

Minutes of the Farmland Public Library Board

Attendance Record

The Farmland Public Library Board was called to order on the 27th day of February 2024 in the library at 4:04 p.m. by Chelsey Sullivan,
(name)

Member
(office held)

Attendance was recorded by Chelsey Sullivan, Member
(name) (office held)

| | In-Person | Virtual | Absent |
|---------------------------------|-----------|---------|--------|
| Caitlin Newton, President | | | ✓ |
| Brandy Burris Vice-President | | | ✓ |
| Laurie Newton, Treasurer | ✓ | | |
| Mandy Bly Secretary | | ✓ | |
| Angela Patterson | | | ✓ |
| Linda Thompson | ✓ | | |
| Chelsey Sullivan | ✓ | | |

Minutes of the meeting follow



Farmland Public Library Board of Directors Meeting

February 27, 2024, 4:00 p.m.
Library Conference Area

Long Agenda

I. Call to Order

a. The meeting was called to order at 4:04 p.m. by Chelsey Sullivan.

II. Reading of the Minutes

a. The January 30, 2024 minutes were read by Chelsey.

A motion to accept the minutes was made by Linda

and seconded by Laura. The motion carried.

III. Public Comments

a. No one from the Public has requested to speak.

IV. Presentation of claims

a. Claims for February 2024 were presented by Carrie

i. February Total Claims: \$4,348.37

b. A motion to approve payment of these claims was made by Laura

and seconded by Linda. The motion carried.

V. Old Business

a. InterLibrary Loan

- i. Received service 2/1, 12, 15, 20, 22
- ii. Service still not running as scheduled.
- iii. Carrie is still declining all requests for loans.

b. Union Township Contract

- i. Returned to FPL for missing signatures
- ii. Will not be paid until contract is signed and returned to Union Township

c. Audit

- i. All requests for information have been fulfilled. Waiting on further communication from SBOA.

d. Year End Reporting

- i. Annual Financial Report (SBOA) – Completed – Laurie will submit after meeting today
- ii. Annual Report (ISL) – Due 3/1/24 – Carrie will have this finished up no later than Thursday!

VI. New Business

a. Personnel Policy

- i. Requested by the SBOA as part of the Annual Uploads reporting process.
- ii. Reviewed policies from other libraries in the region and am in the process of making changes.
- iii. Policy will be distributed via email this week for review by the Board with adoption to take place at the March 26th Board Meeting.

b. Insurance

- i. Thank you to Linda and Wayne Thompson for their help in reviewing the current insurance policy to determine the cause for the rate decrease.
- ii. Per Aaron Hymes, there was no change to the policy, the rate was simply lowered! (Yeah!)
- iii. Carrie will be meeting with Mr. Hymes to discuss transfer of insurance policies to Acrisure in Parker City so we can have direct contact with an agent for questions.

c. Monroe Central Elementary Mini Art Show

- i. Thank you to Mandy Bly for suggesting the library as a location to display MCE student art provided by Mrs. Morgan.
- ii. Artist reception held on February 24th with over 80 artists and family members in attendance. HUGE SUCCESS!

VII. Additional Comments

Community should be thankful for this facility.

★ Try to have an Art Show at Christmas Walk.

VIII. Adjournment

- a. A motion to adjourn the meeting was made by Laura and seconded by Chelsey. The motion Carried.
- b. The meeting adjourned at 4.18 p.m.

IX. Announcement of Next Meeting

- a. The next regular board meeting will be Tuesday, March 26th at 6:00 p.m. (This is Monroe Central Spring Break – Will there be conflicts preventing a quorum?)

Voucher List

Farmland Public Library

Report Date: From **1/31/2024** To **2/27/2024**

| Warrant Number | Claim Number | Name of Claimant | Date | Explanation | Total |
|-------------------------------|--------------|-------------------------------|-----------|----------------------------------|-------------------|
| 9366 | 15 | American Pest Professionals | 2/27/2024 | February Pest Control | \$31.00 |
| 9367 | 16 | CenterPoint Energy | 2/27/2024 | February Gas | \$48.00 |
| 9368 | 17 | Farmland Municipal Utilities | 2/27/2024 | February Water | \$71.21 |
| 9369 | 18 | Frontier | 2/27/2024 | February Phone & Internet | \$193.81 |
| 9370 | 19 | Indiana Michigan Power | 2/27/2024 | February Electric | \$85.00 |
| 9371 | 20 | Jeff Murray | 2/27/2024 | Website Monthly Fee (March 2024) | \$25.00 |
| 9372 | 21 | Baker & Taylor | 2/27/2024 | Books | \$231.87 |
| 9373 | 22 | First National Bank of Omaha | 2/27/2024 | ILF Dues & Books | \$155.04 |
| 9374 | 23 | Meredith Books | 2/27/2024 | Annual Recipes Cookbook | \$38.42 |
| 9375 | 24 | Country Living | 2/27/2024 | Renewal - 1 Year / 6 Issues | \$14.97 |
| 9376 | 25 | Mary Jane's Farm | 2/27/2024 | Renewal - 1 Year / 6 Issues | \$19.95 |
| 9377 | 26 | People | 2/27/2024 | Renewal - 1 Year / 52 Issues | \$135.00 |
| 9378 | 27 | The Pioneer Woman | 2/27/2024 | Renewal - 1 Year / 4 Issues | \$24.49 |
| 9379 | 28 | Prevention | 2/27/2024 | Renewal - 1 Year / 12 Issues | \$38.52 |
| 9380 | 29 | Reader's Digest | 2/27/2024 | Renewal - 1 Year / 10 Issues | \$20.00 |
| 9381 | 30 | Southern Living | 2/27/2024 | Renewal - 1 Year / 13 Issues | \$38.52 |
| 0 | 31 | Internal Revenue Service | 2/27/2024 | Federal Tax Deposit | \$498.43 |
| 0 | 32 | Indiana Department of Revenue | 2/27/2024 | State and County Tax Deposit | \$129.44 |
| 0 | 33 | Payroll | 2/27/2024 | PAYROLL | \$2,549.70 |
| Total Amount of Claims | | | | | \$4,348.37 |

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Sunday, February 25, 2024

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 1 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$4,348.37

Date this _____ day of _____, 20____.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Farmland Public Library on 1/1/1998.

Financial Report
Farmland Public Library

Report Dates = **1/31/2024 to 2/27/2024**

| <i>Fund</i> | <i>Start of year</i> | <i>Disbursements this month</i> | <i>Disbursements YTD</i> | <i>Receipts this month</i> | <i>Receipts YTD</i> | <i>Balance</i> |
|---|----------------------|---------------------------------|--------------------------|----------------------------|---------------------|--------------------|
| 1. Operating Fund | | | | | | |
| 100 OPERATING FUND | \$35,947.99 | \$3,915.56 | \$8,300.48 | \$6,327.88 | \$8,533.62 | \$36,181.13 |
| Subtotal | \$35,947.99 | \$3,915.56 | \$8,300.48 | \$6,327.88 | \$8,533.62 | \$36,181.13 |
| 2. Other Funds | | | | | | |
| 110 CAPITOL PROJECTS | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 140 FRIENDS OF THE LIBRARY | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 150 PLAC FUND | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 160 RAINY DAY FUND | \$2,642.83 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$2,642.83 |
| 170 EXCESS LEVY | \$5.16 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$5.16 |
| 180 ONB FOUNDATION GRANT | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 190 COMMUNITY FOUNDATION OF RANDOLPH COUNTY GRANT | \$193.96 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$193.96 |
| Subtotal | \$2,841.95 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$2,841.95 |
| 3. Gift Funds | | | | | | |
| 120 GIFT | \$134.97 | \$0.00 | \$0.00 | \$0.00 | \$0.80 | \$135.77 |
| 130 GIFT (RESTRICTED) | \$10,148.84 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$10,148.84 |
| Subtotal | \$10,283.81 | \$0.00 | \$0.00 | \$0.00 | \$0.80 | \$10,284.61 |
| 4. Withholding Funds | | | | | | |
| 200.1 FEDERAL TAX | \$0.00 | \$108.31 | \$226.50 | \$108.31 | \$226.50 | \$0.00 |
| 200.2 FICA AND MEDICARE | \$0.00 | \$195.06 | \$397.67 | \$195.06 | \$397.67 | \$0.00 |
| 200.3 STATE TAX | \$0.00 | \$80.22 | \$163.46 | \$80.22 | \$163.46 | \$0.00 |
| 200.4 COUNTY TAX | \$0.00 | \$49.22 | \$99.92 | \$49.22 | \$99.92 | \$0.00 |
| Subtotal | \$0.00 | \$432.81 | \$887.55 | \$432.81 | \$887.55 | \$0.00 |
| Grand Total | \$49,073.75 | \$4,348.37 | \$9,188.03 | \$6,760.69 | \$9,421.97 | \$49,307.69 |

Total all banks = \$49,307.69



Farmland Public Library Personnel Policy

Purpose

The purpose of this personnel policy is to document the rules and regulations for the employees of Farmland Public Library. This document is not intended as an employment contract between the library, the Board of Trustees or library employees. Because it is impossible to anticipate every situation, the Library Director and staff are instructed to direct inquiries of interpretation for clarification to the Board of Trustees.

Board of Trustees and Library Director

Board of Trustees

According to the Farmland Public Library Board of Trustees Bylaws, the library is under the direction of a seven-member Board of Trustees. This Board of Trustees is composed of seven resident citizens of the library district OR six resident citizens of the library district and one resident of a contracting township (member at large). The Board of Trustees is the policy making body of the library and is responsible for hiring a full-time library director with the education and experience required by the Librarian Certification Rule (590 IAC5). Trustees are appointed by one of three appointing authorities:

| | |
|-------------------------------|--|
| Monroe Central School Board | (2 appointments) |
| Randolph County Commissioners | (3 appointments) |
| Town Counsel of Farmland | (2 appointments – including member at large) |

Library Director

The director is the administrative head of the library and is responsible to the library board for the operation and management of the library.

Complementary Functions of the Library Board and the Director

The library board and director shall maintain their functions as follows:

- The board is responsible for governance and policy.
- The director is responsible for administration and is responsible to the library board for the operation and management of the library.

Employment Practices

Recruitment and Selection of Staff

Farmland Public Library intends to recruit, hire and place applicants on the basis of the applicant's relative knowledge, skills and abilities. The decision to employ an applicant will be based solely on the individual's qualification for the particular position along with other requisite job skills. Minimum qualifications shall be specified in the job description.

When a new position is established, the Library Director will prepare a job announcement identifying the position's responsibilities and overall relationship to the library for posting or circulation within the library and for public notification. Posted positions will be open for a minimum application period of seven days.

The Library Director is hired by and is responsible to the Farmland Library Board of Trustees. The Library Director is responsible for hiring all other staff members. A recommendation for pay will be presented for approval by the Library Board of Trustees within the confines of the most recently adopted Schedule of Salaries. No persons related as father, mother, brother, sister, uncle, aunt, husband, wife, son, daughter, son-in-law, daughter-in-law, niece or nephew may be hired to work in a direct supervisory-subordinate relationship.

The Farmland Public Library is an equal opportunity service provider and employer. It is the policy of the library not to discriminate in its service programs or employment practices on the basis of race, color, religion, sex, national origin, age or disability.

Interview and Moving Experiences

- Interview expenses for candidates interviewing for any position in the library will **not** be reimbursed.
- Moving expenses for any new employee will **not** be reimbursed by the library.

Travel Reimbursement

Employees will be reimbursed according to the current Federal Government Rate when attending required library meetings or conducting library business.

Introductory Period

For Library Directors: At the end of a six-month introductory period, the Board of Trustees will evaluate the new Library Director. This period will determine whether the recently hired Library Director is suited to the job and capable of satisfactorily performing duties pertaining to the position. A satisfactory evaluation at the end of this period will qualify the employee as the Library Director. An unsatisfactory evaluation at any time during the introductory six months may result in the employee's immediate termination. Evaluation reports will be maintained in the employee's personnel file.

For Library Staff: At the end of a six-month introductory period, the Library Director will evaluate new staff members. This period will determine whether each employee is suited to the job and capable of satisfactorily performing the work assigned. A satisfactory evaluation at the end of this period will qualify the employee as a regular staff member. An unsatisfactory evaluation at any time during the introductory six months may result in the employee's immediate termination. Evaluation reports will be maintained in each employee's personnel file.

Classification of Employees

Professional Staff: Library Director

Full time salaried position, minimum work schedule equivalent to number of library business hours per week. Position is paid through the end of each month on the date of the Board of Trustees meeting.

Full-time Hourly: Public Desk Staff

Full time employees work schedules are equivalent to the number of library business hours per week and are paid per hour worked. Hourly employees are responsible for keeping an accurate and up-to-date record of hours worked on the provided time sheet.

Employees who do not turn in their time sheets on time cannot be guaranteed payment on the scheduled pay date. Position is paid on the date of the monthly meeting of the Board of Trustees for number of verified work hours through the date of the monthly meeting.

Part-time Hourly: Library Assistants

Part-time employees work schedules are fewer hours than the number of library business hours per week and are paid per hours worked. Hourly employees are responsible for keeping an accurate and up-to-date record of hours worked on the provided time sheet. Employees who do not turn in their time sheets on time cannot be guaranteed payment on the scheduled pay date. Position is paid on the date of the monthly meeting of the Board of Trustees for number of verified work hours through the date of the monthly meeting.

*Schedule of Salaries***Professional Staff: Library Director**

Starting annual salary shall be determined based upon the annual budget allowance. Professional staff who obtain library certification from the Indiana State Library or who raise the level of an existing certificate may receive an increase. Upon satisfactory completion of the Introductory Period, professional staff may receive an increase in pay. A salary increase is determined by consensus of the Board of Trustees and is generally granted at the beginning of the fiscal year.

Full-time Hourly: Public Desk Staff

Starting hourly wage is based on experience and other competing wages in the area. Upon an acceptable annual evaluation performed by the Library Director, hourly employees may receive an increase in pay. The amount of wage increase is determined upon the approval of the library budget as well as the recommendation of the Director and approval of the Board of Trustees and is generally granted at the beginning of the fiscal year.

Part-time Hourly: Library Assistant, Other staff

Starting hourly wage is based on experience and other competing wages in the area. Upon an acceptable annual evaluation performed by the Library Director, hourly employees may receive an increase in pay. The amount of wage increase is determined upon the approval of the library budget as well as the recommendation of the Director and approval of the Board of Trustees and is generally granted at the beginning of the fiscal year.

Duties of Employees

Library Director

The library director is the person ultimately responsible for the library. Even though the Board of Trustees is governing the library, the director is managing it and all of its resources. This includes maintenance of professional certification and management of library operations, human resources, finances and inventory.

Certification

- Maintain appropriate certification as defined in the Indiana Code 36-12-11-6. New employees must comply with certification requirements within six months; may apply for up to three one-year temporary certificates while working toward compliance. Directors employed on July 1, 2008 are grandfathered at their level on that date and in the position held on that date.
- LC4 Certification: Bachelors Degree from an accredited college or university including fifteen (15) or more semester hours of required library courses.
- Accomplish and track one hundred (100) LEUs earned every five years.
- Certificate fees of \$50 for a five-year certificate which may not be paid by the library.

Librarianship

- Remain current and knowledgeable about the library and appropriate methods of operation.
- Prepare an annual report of the progress of the library and submit that report to the board and the Indiana State Library.

Library Operations

- Implement board policies.
- Represent the library in negotiations, public relations and other public events.
- Assist the board in the governance of the library by informing the board of the status of the library and recommending policy direction for the board.
- Responsible for all collection development.
- Cataloging of all items added to the library collection.

Human Resources

- Hire staff.
- Direct, supervise, educate, evaluate and discipline all staff.

Financial Responsibilities

- Manage the finances of the library.
- Prepare the annual budget for approval by the board and plan the annual operations of the library to fit into the long-range plan of the board and prepare the annual reports for the State Board of Accounts.
- Complete monthly uploads of finances for the State Board of Accounts.
- Plan the annual operations of the library to fit into the long-range plan.
- Act as liaison for State Board of Account audit requests.

Inventory Responsibilities

- Oversee the capital assets of the library.

Report to the board the results of board actions at monthly board meetings.

Public Desk Staff

Position serves as the primary point of contact for customer service.

- Check-in and Check-out.
- Issuance of first (phone) and second (postcard) overdue notices.
- Answer and route incoming phone calls.
- Collect and route mail and deliveries.
- Receive and record periodicals.
- Collect and record overdue fines and other desk receipts.
- Shelve returned materials.
- Record daily use statistics.
- Physical processing of new materials and repair of damaged items under the direction of the Director.
- Assist with public computer logins.
- Other duties as assigned.

Assistants and Other Staff

Provide support to Library Director and Public Desk Staff

- Light housekeeping.
- Occasional typing, copying and computer use.
- General maintenance and housekeeping.
- Other duties as assigned.

Personnel Actions

Performance Evaluations

Performance evaluations are held periodically (to be completed annually when possible) by the Librarian/Director. The Director is encouraged to discuss job performance and goals on an informal, day to day basis with library employees. Performance evaluations provide the opportunity to discuss job strengths, job tasks, identify and correct weaknesses, encourage and recognize achievements and to determine goals and the best approaches for meeting those goals. Performance evaluations are considered as a factor when the budget is being configured and raises for the following year are being determined.

Promotions

Preferential treatment will be accorded to staff members when there are positions available over the general public. Any staff member interested in a promotion must fill out an application and participate in an interview, the same as any other applicant. Staff members must show the experience and ability to accomplish any position for which they apply and must have the minimum levels of skills and education specified on the job description to be considered for the opening.

Grievances

The purpose of the employee appeal procedure is to provide a means for employees to resolve their work place concerns with management. All regular and temporary employees of the library may file a grievance under this section.

Definition of an Appeal: A grievance shall be determined as an alleged misapplication of library personnel policies. This procedure represents the intent to offer a dispute resolution mechanism to the employees of the library.

Timing for Appeals: In order to qualify for processing under this section, an appeal must be filed no later than thirty (30) calendar days after the date on which the aggrieved condition commenced.

Procedure Guidelines

- Any employee who is eligible may present a written appeal to the Library Director for discussion. It should clearly specify the policy allegedly misapplied and the relief requested. The Library Director shall have five regular working days in which to respond. If the Library Director fails to respond within this time, or if the employee finds the response unsatisfactory, the employee may proceed to Step Two.
- The employee may submit an appeal to the Library Board of Trustees, if Step One has not resolved the issue. Upon receipt of a written appeal, the Trustees will appoint a Personnel Committee that shall convene a meeting wherein statements shall be taken from the appealing employee and the Library Director, as applicable, either separately or

jointly at the discretion of the Personnel Committee Chair. The Committee may refuse to grant the employee's request for appeal when the issues involved are minor in nature or involve evaluations or judgements by management unless they appear to be contrary to policy, malicious or vindictive. The Personnel Committee shall have twenty (20) regular working days in which to respond to the employee in writing concerning the relief requested. Failure on the part of the employee to petition the Board of Trustees within thirty (30) days of the result of Step Two shall result in the appeal being waived.

- The President of the Board shall convene a meeting with the aggrieved employee, Personnel Committee Chair or the Library Director, as applicable, either separately or jointly at the discretion of the Chair. The Chair may convene an executive committee meeting and within ten (10) working days shall respond to the grievant in writing with the final decision. In all instances, a thorough and fair investigation will take place giving careful consideration to the rights and dignity of the people involved. The Chair will report the grievance and the result at the next regularly scheduled board meeting.

Termination of Employment

Termination of employment is an inevitable part of personnel activity within any organization. Since employment is based on mutual consent both the employee and Farmland Public Library have the right to terminate employment at will, with or without cause, at any time. Employees will receive their final pay in accordance with the applicable state law.

Below are examples of the most common circumstances of termination of employment.

Resignation – voluntary termination of employment initiated by employee

An employee resignation may be submitted in writing to the Librarian/Director two weeks prior to the final working date. Earned but unused vacation time will not be paid. Fifty percent of accrued sick time will be paid.

Retirement – voluntary termination of employment initiated by employee by meeting age, length of service and/or any other criteria for retirement from the organization

Retirement at age sixty-five (65) is not compulsory. Retirement plans should be presented in writing at least thirty (30) days prior to the planned retirement date. An employee who wishes may retire, or take semi-retirement, when it is in the best interest of the Library or the employee may work part time to equal what Social Security will allow. She/He may draw Social Security at the same time. All other taxes, including social security will be deducted from salary according to federal and state tax laws. Persons who retire will receive all earned but unused vacation time (limited to 80 hours). Fifty percent of accrued sick time left unused will be paid (limited to 60 hours paid). Any employee who retires and later wants to return to work is not guaranteed a return to their former position or pay at the same rate as when they left. Because each situation will be unique, each will be handled in a case-by-case manner as needed.

Dismissal - involuntary termination of employment initiated by employer

Any employee of Farmland Public Library whose performance, attitude or personal philosophy of library service does not meet the standards, requirements and philosophy of the Library will be warned of the inadequacies of his/her performance verbally and/or in written form the Director. Grounds for immediate dismissal include fighting, public intoxication, substance abuse, employee theft, harassment, insubordination or vandalism on Library time or Library property. If an employee misses three days of scheduled work without personally contacting his/her supervisor by calling or coming in, employment will be terminated.

Insubordination is defined as: any action or inaction in direct violation of the policy manual or a supervisor's orders. Staff members may question any instruction but upon being directed to take a certain action after the question has been addressed the staff member is to do so with the following exceptions:

- Any action or inaction which might cause harm to befall the staff member or another person.
- any action or inaction which violates the staff member's religion.
- any action or inaction which is immoral or illegal.

- Insubordination also includes being disrespectful to a supervisor in word or deed or challenging the supervisor's authority without cause.

Layoff – involuntary termination of employment initiated by employer for non-disciplinary reasons

In the event that the Library must release an individual from service for non-disciplinary reasons, every opportunity will be made to help the individual find continued employment. Earned but unused vacation time will be paid (limited to 80 hours). Fifty percent of accrued sick time left unused will be paid (limited to 60 hours paid). Records of remaining sick time will be kept and reinstated upon rehire of the individual (if such rehiring takes place within one calendar year of layoff). Employees who are laid off will be given preference for any openings which become available during the layoff period (providing the employee fulfills the requirements of the job) on a seniority basis.

Reasons for involuntary termination are privileged information. Termination information about individual employees is treated confidentially. The Library will take reasonable precautions to protect such information from inappropriate disclosure. Managers and other employees have a responsibility to respect and maintain the confidentiality of employee termination information. Anyone inappropriately disclosing such information is subject to disciplinary action up to and including termination of employment. No one without a managerial "need to know" is to discuss reasons for termination. Personnel who engage in such discussions or who share privileged information are hereby notified that they are liable for anything they say and are violating Library policy by so doing. If asked about the status of such a person, the answer is: "no longer with the Library". Further inquiries should be sent to the Director.

Employee Benefits

Continuing Education

The library shall support continuing education for employees and trustees. This can include but is not limited to paid time off to attend conferences and/or payment of conference fees and paid time at work to complete online training. All training and reimbursement requests must be

submitted to the Library Director (for support staff) or the Board of Trustees (for Library Director) at least thirty (30) days in advance.

Social Security and Medicare

Employee benefits include a Social Security and Medicare match paid by the library.

Other Benefits

Members of the staff of the Library (and Library Board Members) have certain privileges to which they are entitled. Any or all such privileges may be revoked by the Librarian/Director or Board of Trustees, if abused. These include:

- Pay no processing fees for damaged or lost materials, only the replacement cost.
- Borrow reference materials overnight.
- Make up to fifty (50) photocopies per month for personal use at no charge.
- Pay no fines for overdue materials when such materials are returned within thirty (90) days of the due date and in good condition.

Conditions of Work

Paid Time Off

Paid Holiday

Full time personnel will be paid for regularly scheduled work time when the library is closed for holidays.

Vacation

Vacation begins to accrue immediately upon hire and is based on hours worked. Full time employees will earn five (5) hours per pay period (monthly) and may accrue the equivalent of eighty (80 hours / 4 weeks) of vacation.

Sick Time

Sick days begin to accrue immediately upon hire and is based on hours worked. Full time employees will earn 2.5 hours per pay period (monthly) and may accrue the equivalent of one hundred twenty (120 hours / 6 weeks) of sick time.

Unscheduled Closings

The library is subject to closure at the discretion of the Library Director. When the library is closed due to weather or other unusual circumstances, full time employees scheduled to work that day will be paid.

Leaves of Absence

Jury Duty

Farmland Public Library strongly encourages all employees to fulfill their civic obligation to serve on jury duty. Farmland Public Library will provide regular pay to regular full time and part time employees for work hours missed due to jury duty. An employee called for jury duty must present his/her supervisor with a copy of the jury summons in advance of the jury duty dates. Employees are permitted to keep any payment received from the court.

Other and Special Leave Requests

Due to the infinite types of possible leaves each request will be addressed on a case-by-case manner and will receive full consideration with respect to current policies and employment laws.

Adopted: May 25, 2010
Updated: March 26, 2024