks prior to the requested time off.
2. Time off will be granted as long as there is sufficient personnel to cover the Library operating hours.
3. Exceptions are illness, family emergency, or bereavement.

Staff development

1. In service training.
 - a. Director may attend professional meetings and conferences at the library's expense, but not to exceed the budgeted allotment for the professional development.
 - b. All conference money paid must be reviewed by the Board of Trustees.
 - c. If approved conference or meeting is held on a working day, the director will receive wages as per normal hours scheduled for that day.
 - d. Mileage will be paid at the current IRS rate per mile for special Board approved conference and meetings.
2. Continuing Education Requirements/Clearances
 - a. All staff must obtain clearances required by the state of Pennsylvania every five years. This includes Pennsylvania State Police Clearance, Child Abuse History Clearance and FBI Fingerprinting Clearance.
 - b. All staff must obtain mandated reporter training every five years.
 - c. Any staff working 20 hours a week, or more, must obtain six continuing education credits every two years.
 - d. The Library Director must obtain ten continuing education credits every year.

September 2008 (updated)

October 2010 (updated)

October 2012 (updated)

March 2015 (updated)

November 2021 (updated)



November 2024 (formatted)

