

SPOONER MEMORIAL LIBRARY

Employee Handbook



UPDATED MARCH 23, 2026

SPOONER MEMORIAL LIBRARY

421 High Street, Spooner, WI 54801

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Section I: Library Overview

- A. The Spooner Memorial Library is a department of the City of Spooner governed by a Library Board of Trustees (“Board”), seven of which are appointed by the Mayor and approved by the Common Council. One must be the School District Superintendent (or their chosen representative) and, of the seven, at least five must live within the City of Spooner and a maximum of two may live outside the City, per Wis. Stat. sec. 43.54. Based on annual appropriations, the Washburn County Board of Supervisors may appoint up to three additional trustees to the Spooner Memorial Library Board, per s. 43.60. Terms commence July 1st each year and are 3-year terms, except City trustees which commence on April 21st and County trustees which commence on May 1st.
Updated 7/25/23, 2/25/25
- B. The Library is organized as a public library to serve all individuals by providing books, media, materials, digital resources, and services.
Updated 6/27/23
- C. Since the Library is a Department of the City, all Library employees are City employees and are subject to its Employee Handbook. This Library Employee Handbook is provided to you due to various specific library related policies and procedures. If the Library Handbook is silent as to a policy, please refer to the City Employee Handbook. In the event you believe there is a conflict between the Library Handbook and the City Handbook, please direct your questions to the Library Director for clarification.
Added 3/23/2026

Section II: Terms of Employment

- A. The Library is an equal opportunity employer in all personnel decisions. See *City of Spooner’s Equal Employment Opportunity Policy*.
- B. The Board is responsible for hiring decisions regarding the Library Director. The Library Director must meet current state certification standards. See Attachment I
- C. Prior to hiring an employee, and once per year after, the direct Supervisor will conduct a background check on employees over 18 years old. Existence of a criminal record does not automatically disqualify a candidate from hire or automatically result in termination of employment, however, any criminal activity that is substantially related to the circumstances of employment at the Library could cause discipline, up to and including termination. Results of the background check will remain private and only available to the direct Supervisor and the employee who is being background checked. See Attachment III.
Added 9/28/2021 Updated 1/25/2022, 6/27/2023, 3/23/2026
- D. A physical examination and/or a drug test may also be required prior to hire. The Spooner Memorial Library is a drug free workplace. Please see the *City of Spooner’s Drug and Alcohol Policy*.
Updated 9/28/2021, 3/23/2026
- E. The Library Director is responsible for employee decisions, including hiring, firing, setting work schedules and assigning duties.

F. There is a 6-month introductory period for Library employees and a 1-year period for the Library Director. This period gives you an opportunity to learn the position and to determine if you enjoy working at the Library and to give your Supervisor or Library Board in regard to the Library Director, time to evaluate your potential and performance. At any point during the introductory period, should your attitude or performance not be in accordance with the City's standards, rules, regulations and principles, your introductory period may be extended or you may be released from employment without notice or further obligation. Completion of the introductory period does not guarantee continued employment for any specified period, nor does it modify or change the employee's at-will status or require an employee be discharged only for "cause". Completion of the introductory period does not guarantee continued employment for any specified period, nor does it modify or change the employee's at-will status or require an employee be discharged only for "cause".

Updated 7/25/23, 3/23/2026

G. Internal promotion is possible within the Library, however, current employment or length of service does not guarantee promotion.

H. Separation from employment includes, but is not limited to: resignation, retirement, reduction in workforce, failure to return from approved leave, discharge from employment, a positive drug test, a concerning background check, or a disability that prevents Library employees from performing their regular duties. At least two weeks advance written or emailed notice, submitted to the City, is requested so that any necessary replacement employees can be recruited or assigned. A lack of notice may result in an inability to apply for future positions.

Updated 6/27/2023, 3/23/2026

Section III: Orientation, Training, & Continuing Education

A. Orientation. Orientation will be conducted by the Library Director or appointed employees.

B. Continuing Education The Board strongly supports the ongoing education of all employees, including the Library Director, particularly when attendance at conferences, workshops, or classes are essential for obtaining or maintaining a state-mandated license. The Library Director is responsible for approving participation in conferences, workshops, or classes for other employees. Any out of state event attended by the Library Director that incurs costs to the library must receive prior approval from the Board. Mileage reimbursements for travel related to these events will be provided after the event concludes. The Library Director and employees are encouraged to share the knowledge and insights gained from these educational experiences with other employees and the Board, as appropriate.

Updated 3/23/2026

Trustees are also encouraged to participate in conferences, workshops, and classes to enhance their knowledge and effectiveness. The Travel Reimbursement Policy applicable to Library employees extends to Trustees as well.

Updated 02/25/25

C. Travel Reimbursement

1. Employees and Trustees who utilize their personal vehicles to attend conferences, workshops, classes, or other library related meetings will be paid at the IRS allowable rate per mile current city rate. Each Trustee or employee who drives a private vehicle on

Library business must have liability insurance on said vehicle of no less than \$50,000 BI per person, \$100,000 BI per occurrence, \$50,000 property damage and furnish a valid certificate of insurance annually to the Library Director.

2. If the meeting is farther than 100 miles from Spooner or is a conference of two or more days, overnight accommodations will be at the lowest rate of either the conference facility or a hotel offering state rates. The Library does not require employees traveling to the same training/meeting to room together. Rooming with other employees is encouraged, however, approval of training/meetings where employees choose not to room together will depend on approval by the Director and Library budgetary constraints. If employees choose to bring a guest, they will be required to pay for any additional charges assessed for the guest.

Updated 3/25/25, 3/23/2026

3. If the distance to a conference is deemed undriveable due to distance, employees will be provided a flight to and from the destination. Employees are expected to obtain the lowest available airfare that reasonably meets business travel needs. Employees are encouraged to book flights at least thirty days in advance to avoid premium airfare pricing and must select refundable tickets. Only economy tickets will be paid for by the Library. One carry on and a personal item are permitted. Employees may pay for a checked bag at their own expense. Any upgrades beyond what is listed are at the expense of the employee. Employees have the option of using a personal vehicle rather than flying, however, the employees mileage reimbursement should not exceed that of flight and extra time driving versus flying will not count as work time.

Added 3/25/25

4. Travelling employees should use hotel shuttle service or other shuttle services if available. If none are offered, the use of the most economic transportation is encouraged.

Added 3/25/25

- a. If a ride-sharing service or public transportation is the most cost effective or accessible means of travel, employees should retain all receipts for reimbursement. Tips should not exceed 15%.
- b. Rental vehicle services shall be provided to travelling employees only if deemed the most cost-effective means of travel. When booking, full coverage insurance must be added and the most cost-effective vehicle must be selected. Rental vehicles are not to be used for personal business under any circumstances except an emergency and family members or companions are not allowed to drive a rental vehicle.

Added 3/25/25

5. Parking fees will be covered by the Library when necessary for the conference. Every effort should be made to use free parking.

Added 3/25/25

6. Parking ticket citations and other citations will not be reimbursed.

Added 3/25/25

7. **Attachment II** is a copy of the travel voucher.

8. Time spent traveling to, attending and returning from approved conferences, workshops,

classes, or other library related meetings is counted as regular work hours as approved by the employee's supervisor.

9. When employees are authorized and required by the employer to travel, the Library shall reimburse, providing appropriate detailed receipts are furnished, up to the following amounts per individual listed:

Breakfast \$13.00 Employee must leave home before 7:00am.
Lunch \$17.00 Employee must be traveling between 10:30am and 2:30pm.
Dinner \$29.00 Employee must not be returning home until after 7:00pm.

Or

\$59 per diem.

Claims for meals shall represent actual, reasonable and necessary expenses. Tips are limited to 20% and are included in per diem costs. The purchase of alcoholic beverages is not authorized. Local meals shall be allowed and reimbursed only where the employee is attending a seminar or conference as a representative of the Library for a specific purpose, or where the employee's attendance will directly benefit the Library. No reimbursement will be allowed for meetings which are of a social nature.

When an employee is entitled to two or more consecutive meals in a day, the employee may exceed the maximum on one or more meal claims as desired, as long as the total (aggregate) allowable for the consecutive meals per day is not exceeded. Each day is considered separately for application of this policy. If meal maximums are not reached on one day, the savings do not accrue and cannot be applied to expenses claimed on another day or for other costs such as lodging.

Updated 9/28/2021, 7/25/2023

Section IV: Specific Work Policy

A. Schedule of Hours

1. The Library Director will establish each employee's work hours and may permit employees to work from home if deemed necessary to complete work.

Updated 9/28/23, 7/25/23

2. The Library Director will work full-time, or at least 40 hours per week and does not require set hours. The Library Director is permitted to work from home if deemed necessary.

Updated 9/28/21, 7/25/23

- ### **B. Wage Classifications**. Wages are set by the Board within the Library's budget. The Library Director and the Board will have discretion in setting a starting salary for new employees, based on education and experience.

Updated 4/22/25

C. Position Descriptions

1. The Board, with input from the Library Director, will establish the duties and responsibilities of the Library Director.
2. The Library Director will establish the duties and responsibilities of other Library employees. However, these position descriptions should not be viewed as limiting the kind of work done by Library employees. The Library Director may add to an employee's responsibilities any reasonable types of work for which that employee is qualified.

D. Grievance Procedure. See *City of Spooner's Grievance Procedure*

E. Disciplinary Action The employment of Library Director and employees is based on reasonable standards of job performance and personal and professional conduct. Failure or refusal to meet these standards will result in disciplinary action, up to and including termination. See *City of Spooner's Discipline Policy*.

F. Layoff & Recall. See *City of Spooner's Layoff & Recall Policy*.

G. Annual Performance Reviews. The Library Director shall conduct an annual performance review for each employee. These are an important opportunity to let you know how you are performing, how performance can improve, and to receive input from you concerning training, supervision, job difficulties and other valuable feedback. In the event the employee disagrees with the performance review, Wis. Stat. 103.13(4) shall be followed.

Updated 3/23/2026

H. No Smoking Policy. The Library does not allow smoking, tobacco use, or vaping on the premises. See *City of Spooner No Smoking Policy*.

I. Harassment, Discrimination, Retaliation, and Bullying. It is the policy of the Library to maintain a safe workplace environment that is free from discrimination, harassment, retaliation, and bullying. See *City of Spooner Discrimination, Harassment, Retaliation, & Bullying Policy*.

Updated 3/23/2026

While the Board requires Library employees to be tactful and courteous to patrons at all times, the Board prohibits harassment of an employee by a Library patron. If such harassment occurs, the employee, after asking the patron to alter their behavior, may ask the patron to leave, direct the matter to the Library Director, or call the local police for assistance. Any such incidents shall be reported to the Board.

Updated 7/22/25

J. Electronic Media & Social Media Policy. See *City of Spooner Electronic Media & Social Media Policy*.

K. Dress Code

As a Library employee, your appearance reflects on us. We expect you to present yourself for work in a professional, presentable, modest, and well-groomed manner. Appropriate attire for the employees of the Library can be defined as "business-casual". This would exclude sweatpants, flip flops, tank tops, torn jeans, revealing clothing, and clothing with objectionable language or graphics. As in all public buildings, shoes must be worn.

The Library recognizes the importance of individually held religious beliefs to persons within its workforce. The Library will reasonably accommodate a staff member's religious beliefs in terms of workplace attire unless the accommodation creates an undue/unworkable hardship. Accommodation of religious beliefs in terms of attire may be difficult considering safety issues for staff members. Those requesting workplace attire accommodation based on religious beliefs should be referred to the Library Director.

Updated 9/28/2021, 3/23/2026

Section V: Employee Benefits

A. Payroll Deductions:

1. See *City of Spooner Payroll Policy*.
2. The Library Director is eligible to enroll in any and all volunteer deduction programs eligible for City employees and under the same conditions as other City employees.

B. Vacation & Holidays:

1. Library Directors hired prior to 2025 will receive paid vacation as follows:

After one year	10 working days
After five years	15 working days
After ten years	20 working days
Between 11 and 20 years, add 1 day per year.	
After twenty years	30 working days

Library Directors hired after 2025, will receive paid vacation as follows:

After one year	10 working days
After 6 years	16 working days
After 17 years	21 working days
After 24 years	26 working days

Updated 3/23/2026

Employees hired before 2025 who qualify for vacation and have worked twenty years or more receive paid vacation as follows (1 day = total hours per week / days worked per week):

After one year to 20 years	10 working days
Between 20 and 29 years, add 1 day per year	
After 29 years	20 working days

Adopted 8/22/2023. Updated 4/22/25, 3/23/2026

2. Employees working 16 or more hours per week regularly shall receive the equivalent of two weeks paid vacation on a prorated basis. For example, an employee regularly scheduled to work 32 hours every two weeks will receive 32 hours of paid vacation annually. Paid vacation shall be limited to two work weeks.

Updated 9/28/2021

3. Vacation scheduling is at the discretion of the Library Director and must be used prior to requesting unpaid leave.
4. Vacation time does not accumulate from year to year.
5. The Library Director shall receive three additional paid floating holidays, or personal days.
Updated 2/25/25
6. New Year's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Eve Day, and Christmas Day are paid holidays for the Library Director.
7. An employee who has completed their introductory period shall be eligible to use the vacation benefits accrued during their first partial calendar year. The benefits shall be prorated from the employee's current date of hire. Such accrued vacation days may be used as of January of the year following their commencement of employment.
8. Upon the employee's separation from employment, the employee shall be paid for any vacation days earned, but not used, for services during preceding calendar year and for vacation accrued during current calendar year on a pro rata basis.
Added 3/23/2026

C. Other Leave

1. Employees wanting to take an unpaid leave of absence, must submit their application to the Library Director. If the Library Director is seeking an unpaid leave of absence, the Library Director shall submit their application to the Board. Unpaid leave for personal reasons of less than one month will be at the discretion of the Library Director. Unpaid leave may not be requested until all vacation has been used. Unpaid leave for more than three months for the Library Director or for more than one month for all other employees will be at the discretion of the Board.
2. During an approved leave of absence, an employee must pay the full health insurance premium if he/she wishes to remain on the City's health insurance plan. No benefits will accrue while on a leave of absence and no employee who is granted a leave of absence will be guaranteed their same position upon return from the leave. However, reasonable efforts shall be made to return the employee to the same position he/she left, if available. If the same position is not available, the employee will be placed in a position similar to that which he/she left, if possible.
3. If the leave of absence request is due to illness or injury, the City may require a physician's certification verifying the employee's continued incapability to return to work periodically during the term of the leave of absence and may require a physician's certification verifying that the employee can return to work when the employee chooses to return. Said physician's certification shall be provided at the City's expense and the City retains the right to select the physician.
4. At no time shall the unpaid leave of absence be over six (6) months.
Updated 8/22/2023, 3/23/2026

5. Jury Duty See *City of Spooner Jury Duty Policy*.
6. Military Service See *City of Spooner Military Leave Policy*.
7. Emergency Leave See *City of Spooner Emergency Leave Policy*.

D. Sick Leave

1. Sick leave may be accumulated at the rate of 1 day per month (12 days per year) for the Library Director. Library employees working 16 or more hours per week regularly shall receive the equivalent of one week paid sick leave on a prorated basis. For example, an employee regularly scheduled to work 32 hours every two weeks will receive 16 hours of paid sick leave annually. Employees hired before January 1, 2006 shall be eligible to accumulate unlimited sick leave days for utilization purposes. Employees hired on or after January 1, 2006, shall be eligible to accumulate sick leave up to a maximum of one hundred and twenty (120) sick leave days.

Updated 3/26/19, 9/28/2021, 3/23/2026

2. If an employee leaves after seven years of employment or passes away while employed at the library, up to 280 hours of accumulated sick leave will be paid. At retirement, the Library Director may choose to be paid up to 280 hours of accumulated sick leave or convert up to 280 hours of accumulated sick leave to funds for health insurance. All unused sick leave payout shall be at the rate of pay in effect at the time of separation.

Updated 2/19/19, 4/22/25

3. Sick leave may be used for an employee illness. Sick leave may also be used because of illness or death of members of the immediate family. Immediate family members include the employee's spouse, son, daughter, stepson, stepdaughter, father, mother, father-in-law, mother-in-law and/or any person who resides with and is dependent upon the employee for care and support. See *City of Spooner Sick Leave Policy* for more information.

Updated 3/23/2026

E. Bereavement See *City of Spooner Bereavement Policy*.

F. Retirement

1. Spooner Memorial Library is a Wisconsin Retirement System (WRS) participating employer. Anyone who receives earnings for employment must be evaluated for WRS eligibility. However, certain types of employees are not eligible for WRS coverage, for example student hourly employees.

To qualify for participation in the WRS, employees are expected to meet both the WRS eligibility criteria of work hours and duration of employment.

If an employee is employed on or after July 1, 2011 (with no service prior to July 1, 2011), they will become a WRS participating employee if:

They are expected to work at least two-thirds of full-time employment (1,200 hours for non-teaching employees), and they are expected to be employed for at least one year.

If an employee is not expected to meet both the applicable WRS eligibility criteria when hired, they will not be enrolled in the WRS at that time. However, if expectations change where they will meet WRS eligibility criteria or they subsequently work at least 12 months, and in any 12-month period they meet the hours requirements, they are prospectively enrolled in the WRS. In these situations, their WRS coverage is not retroactive. One half of Wisconsin Retirement is paid by the employer for any employee working more than 1200 hours per year.

Updated 12/19/2023

G. Life Insurance

1. 100 percent of the basic life insurance premium is paid for all employees working more than 1200 hours per year. See *City of Spooner Life Insurance Policy*.

Updated 12/19/2023, 3/23/2026

H. Health Insurance

1. The Library Director is eligible for the same health care package as City employees with the same stipulations.
2. The Library Director is also eligible for family health care coverage under the same requirements and conditions as City employees.
3. See *City of Spooner Health Insurance Policy*

I. Other Benefits

1. See *City of Spooner Employee Handbook* for other potential available benefits.

J. Pay Check Policy

1. Direct deposit of paychecks is required for all employees.
2. Employees are paid by-weekly on Fridays. If payday falls on a holiday, employees will normally be paid the last working day immediately preceding the holiday.

Added 9/28/2021, Updated 2/25/25

K. Paid Meal Period

1. A paid meal period is considered an employee benefit. All employees working a 6 or more-hour shift are offered a 30-minute paid meal period in which they are required to stay on the library premises. All employees working less than 6 hours, but more than 4 hours are offered a 15-minute paid meal period in which they are required to stay on the library premises.. Premise is defined as the library building and lawn. Every possible attempt will be made to allow an uninterrupted meal period so that employees can benefit the most from their paid meal period. Those working fewer than 4 hours are not offered this employee benefit and this benefit is only offered for employees while they are on the library premise.

Or

A one-hour unpaid meal period is available for employees working a 6 or more-hour shift. This must be pre-arranged to prevent scheduling conflicts.
Added 9/28/2021

2. An employee may leave the premises of the Library for a paid meal period if the employee is attending a conference, seminar, or meeting as a representative of the library.

L. Compensatory Time

1. The Library Director may be eligible to earn compensatory time off pursuant to the Fair Labor Standards Act and applicable rules and regulations. Employees who work beyond their 40 hours regular hours can accrue compensatory time off at the rate of one and one-half (1 ½) hours or double time for Sundays and holidays for each overtime hour worked, up to a maximum of 240 hours. This limitation on the number of hours that may be accrued is based on the concept of a “running” balance, such that a depleted compensatory time balance may be replenished to the extent of the 240-hour maximum. This requirement is per the Fair Labor Standard Act regarding State and local government employees.
2. Upon the Library Director's separation from employment, the Library Director shall be paid for any compensatory time earned, but not taken, up to a maximum of 240 hours.

Added 4/23/2019

Section VI: Library Calendar

A. Library Calendar

1. The Library will be closed on the following days: After 4 PM New Year’s Eve, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve Day, and Christmas Day. The Library will be open on Saturday of a holiday weekend unless the Board approves closure or the holiday itself falls on Saturday. The Library will always be closed on the Saturdays of Memorial Day, Labor Day, and Rodeo Weekend. The Library will be closed at least two days per year for employee training.

Updated 4/23/2019, 9/28/2021

Should one of the holidays listed above fall on a Sunday, the Library will be closed the following Monday.

Added 10/24/2022

See *City of Spooner Holiday Policy* for more information.

B. Library Closures

1. Library closure, in case of emergency, such as a hazardous weather event, fire or other unforeseeable disaster is at the discretion of the Library Director. The Library Director may close the Library, for reasons not listed above, with the approval of the Library Board President, or the Library Board Vice President if the President is unavailable. Employee payment for Library closure days will be at the discretion of the Library Director and the Board President or Vice President.

Section VII: Confidentiality, Email Retention, & Social Media

A. Confidentiality

All records, formal and informal, in the Spooner Memorial Library relating to patron registration and their circulation of library materials are confidential in nature.

The relevant Wisconsin laws concerning the confidentiality of library records are Wisconsin Statutes Section 43.30 and the Wisconsin Personal Information Practices Act (Sections 19.62 to 19.80).

Under Section 43.30, library records that indicate the identity of an individual who borrows or uses the library's documents or other materials, resources or services may *only* be disclosed:

- 1) With the consent of the individual library user, or
- 2) By court order, or
- 3) To custodial parents or guardians of children under the age of 16, or
- 4) To persons acting within the scope of their duties in the administration of the library or library system, or
- 5) To other libraries (under certain circumstances) for interlibrary loan purposes [see ss. 43.30(2) and (3)].

DISCLOSURE OF CONFIDENTIAL INFORMATION

Patron information is confidential per state law and should be only discussed with employees or the patron whose record it is. Never leave identifying information showing who is checking out materials with the materials in plain sight.

Requests from outside parties, including media, as filed under the "Open Records Request" state statute go to the Library Director.

Subpoenas filed by Police or other Law Enforcement agencies must go immediately to the Library Director.

Updated 3/23/2026

B. Email Maintenance

1. To ensure compliance with open records laws, all Library employees must maintain proper email management. Emails may be subject to public disclosure under open records request, and accurate record-keeping is essential to uphold transparency, accountability, and legal requirements.
2. Retention: All work-related emails must be archived per Library retention schedules.
3. Accessibility: Staff must organize and categorize emails for easy retrieval during open records inquiries.
4. Compliance: Emails relating to public business, even on personal devices, are considered public records and must be preserved.
5. Confidentiality: Ensure sensitive information is managed according to privacy guidelines, while

still adhering to public records laws.

6. Training: Staff will receive training on email retention policies and open records law compliance.
7. Consequence: Failure to comply with this policy may lead to disciplinary action for the Library employee and legal consequences for the Library, including fines or other penalties under state open records laws.

Added 10/22/2024

C. Social Media

1. Unless an employee has received advance permission from their supervisor or such activity is directly related to the performance of their job, an employee may not engage in social media activity on paid work time.
2. Unless posting on the Library's social media account, an employee must not speak on behalf of the Library. Confidential information should never be disclosed on social media
3. See *City of Spooner Social Media Policy* for more information.

Added 2/25/25

Section VIII: Code of Ethics

A. Conflicts of Interest

1. To protect the integrity of the Library and maintain public trust by outlining expectations for employee conduct regarding conflicts of interest employees of the public Library must avoid any situation where personal interests could conflict with the interests of the Library.
 - a. Employees must promptly disclose any potential conflicts of interest to their Supervisor.
 - b. Employees should avoid preferential treatment of family members and friends.
 - c. Employees must refrain from accepting personal gifts, services, or favors from individuals or organizations that do business with the Library.
 - d. Supervisors are prohibited from hiring a person related to them to work under their direct supervision unless authorized and approved by the Library Board. For purposes of this policy, related persons shall include spouse/significant other, in-laws, and children.
 - e. See *City of Spooner Code of Ethics Policy*.

Added 2/25/2025

Section IX: Business Credit Card Usage

A. Guidelines and Authorizes Uses of the Library Credit Card

1. The following guidelines and authorized uses of the Library credit card shall be followed. Failure to follow these guidelines will result in disciplinary action, up to and including termination.

- a. Employees may use the credit card for reserving hotel rooms and paying for hotel lodging and parking only while on Library business.
 - b. Employees may use the credit card for budgeted purchases which do not exceed the card's credit limit and where a purchase order is not accepted.
 - c. Employees are prohibited from using the credit card for cash advances, circumventing the purchasing policy, or personal purchases.
2. The Library credit card and the account number should be guarded and put back in its safe as soon as possible after use. The Library credit card should not be loaned to anyone.
 3. Employees must immediately report a lost or stolen credit card to their Supervisor.
 4. Employees must provide a signed receipt for all credit card purchases.
 5. *See City of Spooner Credit Card Policy*
Added 2/25/25, Updated 3/23/2026

Attachment I

Position Description—Library Director

Library Director

The Library Director shall be hired by the Board of Trustees and shall be responsible to the Board. The Director shall be considered the executive officer of the Library under the direction and review of the Board, and subject to the policies established by the Board. The Director shall act as technical advisor to the Board. The Director shall attend all Board meetings (but may be excused from closed sessions) and shall have no vote.

Board and State Responsibilities

1. Implement policies and goals established by the Board
2. Apprise Board of current and future operations
3. Prepare agenda and other supporting documents, including monthly invoices, for the monthly Board meetings
4. Assist Board President in holding Board Member elections
5. Ensure timely completion of Annual Report with approval of report by Board
6. Inform and advise Library Board as to local, regional, state, and national developments in the library field, and work to maintain communication with other area libraries and the library system

Budget Responsibilities

1. Prepare annual budget to be submitted to the Board, City of Spooner, and Washburn County
2. Prepare and submit Act 150 and 420 requests for reimbursement by the July 1st deadline
3. Maintain records of library expenses and ensure payment of bills (2nd and 4th Wednesday)
4. Ensure expenditures are within budget guidelines
5. Establish use of book budget
6. Be accountable for funds from fundraisers, grants, and donations
7. Accept memorial funds and oversee purchases and acknowledgments of gifts
8. Submit salaries, vacation, and sick leave to City payroll clerk (November)
9. Write grants and ensures final grant reports are submitted Network and System

Responsibilities

1. Liaison to Northern Waters Library Service and Northern Waters Library Network
2. Communicate with NWLS as resource on library issues
3. Carry out mandates from NWLS on library policy or grant applications
4. Compile all statistical data for the State
5. Maintain compliance with all statistical data for the state Leadership Responsibilities
1. Supervise all employees
2. Manage human resources regarding Library employees
3. Ensure timecards are effectively filled out and submitted to the City of Spooner
4. Recruit, select, hire, supervise, evaluate and terminate if necessary, library employees in conformity with Library policies and state and federal law
5. Serve as employee liaison to the Board
6. Schedule hours and assign duties to Library employees
7. Recruit and supervise volunteers
8. Conduct annual performance reviews and background checks
9. Discipline and train employees if necessary

10. Hold two employees training days per year
11. Hold monthly employee meetings
12. Promote healthy wellbeing of employees Library Collection Responsibilities
 1. Maintain knowledge of collection and determine appropriate additions and deletions
 2. Establish circulation policy for Board approval
 3. Supervise catalogers
 4. Create inventory schedule (3-5 years)
 5. Create and implement shelf reading schedule
 6. Support employees in creating weed lists
7. Organize acquisitions including access, storage, and control of collections Public Relations
 1. Promote Library to the community
 2. Support Outreach Librarian in outreach endeavors
 3. Organize special events that invite the community into the Library
 4. Provide a welcoming environment for patrons
 5. Assist in maintaining website and marketing
 6. Send thank you letters
 7. Order tax forms

Building and Capital Equipment Responsibilities

1. Oversee building facilities and grounds
2. Oversee computer systems, copier, security cameras, and other equipment
3. Implement and maintain computer system
4. Schedule Fall/Spring Clean Ups
5. Conduct building crack report in April and October Day to Day Responsibilities
 1. Supervise desk procedures, including patron interactions and reference requests
 2. Answer phones
 3. Assist patrons with basic computer help
 4. Check in items
 5. Check out items
 6. Fax/Copy/Scan
 7. Assist with inventory (3-5 years)
 8. Advocate for library resources and programs to the community
 9. Help stock the Compassion Kitchen
 10. Keep kitchen tidy
 11. Add books to displays in the preschool room as needed, keep tidy on 2nd duty with chairs, computers, preschool room etc..
 12. Accept clean donations of books
 13. Keep box drops empty throughout the day

Updated 9/26/2023

Attachment II

Spoooner Memorial Library Travel Reimbursement

Form Account # 330 Library Travel & Training

Claimant's Name: _____ Claimant's Address: _____

Nature of Official Business: _____

Destination of Travel: _____

Meals provided by Conference/Training (Dates/Meals): _____

Date	Description	Departure Time if Applicable	Return Time if Applicable	Daily Meal Total *	Other	Personal Car Miles **	X Federal Mileage Rate	Total
				\$	\$		\$	\$
				\$	\$		\$	\$
				\$	\$		\$	\$
				\$	\$		\$	\$
				\$	\$		\$	\$
				\$	\$		\$	\$
<p>*For meal reimbursement: Claimant must be away from Spooner before and return to Spooner after the following times:</p> <p>Breakfast - \$13.00: Leave prior to 7:00 a.m. Lunch - \$17.00: 10:30 a.m. - 2:30 p.m. Dinner - \$29.00: Home after 7:00 p.m.</p> <p style="text-align: center;">or</p> <p style="text-align: center;">\$59 per diem</p> <p>20% gratuity allowable, but is part of the \$59 per diem. No alcoholic beverages allowed. See Section III for other stipulations. Detailed receipts must be submitted.</p>					Grand Total			\$
					Less Library Credit Card Charges			\$
					Balance Due Claimant			\$

****For mileage reimbursement:** Beginning Odometer Reading _____ Ending Odometer Reading _____

Attachments required for reimbursement:

- Copy of conference/training agenda showing dates and times attended as well as organization info
- Detailed** receipts of all meals, ride share, or public transit (stubs without detail are not acceptable)
- Receipts for other charges if applicable

I certify that all items of expense included on this voucher were incurred in the discharge of authorized official business and they represent proper charges against Spooner Memorial Library. Receipts for "Other" charges, if applicable are attached.

Signature of Claimant: _____ Date: _____

Library Director Approval: _____ Date: _____

Library Board President Approval: _____ Date: _____

After approval, reimbursements are paid out accordingly with the regular check disbursements on the 2nd and 4th Wednesday of each month. Updated 9/26/2023, New form Added 2/22/2024, Updated 4/27/25

Attachment III

**Spooner Memorial Library
Background Check Request Form**

Prior to hiring an employee, and once per year after, the direct supervisor will conduct a background check. Existence of a criminal record does not automatically disqualify a candidate from hire or automatically result in termination of employment, however, any criminal activity that is substantially related to the circumstances of employment at the Library could cause disqualification or termination. Results of the background check will remain private and only available to the direct supervisor and the employee who is being background checked.

Last Name:

First Name:

Middle Initial:

Race: WHITE BLACK ASIAN OR PACIFIC ISLANDER AMERICAN INDIAN OR
ALASKAN NATIVE UNKNOWN

Date of Birth:

Social Security Number:

Aliases:

I have read and understand Section II letter C. of the Spooner Library Employee Handbook and allow my Supervisor to conduct a criminal background check with the provisions listed in that section.

Employee Printed Name

Employee Signature

Date
Updated 9/26/2023, 3/23/2026

Office Use Only:

Date of Background Check _____
Person Conducting Background Check _____
Passed Background Check YES NO
Notes _____

Attachment IV

**Spooner Memorial Library
Employee Handbook Agreement**

I have received the Spooner Memorial Library Employee Handbook from the Library. The original signed employee receipt will be maintained in my personnel file as a record of receiving said Handbook.

I understand that it is my responsibility to read and to comply with the policies contained in it and any revisions made to it.

I also understand that if I have any questions about the content of the Handbook, I can speak with my direct supervisor or Library Director for answers to my questions. If it is still unclear, I understand that I may speak with the City Administrator for clarity.

I understand the Library has the right to change any provision in this Handbook at any time and that I will be bound by any such change.

I acknowledge that nothing in the Handbook constitutes a guarantee of employment or an employment contract of any kind.

I understand that my employment is "at-will" unless otherwise provided by Civil Service, applicable law or ordinances, or a collective bargaining agreement. Where employment is "at-will,"

I understand that it can be terminated at any time for any lawful reason, with or without cause or notice.

I further understand that nothing in this Handbook is intended to interfere with the rights of any employees to engage in or refrain from protected concerted activity (including lawful communications about wages, hours, and other terms and conditions of employment), either with co-workers or others, or any other rights provided under the National Labor Relations Act. To the extent that conduct is protected under the National Labor Relations Act, this Handbook does not prohibit or dissuade it.

Name *(Please Print)*

Signature

Date

Name of Witness to Signature *(Please Print)*

Date