

Spring Township Library Association

Personnel Policy

Mission Statement:

“To engage our community in literacy and learning by providing materials and information for life, work and pleasure; and to engage in community outreach so that the township’s population knows what our libraries can provide.”

Vision Statement:

“Our libraries expertise, collections, and services will be recognized, valued and understood by the Spring Township Community as an essential, strategic component to the success of the Township. Through our libraries the people of our community will develop the literacies and connections that support individual achievement and strengthen the power of the community. Our libraries will offer welcoming and meaningful experiences to all who enter.”

Adopted at a regular and open meeting of the Board of Directors of Spring Township Library on August 12, 2010. Revised and approved at a regular and open meeting of the Board of Directors of Spring Township Library Association on January 14, 2016. Revised December 8, 2022, Rev. April 13, 2023, Rev. 06/12/2025

TABLE OF CONTENTS

Section	Page
1. WELCOME	4
2. CONDUCT ON DUTY	4
3. EMPLOYMENT EVALUATION	4
4. SCHEDULING AND HOURS OF WORK	5
5. EQUAL EMPLOYMENT OPPORTUNITY	5
6. EMPLOYMENT STATUS	5
7. ATTENDANCE	6
8. OVERTIME	6
9. SALARIES/WAGES	6
10. ABSENTEEISM	6
11. VACATION	7
12. HOLIDAYS	8
13. JURY DUTY	8
14. SICK/PERSONAL LEAVE	9
15. MILITARY LEAVE	9
16. MATERNITY/PATERNITY/ADOPTION LEAVE	9
17. BEREAVEMENT LEAVE	10
18. HEALTH INSURANCE BENEFITS	10
19. WORKERS' COMPENSATION	10
20. UNEMPLOYMENT COMPENSATION	10
21. BULLETIN BOARD	11
22. TERMINATION OF EMPLOYMENT	11
23. EMPLOYMENT VACANCIES	11
24. STAFF DEVELOPMENT	12
25. SEXUAL AND OTHER FORMS OF HARASSMENT	13
26. PHONE CALLS	
27. DRESS CODE	15
28. PERSONNEL RECORDS	16
29. EMPLOYEE RULES AND REGULATIONS	17
30. DRUG AND ALCOHOL USE WHICH MAY RESULT IN IMMEDIATE TERMINATION	17
31. JOB DESCRIPTIONS	18
32. BACKGROUND CHECKS	18
33. SECURITY	18
34. ACKNOWLEDGMENT PAGE	19

*Adopted at a regular and open meeting of the Board of Directors of Spring Township Library on August 12, 2010. Revised and approved at a regular and open meeting of the Board of Directors of Spring Township Library Association on January 14, 2016.
Revised December 8, 2022, Rev. April 13, 2023, Rev. 06/12/2025*

APPENDIX 1 – PERFORMANCE REVIEW FORM	20
APPENDIX 2 – STLA SEXUAL HARASSMENT COMPLAINT FORM	24
APPENDIX 3 – EMPLOYEE JOB DESCRIPTIONS	27

Adopted at a regular and open meeting of the Board of Directors of Spring Township Library on August 12, 2010. Revised and approved at a regular and open meeting of the Board of Directors of Spring Township Library Association on January 14, 2016. Revised December 8, 2022, Rev. April 13, 2023, Rev. 06/12/2025

SECTION 1. WELCOME

Welcome to the Spring Township Library Association (“STLA”). Whether you are just joining the STLA or are a current employee, the STLA looks forward to working with you. This Handbook outlines some of the privileges which the STLA currently offers and explains certain employee responsibilities.

You are required to read this Handbook carefully so that you will be aware of the STLA’s procedures and policies. This Handbook is only a general guide to employment procedure and policies. It is informational only and it is not intended to be and is not to be construed as an employment contract. The STLA from time to time reviews its procedures and policies and makes revisions based on the need for and desirability of changes. Any procedure or policy outlined in this Handbook may be modified at any time with or without advance notice. In addition, the STLA is an at-will employer. This means that either you or the STLA can at any time, for any or no reason, with or without notice, terminate the employment relationship.

We are pleased to have you with us, and wish you every success in your job. If you have any questions, we will be glad to answer them.

SECTION 2. CONDUCT ON DUTY

The library staff is expected to be well groomed and suitably dressed at all times.

Employees should be friendly and courteous at all times. Library staff should not discuss library business, library patrons or personal concerns with the public or within earshot of the public.

The Library is a smoke-free area for all employees, as well as library patrons.

SECTION 3. EMPLOYMENT EVALUATION

All employees will be evaluated by the Library Director on an annual basis or more frequently when required as determined by the Library Director or the STLA’s Board of Directors. The Library Director will be evaluated by the Board of Directors.

All new employees will be evaluated after a ninety (90) day probation period. The original Ninety (90) Day Probation Evaluation Form signed by both the employee and the

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Director will be placed in the employee's official personnel file. A copy of the signed form will be given to the employee by the Director.

The original Annual Evaluation Form signed by both the employee and the Director will be placed in the employee's official personnel file. A copy of the signed form will be given to the employee by the Director. A sample copy of the performance review form is Appendix 1 to this policy.

Annual evaluation reviews will have a bearing on any potential employee compensation increase. Any potential compensation increase (after the probation period) will coincide with the annual review. All employees will be evaluated after an initial ninety-day introductory period. Thereafter all employees will be evaluated on an annual basis or more frequently when required as determined by the Director or the Board.

SECTION 4. SCHEDULING AND HOURS OF WORK

The Library generally provides services to the public six (6) days per week. Employees are required to work varying schedules as assigned by the Library Director or the STLA's Board of Directors.

SECTION 5. EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the STLA to provide equal opportunity to all applicants for employment and to administer employment matters in a manner which does not discriminate on the basis of race, color, religion, ancestry, national origin, sex, marital status or disability.

SECTION 6. EMPLOYMENT STATUS

Employment status is the major determinant of eligibility for employment benefits. Questions by employees concerning employment status should be directed to the Library Director. Questions by the Library Director concerning employment should be directed to the President of the Board of Directors.

(a) Full-time Employees. A regular full-time employee is one who regularly works forty (40) or more hours per week. Regular full-time employees are eligible for STLA employee benefits.

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(b) Part-time Employees. A regular part-time employee is one who regularly works less than forty (40) hours per week.

SECTION 7. ATTENDANCE

All employees are expected to be at work on time. If an employee finds that he/she will be late due to an emergency situation, the employee shall be responsible for notifying the Library Director, and in the case of the Library Director, notifying the President of the Board of Directors. Likewise, if due to illness, an employee cannot report to work, the employee is responsible for notifying the Library Director, and in the case of the Library Director, notifying the President of the Board of Directors.

SECTION 8. OVERTIME

Occasionally, additional work may be required beyond your normal work schedule, including Saturday, Sunday, and holiday work. Employees are expected to perform this work when requested. Eligible employees are paid one and one-half (1 ½) times their regular wage rate for work in excess of forty (40) hours per week. All overtime must be approved in advance by the President of the Board of Directors.

SECTION 9. SALARIES/WAGES

All salaries and wages of all employees shall be set by the Board of Directors of the STLA, will meet or exceed all federal minimum wage requirements and shall be reviewed periodically. Employees shall be paid on a bi-weekly basis.

SECTION 10. ABSENTEEISM

Since each employee is responsible for his or her shift, the employee must find a temporary replacement for his or her scheduled shift satisfactory to STLA. Absence from work without an acceptable excuse is not permitted. The STLA may require a doctor's excuse, which must state the employee's illness and that the employee was unable to work, before permitting the employee to return to work in cases where health is a concern. Chronic absenteeism by any employee may be grounds for disciplinary action, up to and including termination. If an employee is absent from work without permission, written or oral, he or she may be terminated. An employee must contact his or her supervisor on each day of absence unless the employee is on extended leave. If an employee is on extended sick leave, he or she must call in at least once a week to keep his or her supervisor informed of his or her progress. In case of illness, jury duty, military leave,

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maternity/paternity/adoption and/or bereavement leave, the Library Director or supervisor, will find a temporary replacement for a staff member's shift(s).

SECTION 11. VACATION

Full-time employees of the STLA shall:

1. After one (1) year of employment, be entitled to ten (10) paid days (eight [8] hours each) of vacation per year.
2. Accrue vacation hours based from anniversary date of employment – not calendar year. The anniversary date of employment shall be the date upon which an employee began working for STLA regardless of any subsequent position or job duty changes.
3. After four (4) consecutive years of service, earn five (5) additional paid days.
4. After five (5) consecutive years of service earn an additional one (1) paid day of vacation yearly to be capped at twenty (20) days.
5. Have all vacation days approved with the consent of the President of the Board of Directors.

Part-time employees of the STLA shall:

1. After one (1) year of employment, working X amount of hours each week be entitled to X amount of paid vacation hours. (I.e. a person is scheduled for an average of 15 hours per week is entitled to 15 hours of paid vacation.)
2. Vacation time is calculated as of January 1 of a calendar year. The vacation hours for a part-time employee's new year shall be based on their weekly average from the previous year.
3. Have all vacation hours approved with the consent of the Library Director or Branch Manager.

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A vacation request form must be filled out and provided to the Library Director or Branch Manager at least two weeks before the vacation period begins. Only two employees will be scheduled to take vacation/time off during the same time period. When multiple requests are received for the same time period, requests will be honored in the order they were received. Requests for unpaid vacation may be granted at the discretion of the Board of Directors (full-time employees) and Director or Branch Manager (part-time employees).

Employees must use all earned vacation each year. Any vacation which is unused at the end of each year may not be carried over and will be forfeited. Employees will not receive pay in lieu of unused vacation.

Any STLA holiday that occurs during an employee's vacation will not be counted as a vacation day. The holiday should be reported as a holiday on the employee's time card.

Employees who leave the STLA may be paid for accrued but unused vacation time. This policy applies whether the employee leaves of his or her own accord or is asked to leave by the STLA. If, however, an employee resigns without giving two (2) weeks' notice or is terminated by the STLA, the payment for unused vacation shall be forfeited.

SECTION 12. HOLIDAYS

The STLA may be closed on certain holidays. A schedule of the holidays that the STLA will be closed during any given year will be posted on the STLA bulletin board in January of each year. In the event that a scheduled holiday shall fall on a day when the library shall be closed, the STLA shall pay to each of its full-time employees compensation in an amount equal to his or her hourly wage rate multiplied by eight (8) hours.

SECTION 13. JURY DUTY

The STLA complies with all applicable laws that afford job protection rights to employees summoned to serve on juries. Employees must present a copy of their summons for jury duty to the Library Director, and in the case of the Library Director, to the President of the Board of Directors.

SECTION 14. SICK/PERSONAL LEAVE

Personal Leave – Only full-time employees of the STLA shall be entitled to two (2) paid personal days (eight [8] hours each) per year. Personal days may not be accumulated. Any full-time employee who leaves the STLA will not be paid for any accrued unused personal leave days.

Sick Days – Only full-time employees of the STLA shall be entitled to three (3) paid sick days (eight [8] hours each) per year. Paid sick days may be accumulated but shall not exceed thirty (30) days. Any full-time employee who leaves the STLA will not be paid for any accrued unused sick days.

Reasonable unpaid personal leave is available for all staff members. Since each employee is responsible for his or her shift, the employee must find a temporary replacement for his or her scheduled shift satisfactory to STLA. Scheduled changes must be approved by the Library Director or supervisor. Staff shall use the Schedule Change Request Sheet to post any personal leave request. After a replacement has been found, the staff change must be recorded in the circulation desk's calendar. Based upon STLA's absentee policy, failure to find a suitable temporary replacement may be grounds for disciplinary action, up to and including termination.

SECTION 15. MILITARY LEAVE

It is the STLA's policy to comply with all applicable laws that afford job protection rights to employees serving with the military, National Guard, and Reserve Units. Written notification of a military obligation requiring a leave of absence must be provided to the employee's supervisor as soon as possible.

SECTION 16. MATERNITY/PATERNITY/ADOPTION LEAVE

It is the STLA's policy to comply with all applicable laws regarding employees who become pregnant, and will be treated in the same manner as employees with any other disability. Subject to the other provisions of this Handbook, employees who become pregnant may continue to work until they are certified as unable to work by their physician.

Upon request in writing to the STLA, a full-time employee of the STLA who has successfully completed the ninety (90) day probation period shall be eligible to receive unpaid maternity/paternity/adoption leave following the birth or legal adoption of a child of such full-time

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employee. Maternity/paternity/adoption leave shall be limited to six (6) consecutive weeks following the date of birth or adoption.

SECTION 17. BEREAVEMENT LEAVE

Full-time employees are entitled to three (3) consecutive leave days (eight [8] hours each) with pay for a death in the immediate family (current spouse, child, mother, father, sister, brother, stepchild, legal guardian, current mother-in-law or current father-in-law). Full-time employees are entitled to one (1) leave day with pay to attend a funeral of a grandparent. Other unpaid excuse time, if needed, may be granted at the discretion of the Library Director, Branch Manager or the Board of the STLA, as applicable.

SECTION 18. HEALTH INSURANCE BENEFITS

Following successful completion of the ninety (90) day probation period, full-time employees of the STLA shall be entitled to such health insurance benefits as the Board shall from time to time determine.

SECTION 19. WORKER'S COMPENSATION

Worker's compensation insurance provides for compensation, within specific limits, for medical expenses and wages lost due to disabling accidents or illnesses arising out of and in the course of employment. Any STLA-related accident or illness **MUST BE REPORTED** to your supervisor **IMMEDIATELY** to avoid any possibility of loss of benefits. The STLA's safety program is designed to protect the STLA's greatest single asset-- its people. Every person who directs, supervises or controls the work of others is responsible for the safety of each individual under their supervision. They are also responsible for the safety of equipment and property within their area of control. However, you have a responsibility to yourself and to the STLA for your own safety. Watch for possible hazards and report them to your supervisor. There are safety rules for all STLA locations, and it is to your advantage to follow them implicitly as they are made for your protection. If you are ill or injured in any way, you must immediately report this to your supervisor. The necessary forms and reports shall be completed at that time. Remember, all injuries, no matter how minor, must be reported to your supervisor. All completed related worker's compensation forms shall be filed in the employees permanent personnel file.

SECTION 20. UNEMPLOYMENT COMPENSATION

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This is a program created by the state law to help people through periods when they are unemployed. Our policy is to cooperate with former employees who are unemployed.

SECTION 21. BULLETIN BOARD

Federal and State regulations require certain information to be posted on bulletin boards in an area accessible to employees. The STLA will post information on the bulletin boards at conspicuous locations. The use of STLA bulletin boards is restricted to notices regarding STLA information on activities and regulations. No one may post information on the STLA bulletin boards without first obtaining approval from the supervisor. Watch the bulletin board for notices that will help keep you informed of the activities within the STLA. Policy changes, special notices, etc., may be posted there as well as information that may be important to you.

SECTION 22. TERMINATION OF EMPLOYMENT

Employees are requested to give written notice of their resignation as far in advance as possible, but, in the case of the Library Director, no less than four (4) weeks, and in the case of all other employees, no less than two (2) weeks before the intended resignation date. Once an employee has given their two weeks' notice with an end date, the employee is obligated to continue to work their scheduled hours during that time period. Requests for time off using vacation time, sick leave or personal time will be denied. Emergency leave will be considered.

All employment by the STLA is at will. No policy or provision is intended to create a contract binding the employee or the STLA to an agreement of employment for a specific period of time. An employee's employment can be terminated by either the employee or the STLA at any time, for any reason, with or without notice.

Approved at a regular and open meeting of the Board of Directors of Spring Township Library Association on Jan. 11, 2018.

SECTION 23. EMPLOYMENT VACANCIES

Each candidate for employment shall provide and successfully complete an Act 34 Criminal Record Check, an Act 151 Child Abuse History Certification and such other background investigation applications as determined to be necessary by the Board of Directors. The determination of successful completion of this requirement shall be made by the Board of Directors in its sole discretion.

In filling any employment vacancy, the Board of Directors has a responsibility to assure the community that any successful candidate has a positive attitude about public service and understands that patrons' needs are paramount. A successful candidate should be comfortable

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with evolving technology and must be willing to work flexible hours.

In filling the position of Library Director, the Board of Directors, or a subcommittee selected by the Board, shall advertise the opening in local newspapers, with the Pennsylvania Library STLA, with the Berks County Public Library's Listserv and in such other manner as the Board shall determine to be appropriate. The Board or its subcommittee, if applicable, shall review written applications and interview qualified applicants. The Board, by majority vote, shall select the successful candidate and determine the terms of employment.

In filling other professional staff positions, the Library Director shall advertise the opening in local newspapers, and/or with the Berks County Public Library's Listserv and/or in such other manner, if any, as the Library Director shall deem appropriate. The Library Director shall review written applications and shall interview qualified applicants. The Library Director shall select the successful candidate and determine the terms of employment.

In filling positions for non-professional support staff, the Library Director shall post the vacancy announcement on the Library entrance bulletin board, shall advertise the opening in local newspapers if no qualified candidate applies to the vacancy announcement posted on the bulletin board. The Library Director shall review applications, interview qualified candidates, and select the most qualified candidate for employment.

Notwithstanding the foregoing, the Board of Directors reserves the full and complete right to alter or amend the recruitment and selection protocols as, in the Board's sole judgment, circumstances require.

The Board of Directors or such subcommittee as the Board shall select shall prepare job descriptions for all professional staff positions, which job descriptions shall become part of this Handbook.

SECTION 24. STAFF DEVELOPMENT

The Library Director shall attend all in-service meetings and workshops (consisting of a *minimum* of ten (10) hours of continuing education annually) as required by the Berks County Public Library System. In addition, all other employees working twenty (20) hours or more per week are required to fulfill a *minimum* of at least six (6) hours of continuing education on a bi-annual basis. Professional staff may attend professional meetings and conferences as budgeted by the Board of Directors. All professional training for the Library Director shall be with the prior consent of the President of the Board of Directors. All professional training for all other employees of the STLA shall be upon the prior approval of the Library Director. The STLA shall provide paid time off for the Library Director's continuing education and shall reimburse the Library Director for reasonable expenses incurred for such education. STLA

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employees will be provided with paid time off and reimbursement for reasonable expenses incurred for approved education. Receipts for said expenses will be provided by all staff requesting reimbursement.

All Library Assistants must complete the Basic Skills Training Course and other continuing education classes and workshops required by the Berks County Public Library System.

Approved at a regular and open meeting of the Board of Directors of Spring Township Library Association on July 11, 2019,

SECTION 25. SEXUAL AND OTHER FORMS OF HARASSMENT

It is the policy of the STLA that all employees should enjoy a working environment free from all forms of discrimination, including sexual harassment. No employee, either male or female, should be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical. The STLA condemns workplace sexual harassment and sexual harassment will be grounds for immediate discipline up to and including termination of employment.

Sexual harassment lowers morale and is damaging to the work environment; it also is illegal. Therefore, the STLA will treat sexual harassment like any other form of employee misconduct, and it will not be tolerated.

It is illegal and against the policies of the STLA for any employee, male or female, to sexually harass another employee by:

1. Making acceptance of unwelcome sexual advances or request for sexual favors or other verbal or physical conduct of a sexual nature, a condition of an employee's continued employment;
2. Making submission to or rejections of such conduct the basis for employment decisions affecting the employee; or
3. Creating an intimidating, hostile or offensive working environment by such conduct.

All forms of sexual harassment are prohibited whether verbal, nonverbal or physical. Sexual harassment includes, but is not limited to, repeated offensive sexual flirtations; advances

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or propositions; continued or repeated commentaries about an individual's body; offensive sexual language; and the display in the work place of sexually suggestive pictures or objects.

The STLA will enforce disciplinary action against any person who threatens or insinuates, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, shifts, or any conditions of employment or career development. This discipline can include termination.

The STLA recognizes that the question of whether a particular action or incident is a purely personal, social relationship without a discriminatory employment effect requires a factual determination based on all facts in each case.

The STLA will act positively to investigate alleged sexual harassment claims and to effectively remedy them when an allegation is determined to be valid. There will be no express time limits on initiating claims, however, every effort should be made to file a complaint within forty-eight (48) hours of any incident occurring.

Given the nature of the type of discrimination, the STLA also recognizes that false accusations of sexual harassment can have serious effects on innocent men and women. Therefore, false accusations may result in the same severe disciplinary action applicable to one found guilty of sexual harassment.

The following procedure shall apply in initiating a sexual harassment complaint:

(a) Any person aggrieved should directly inform the offending person that the conduct is offensive and must stop.

(b) If the aggrieved person does not wish to communicate directly with the offending person, or if communication is not successful, a written complaint in substantially the form attached shall be submitted, delivered or otherwise communicated to the individual complainant's immediate supervisor, the director of or person responsible for human resources, and/or to any or all individuals in the corporate supervisory chain of the complainant, including any or all of the business or corporate officers and/or directors for action.

(c) The STLA guarantees that the aggrieved person will not suffer retaliation of any kind for initiating the investigative process or lodging a complaint.

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All employees will be required to acknowledge receipt of a copy of this policy, and will be required during times determined by the STLA as a condition of employment to attend training on this policy.

STLA Sexual Harassment Complaint Form is provided as Appendix 2 to this policy.

SECTION 26. PHONE CALLS

The STLA recognizes that employees from time to time have the need to make or receive personal phone calls. However, such phone calls may not interfere with the duties of the employee to the STLA and must be kept to a minimum.

During working hours, personal cell phones need to be stored out of sight of the public and set on vibration mode while scheduled to work at the circulation desk and with patrons. Personal phone calls and texting may be made during breaks away from the desk and the public. If a call needs urgent attention, keep the conversation brief so not to burden the staff also working the circulation desk.

Approved at a regular and open meeting of the Board of Directors of Spring Township Library Association on Dec. 14, 2017

Section 27. Dress Code Policy

Introduction

Our casual dress policy is designed to support a relaxed work atmosphere while ensuring staff remain ready to engage with patrons and represent the library positively. Staff are expected to dress in a manner that is clean, neat, and appropriate for interacting with patrons of all ages and backgrounds.

Acceptable Attire

The following items are generally considered appropriate under the library's casual dress code:

- Clean, well-fitting jeans, casual slacks, chinos, capris, or skirts (no rips, stains or excessive fading)
- Polo shirts, blouses, button-up shirts, or neat T-shirts without graphics
- Sweaters, cardigans, and casual jackets
- Footwear that is clean and functional—sneakers, flats, boots, loafers
- Library-branded apparel and name tags.

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- Modest accessories and hairstyles appropriate for a public-facing environment

Unacceptable Attire

To maintain a professional and respectful environment, the following items are **not permitted**:

- Clothing with offensive language, symbols, or images
- Torn, excessively worn, or dirty clothing
- Athletic or beach wear such as gym shorts, sweatpants, tank tops, flip flops.
- Pajamas, slippers, or sleepwear
- Clothing that is overly revealing.
- Hats, hoods, or sunglasses worn indoors

Special Considerations

- Staff may be asked to modify attire for special events, outreach, or themed programming.
- Reasonable accommodations will be made for religious, cultural, medical, or accessibility-related dress needs.
- If there is uncertainty about whether an item is appropriate, staff should consult with their supervisor.

In the event that an employee arrives to work in inappropriate work attire, library managers and directors may ask the employee to go home and change before returning to work. Managers and directors, in their managerial discretion, may provide for exceptions in circumstances.

Approved at a regular and open meeting of the Board of Directors of Spring Township Library Association on June 12, 2025

SECTION 28. PERSONNEL RECORDS

Your personnel records are very important and must be kept up to date as required by law. Please notify the Director if you change any of the following:

Name

Address

Telephone Number

Email

Allergies or medications for EMT information

Name and phone number of person to notify in case of emergency

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Upon request made in writing to the President of the Board of Directors of the STLA, an employee shall have the right to inspect his or her personnel records with an STLA officer.

Each employee will have in his/her official personnel file:

- Employee Emergency Contact Form (Updated as needed and annually during employee anniversary of employment month)
- Employee Handbook Acknowledgment Page (Signed and dated)
- Act 34 Pa. State Police Criminal Record Check
- Act 151 Pa. Child Abuse History Certification
- Mandated Reporter Training Completion Certificate
- Applicable Job Description (Signed and dated)
- Ninety (90) Day Probation Evaluation Form (original)
- Annual Evaluation Form (original)
- Basic Conflict of Interest Disclosure Form (signed annually)

The Library Director has sole responsibility to ensure the official personnel files of all STLA staff are kept up to date. The Official Personnel File of each STLA employee will be maintained at the registered office of the STLA Corporation (Kozloff Stoudt, 2640 Westview Drive, Wyomissing, Pa. 19610).

SECTION 29. EMPLOYEE RULES AND REGULATIONS

The STLA must, like any organization, have rules and regulations to protect its employees and products and to insure employee job security. The STLA reserves the right to terminate employees for any or no reason, at any time, with or without notice, at its discretion. The STLA has and will have certain rules and regulations which will change from time to time. All employees are required to act within these rules and recognized standards of appropriate workplace behavior.

SECTION 30. DRUG AND ALCOHOL USE WHICH MAY RESULT IN IMMEDIATE TERMINATION

Illegal drug and alcohol use is highly detrimental to the safety and productivity of employees in the work place. No employee may be a party to the unlawful manufacture, possession, distribution, transfer, purchase, sale or use of illegal drugs or alcohol. Being under the influence of alcoholic beverages or illegal drugs while on STLA property, while on duty, or while

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operating a vehicle or machine leased or owned by the STLA is strictly prohibited and may lead to disciplinary action, including suspension without pay or discharge.

SECTION 31. JOB DESCRIPTIONS

The job descriptions for all STLA employees are provided in Appendix 3 to this policy.

SECTION 32. BACKGROUND CHECKS

All employees of the STLA are required by the Board of Directors to provide and successfully complete an Act 34 Criminal Record Check, an Act 151 Child Abuse History Certification and an FBI Background Clearance every five years. The determination of successful completion of this requirement shall be made by the Board of Directors in its sole discretion.

SECTION 33. SECURITY

All employees should be aware of the sensitivity of credit card documents and the personal information that is on them. Employees are responsible for protecting information and not sharing it with the public, which includes any credit/debit card information the library may receive for payment of fines, fees or donations.

SECTION 33. ACKNOWLEDGMENT

I have carefully read the STLA’s handbook. In consideration for my employment, I agree to abide by all of its rules of conduct, terms and conditions.

I acknowledge that I have carefully read my current job description. I acknowledge that the STLA reserves the right to change my job description as necessary. I acknowledge that I am capable of learning and performing all of the stated duties and responsibilities set forth in my job description. In addition, I acknowledge that I have been told who my supervisor will be, the approximate date when I will be evaluated, approximately how many hours I will be working and my starting pay rate. I further acknowledge that the STLA reserves the right to change my supervisor, my evaluation date, my hours of work, my pay rate and all other conditions of my employment from time to time as the Board of Directors shall determine to be appropriate.

I acknowledge that my employment is at-will and that the STLA reserves the right to terminate me at any time, for any or no reason, with or without notice. I further understand that the STLA’s President is the only authorized STLA representative who can modify my at-will employment and that any modifications must be in writing and signed by the STLA’s President in order to be effective.

Employee’s Name (printed)

Date: _____

Employee’s Signature

Adopted at a regular and open meeting of the Board of Directors of Spring Township Library on August 12, 2010. Revised and approved at a regular and open meeting of the Board of Directors of Spring Township Library Association on January 14, 2016. Revised December 8, 2022, Rev. April 13, 2023, Rev. 06/12/2025

APPENDIX 1

PERFORMANCE REVIEW FORM

Spring Township Library Association

Library Assistant Performance Evaluation

Name of Employee: _____ Date: _____

Job Position: _____ Date of Hire: _____

Period Covered: _____ Supervisor: _____



Performance Grading

- 1. **Below Expectations** - Does not meet the key requirements of the job. Excessive direction and follow-up are needed. Immediate improvement required.
- 2. **Somewhat Lacking in Performance** - Met some of the requirements of the job but does not consistently meet the standards of the job. Periodic reminders of expectations are needed.
- 3. **Meets Normal Job Requirements** - Met the key requirements of the job in many areas. Performance consistently meets the standards of the job.
- 4. **Exceeds Expectations** - Met the key requirements of the job in all areas and exceeded the requirements of the job in many areas. Performance is characterized by high achievement.
- 5. **Consistently Demonstrates Outstanding Performance** - Met the key requirements of the job in all areas and far exceeded the requirements in more than half of the areas on which the employee is evaluated.



RELIABILITY:

- 1. Attendance _____
- 2. Punctuality _____
- 3. Dependability _____
- 4. Flexibility _____

COMMENTS:

INTERPERSONAL SKILLS - Maintains harmonious working relationships with:

- 1. **Public** - Help to create a hospitable and inclusive environment for patrons of all ages; maintains a positive and respectful attitude _____

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- 2. **Co-Workers** - Works pleasantly with peers; realizes how their performance impacts the work of others; makes an effort to solve an interpersonal problem themselves _____
- 3. **Supervisors** - Cooperates with supervisor; approaches supervisor with concerns or problems directly _____

COMMENTS:

PERFORMANCE:

- 1. **Customer Service** - Establishes eye contact; responds in a timely and appropriate manner to patron's needs; listens and understands customers' concerns and uses that knowledge to provide even better service than the patron expects; looks for new ways to enhance patron satisfaction; moves away from the circulation desk to place the appropriate item in the customer's hand or help patrons with the card catalog _____
- 2. **Communication** - Speaks and writes clearly as it pertains to the job; displays computer, writing, and public interaction skills as required for the job; keeps others informed; shares information _____
- 3. **Knowledge of Policies, Procedures and Operations** - Demonstrates the knowledge and skills necessary to perform effectively; understands the expectations of the job and stays current with new information, technologies, and processes in area of responsibility _____
- 4. **Quality of Work** - Completes duties as specified in the position description and other special assignments thoroughly and accurately _____
- 5. **Quantity of Work/ Using Work Time Effectively** - Performs as efficiently as possible without jeopardizing quality; strives to increase productivity while maintaining a high level of quality _____
- 6. **Organization** - Maintains order and cleanliness of shared work areas; provides a pleasant, safe, clean environment for patrons _____
- 7. **Accountability** - Takes responsibility for one's actions and performance _____
- 8. **Judgment and Common Sense** - Seeks solutions to resolve unexpected problems that arise on the job, makes practical routine decisions; able to maintain the privacy of confidential patron information _____
- 9. **Adaptability** - Adjusts to changing situations, learns new and different tasks, responds appropriately to suggestions for work improvement _____

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10. Initiative - Performs with minimal supervision; sees a need and takes appropriate action without being prompted or reminded; acts promptly; volunteers to complete special projects.... _____

11. Safety - Considers safety of self and others while working_____

12. Observance of Rules and Regulations - Complies with the library's policies_____

COMMENTS:

LIST THE SPECIFIC STRENGTHS DISPLAYED BY THE EMPLOYEE:

LIST SPECIFIC WEAKNESSES THAT INDICATE ADDITIONAL TRAINING OR IMPROVEMENT IS REQUIRED:

GIVE SUGGESTIONS AS TO WHAT EMPLOYEE CAN DO TO DEVELOP OR IMPROVE AND WHAT THE EVALUATOR CAN DO TO ASSIST:

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SIGNATURE BLOCK

EMPLOYEE RESPONSE/COMMENTS:

I agree with this evaluation I disagree with this evaluation I have read the evaluation and have no comment.

My signature acknowledges that I have read and discussed this evaluation with my administrator. I know that this evaluation will become part of my personnel file.

Employee's Signature

Date

My signature indicates that I have discussed this Performance Evaluation with the Employee.

Supervisor's Signature

Date

Adopted at a regular and open meeting of the Board of Directors of Spring Township Library on August 12, 2010. Revised and approved at a regular and open meeting of the Board of Directors of Spring Township Library Association on January 14, 2016. Revised December 8, 2022, Rev. April 13, 2023, Rev. 06/12/2025

APPENDIX 2

STLA SEXUAL HARASSMENT COMPLAINT FORM

Adopted at a regular and open meeting of the Board of Directors of Spring Township Library on August 12, 2010. Revised and approved at a regular and open meeting of the Board of Directors of Spring Township Library Association on January 14, 2016. Revised December 8, 2022, Rev. April 13, 2023, Rev. 06/12/2025

SEXUAL HARASSMENT COMPLAINT FORM

The following form should be used in reporting sexual harassment incidents:

Name: _____

Position: _____

Department: _____

Shift: _____

Immediate Supervisor: _____

4. Describe the sexual harassment incident.

5. Who was responsible for the sexual harassment?

6. List any witnesses to the sexual harassment incident.

7. Where did the sexual harassment take place?

8. Identify the date(s) and time(s) that the sexual harassment occurred.

Adopted at a regular and open meeting of the Board of Directors of Spring Township Library on August 12, 2010. Revised and approved at a regular and open meeting of the Board of Directors of Spring Township Library Association on January 14, 2016. Revised December 8, 2022, Rev. April 13, 2023, Rev. 06/12/2025

Employee

Date

APPENDIX 3

EMPLOYEE JOB DESCRIPTIONS

**WEST LAWN –WYOMISSING HILLS LIBRARY
BRANCH LIBRARY ASSISTANT – JOB DESCRIPTION**

REQUIREMENTS

- High school diploma or GED reinforced by a minimum of one year-experience in customer service.
- Strong commitment to customer service. Enthusiastic, extroverted demeanor with the ability to build relations with patrons of all ages.
- Must be able to work independently as well as with library staff.
- Strong interest in reading and library services.
- Must have excellent communication skills.
- Must be able to access, retrieve, enter and update information using a computer
- Provide Act 34 Criminal Record Check, Act 151 Child Abuse History Certification, FBI Clearance and Mandated Reporter Training completion certificate.

DUTIES

- Charges and discharges library materials, issue library cards, and collect fines/fees.
- Assists in maintaining the operation of automated circulation system.
- Responds to patron requests both in person and over telephone in a timely manner.
- Answers patron questions regarding library circulation policies and procedures.
- Greets and direct patrons in the library.
- Identifies overdue and damaged materials; search selves for overdue, missing and/or lost materials.
- Pulls and sends out Hold List materials.
- Notifies patrons of holds and overdues.
- Assists in collection maintenance.
- Recommends to Branch Manager selection of materials based on patron input and needs.
- Provides reference assistance to patrons.
- Trains and assists the public in the use of electronic and print resources.
- Retrieves, separates and checks in materials deposited in book drops.
- Attends workshops and seminars as appropriate.
- Assists in volunteer training.
- Performs other duties as instructed or assigned by Branch Manager or Branch Assistant Manager.
- Recommends to Librarian ideas for upcoming programs

SUPERVISED BY: Branch Manager

HOURS: Part time, at the discretion of the Branch Manager; in addition to daylight hours, various evening and weekend hours may be required.

SALARY: Based on current staff salary chart as determined by Spring Library Board of Directors.

SPECIAL WORKING CONDITIONS: Duties are performed indoors in office environment. Duties require extended periods of standing, walking, sitting, and talking or hearing. Duties require occasional periods of climbing or balancing, pulling/pushing items, lifting/carrying items, keyboarding, reaching with hands and arms, stooping, kneeling, or crouching, Weights up to 50 pounds may be encountered. Vision requirements include close vision and ability to adjust focus.

**WEST LAWN –WYOMISSING HILLS LIBRARY
BRANCH MANAGER – JOB DESCRIPTION**

REQUIREMENTS

- Bachelor's degree, reinforced by proven leadership experience with a minimum of five years of library experience.
- Broad knowledge of literature, authors and illustrators, including both classic and modern material.
- Strong commitment to customer service. Enthusiastic, extroverted demeanor with the ability to build relations with patrons, staff and volunteers.
- Strong leadership and organizational skills required.
- Excellent written and verbal communication skills.
- Must be able to access, retrieve, enter and update information using a computer.
- Provide Act 34 Criminal Record Check, Act 151 Child Abuse History Certification, FBI Clearance and Mandated Reporter Training completion certificate.

DUTIES

Human Resources

- Responsible for interviewing, hiring and dismissing branch library staff members in accordance with Spring Township Library Association's (STLA) policies.
- Supervises the training of all West Lawn-Wyomissing Hills Library (WLWHL) volunteers and staff.
- Maintains personnel files for all WLWHL staff, providing originals of requested documents to the Director for inclusion in the files maintained at Kozloff Stoudt.
- Coordinates and schedules personnel at the circulation desk.
- Reviews performance and evaluates all WLWHL personnel.

Financial

- Prepares preliminary WLWHL budget in consultation with the Director.
- Monitors and maintains spending within the annual budget as approved by the STLA.
- Provides financial reports and records as requested to the Director and the STLA's bookkeeper.

Operations Management

- Selects branch library materials in accordance with the current Collection Development Policy of the STLA.
- Performs and/or supervises collection maintenance functions including but not limited to deselection (weeding), shifting of collection and item repairs.
- Provides full-range library service to library patrons in accordance with the current STLA Service Policy.

- Works in cooperation with the Berks County Public Libraries (BCPL) in providing services administered through their offices, including inter-library loan services, the use of the integrated library system and IT equipment and support.
- Runs and/or writes reports required by BCPL and STLA regarding the operation of WLWHL, including but not limited to monthly and annual reports.
- Attends monthly BCPL Librarians' meetings.
- Communicates with appropriate agencies, including Township of Spring and West Lawn United Methodist Church, regarding repairs and maintenance of equipment and/or facilities as needed.
- Maintains efficient circulation procedures and records.
- Supervises and implements the BCPL and STLA policies regarding fines and fees.
- Maintains office equipment; orders all office and cleaning supplies.

Public Relations

- Oversees the creation and distribution of the WLWHL quarterly newsletter and monthly eNewsletter.
- Consistently updates and maintains the Event Calendar on the WLWHL website.
- Consistently updates and maintains the slides on the homepage of the WLWHL website.
- Oversees interior signage, book displays and bulletin board to maintain a clean, fresh appearance.
- Oversees the planning, development and implementation of programming and promotional events with the assistance of the Branch Assistant Manager, Youth Program Coordinator and the Friends of WLWHL.
- Updates library Facebook page highlighting special programs and events for seniors and adults.

Governance and Policy Making

- Formulates short and long term branch library goals and objectives; recommends appropriate library policy changes to the Director as needed.
- Determines branch program priorities and oversees all programs.
- Confers with the Director on a regular basis, maintaining a constant exchange of information concerning library issues, problems and suggestions.
- Attends staff meetings, appropriate conferences, workshops, Board of Trustee Meetings and Committee Meetings when requested.
- Performs other duties as instructed or assigned by the STLA Director.

SUPERVISED BY: Spring Township Library Association Director

HOURS: Part time, at the discretion of the STLA Director; in addition to daylight hours, various evening and weekend hours may be required.

SALARY: Based on experience and qualifications and salary structure as determined by the Spring Township Library Association Board of Directors.

SPECIAL WORKING CONDITIONS: Duties are performed indoors in office environment. Duties require extended periods of standing, walking, sitting, and talking or hearing. Duties require occasional periods of climbing or balancing, pulling/pushing items, lifting/carrying items, keyboarding, reaching with hands and arms, stooping, kneeling, or crouching, Weights up to 50 pounds may be encountered. Vision requirements include close vision and ability to adjust focus. Reading materials and verbal instructions require complex interpretation. The noise level is usually moderate. Hazards are considered minor and

controllable, but may include exposure to human error and angry/hostile patrons. Must be able to transport oneself to work-related meetings, workshops, conferences, etc.

WEST LAWN/WYOMISSING HILLS LIBRARY ASSISTANT BRANCH MANAGER – JOB DESCRIPTION

REQUIREMENTS

- Bachelor's Degree preferred with three years of relevant library experience
- Strong commitment to customer service. Enthusiastic, extroverted demeanor with the ability to build relations with patrons of all ages.
- Supervisory experience is desired, but not required.
- Must be able to work independently as well as with library staff.
- Strong interest in building personal relationships.
- Excellent written and verbal communication skills.
- Must possess a reputation of honesty, integrity and reliability.
- Must have the desire to serve the public with friendliness, tact and diplomacy.
- Must be able to access, retrieve, enter and update information using a computer.
- Provide Act 34 Criminal Record Check, Act 151 Child Abuse History Certification, FBI Clearance and Mandated Reporter Training completion certificate.

DUTIES

- Coordinates and schedules volunteers.
- Communicates with Branch Manager about all operations, equipment repairs and maintenance as needed.
- Assists in maintaining efficient circulation procedures and records.
- Assists patrons in the library, particularly how to locate materials and services.
- Answers circulation and directional questions.
- Monitors patron activities in library and handle problems as they occur.
- Works at the circulation desk on a regular basis, performing all related tasks.
- Communicates supply needs and maintenance issues to Branch Manager.
- Attends workshops and seminars as appropriate.
- Assists in opening and closing procedures of the library.
- Trains and assists patrons in the use of electronic and print resources.
- May serve as librarian in charge if needed.
- Promotes library services to the public.
- Processes interlibrary loans.
- Processes Periodicals
- Maintains a schedule of shelf-reading.
- Assists in collection maintenance and oversees signage, book displays and bulletin boards to maintain a clean fresh appearance.
- Assists in the planning, development and implementation of programming and promotional events with the Branch Manager, Youth Program Coordinator and the Friends of WLWHL.
- Performs other duties as instructed or assigned by Library Branch Manager-

SUPERVISED BY: Branch Manager

HOURS: Part time, at the discretion of the Branch Manager; in addition to daylight hours, various evening and weekend hours may be required.

SALARY: Based on current staff salary structure as determined by Spring Township Library Association Board of Directors.

SPECIAL WORKING CONDITIONS: Duties are performed indoors in office environment. Duties require extended periods of standing, walking, sitting, and talking or hearing. Duties require occasional periods of climbing or balancing, pulling/pushing items, lifting/carrying items, keyboarding, reaching with hands and arms, stooping, kneeling, or crouching. Vision requirements include close vision and ability to adjust focus.

**WEST LAWN –WYOMISSING HILLS LIBRARY
YOUTH PROGRAM COORDINATOR – JOB DESCRIPTION**

REQUIREMENTS

- Bachelor's degree recommended, with a minimum of three years of experience in working with children and developing children's programming.
- Broad knowledge of children's literature, authors, and illustrators, including both classic and modern material.
- Knowledge of standard practices, procedures and current trends in the provision of public library services.
- Strong commitment to customer service. Enthusiastic, extroverted demeanor with the ability to build relations with patrons, staff and volunteers.
- Strong organizational, written and verbal communication skills.
- Must be able to access, retrieve, enter and update information using a computer to include Internet and programs such as Microsoft Office.
- Provide Act 34 Criminal Record Check, Act 151 Child Abuse History Certification, FBI Clearance and Mandated Reporter Training completion certificate.

DUTIES

- Assists Branch Manager in selection of materials based on patron input and needs.
- Promotes library services to the public.
- Attends training sessions as required.
- Provides assistance at circulation desk as needed.
- Schedules weekly story hours, programs for school-aged children, and periodic teen programs.
- Coordinates with BCPL in planning, tracking and reporting statistics for Summer Reading Program.
- Designs and implements the individual programs at the library for the Summer Reading Program.
- Operates automated circulation system to check materials in and out during programs.
- Reports statistics and costs for programs to Branch Manager.
- Orders children's materials
- Updates library Facebook page highlighting special programs and events for teens and children.
- Creates (or has created) marketing materials and distributes press releases for all children and teen programming and special events.
- Performs other duties as instructed or assigned by Branch Manager.

SUPERVISED BY: Branch Manager

HOURS: Part time, at the discretion of the Branch Manager; in addition to daylight hours, various evening and weekend hours may be required.

SALARY: Based on experience and qualifications and salary structure as determined by the Spring Library Board of Directors.

SPECIAL WORKING CONDITIONS: Duties are performed indoors in office environment. Duties require extended periods of standing, walking, sitting, and talking or hearing. Duties require occasional periods of climbing or balancing, pulling/pushing items, lifting/carrying items, keyboarding, reaching with hands and arms, stooping, kneeling, or crouching, Weights up to 50 pounds may be encountered. Vision requirements include close vision and ability to adjust focus. Reading materials and verbal instructions require complex interpretation. The noise level is usually moderate. Must be able to transport oneself to work related meetings, workshops, conferences, etc.

**SPRING TOWNSHIP LIBRARY
LIBRARY ASSISTANT – JOB DESCRIPTION**

REQUIREMENTS

- High school diploma or GED reinforced by a minimum of one year-experience in customer service.
- Strong commitment to customer service. Enthusiastic, extroverted demeanor with the ability to build relations with patrons of all ages.
- Must be able to work independently as well as with library staff.
- Strong interest in reading and library services.
- Must have excellent communication skills.
- Must be able to access, retrieve, enter and update information using a computer.
- Provide Act 34 Criminal Record Check, Act 151 Child Abuse History Certification, FBI Clearance and Mandated Reporter Training completion certificate.

DUTIES

- Charges and discharge library materials, issue library cards, and collect fines/fees.
- Assists in maintaining the operation of automated circulation system.
- Responds to patron requests both in person and over telephone in a timely manner.
- Answers patron questions regarding library circulation policies and procedures.
- Greets and direct patrons in the library.
- Identifies overdue and damaged materials; search selves for overdue, missing and/or lost materials.
- Pulls and sends out Hold List materials.
- Notifies patrons of holds and overdues.
- Assists in collection maintenance.
- Recommends to Librarian selection of materials based on patron input and needs.
- Provides reference assistance to patrons.
- Trains and assists the public in the use of electronic and print resources.
- Retrieves, separates and checks in materials deposited in book drops.
- Attends workshops and seminars as appropriate.
- Assists in volunteer training.
- Recommends to Librarian ideas for upcoming programs
- Performs other duties as instructed or assigned by Library Director.

SUPERVISED BY: Library Director

HOURS: Part time, at the discretion of the Library Director; in addition to daylight hours, various evening and weekend hours may be required.

SALARY: Based on current staff salary chart as determined by Spring Library Board of Directors.

SPECIAL WORKING CONDITIONS: Duties are performed indoors in office environment. Duties require extended periods of standing, walking, sitting, and talking or hearing. Duties require occasional periods of climbing or balancing, pulling/pushing items, lifting/carrying items, keyboarding, reaching with hands and arms, stooping, kneeling, or crouching, Weights up to 50 pounds may be encountered. Vision requirements include close vision and ability to adjust focus.

**SPRING TOWNSHIP LIBRARY
CIRCULATION COORDINATOR – JOB DESCRIPTION**

REQUIREMENTS

- Bachelor's Degree preferred with three years of relevant library experience
- Strong commitment to customer service. Enthusiastic, extroverted demeanor with the ability to build relations with staff and patrons of all ages.
- Supervisory experience is desired but not required.
- Must be able to work independently as well as with library staff.
- Strong interest in building personal relationships.
- Excellent written and verbal communication skills.
- Must possess a reputation of honesty, integrity and reliability.
- Must be able to access, retrieve, enter and update information using a computer.
- Provide Act 34 Criminal Record Check, Act 151 Child Abuse History and FBI Clearances.

DUTIES

- Supervises library assistants, to include training, and in their daily routines, motivate staff to find new and improved ways to serve the public.
- Assists in maintaining efficient circulation procedures and records.
- Supervises and implements the rules and procedures regarding fines and fees.
- Assists patrons in the library, particularly how to locate materials and services.
- Answers circulation and directional questions.
- Monitors patron activities in library and handles problems as they occur.
- Works at the circulation desk on a regular basis, performing all related tasks.
- Maintains office equipment, including ordering all office and cleaning supplies.
- Attends continuing education workshops and seminars as appropriate to comply with PA Library Standards
- Assists in opening and closing procedures of the library.
- Trains and assists patrons in the use of electronic and print resources.
- May serve as Librarian in charge if needed.
- Performs other duties as instructed or assigned by Library Director.

SUPERVISED BY: Library Director

HOURS: Part time, at the discretion of the Library Director; in addition to daylight hours, various evening and weekend hours may be required.

SALARY: Based on current staff salary chart as determined by Spring Library Board of Directors.

SPECIAL WORKING CONDITIONS: Duties are performed indoors in office environment. Duties require extended periods of standing, walking, sitting, and talking or hearing. Duties require occasional periods of climbing or balancing, pulling/pushing items, lifting/carrying items, keyboarding, reaching with hands and arms, stopping, kneeling, or crouching. Vision requirements include close vision and ability to adjust focus.

SPRING TOWNSHIP LIBRARY YOUTH LIBRARIAN – JOB DESCRIPTION

REQUIREMENTS

- Bachelor's degree, reinforced by three years of experience in working with youth and developing youth programming.
- Broad knowledge of youth literature, authors, and illustrators, including both classic and modern material.
- Strong commitment to customer service. Enthusiastic, extroverted demeanor with the ability to build good relations with children of all ages and their caregivers.
- Strong leadership, organizational and communication skills required.
- Must be able to access, retrieve, enter and update information using a computer.
- Provide Act 34 Criminal Record Check, Act 151 Child Abuse History Certification, FBI Clearance and Mandated Reporter Training completion certificate.

DUTIES

- Develops and presents story time programming and other events, including the Summer Reading Program.
- Creates youth-friendly displays, bulletin boards, signs, and other accompanying promotional materials.
- Orders materials for youth collection.
- Writes grants in consultation with Director and staff.
- Coordinates with BCPL and West Lawn/Wyomissing Hills Library Youth Coordinator in planning, tracking and reporting statistics for Summer Reading Program.
- Weeds youth collection and manages storage of low circulation materials.
- Provides patron off-site outreach programs to youth groups which may include preschools, schools, and other community groups.
- Supports circulation staff as needed.
- May serve as Librarian in charge if needed.
- Attends workshops and seminars as appropriate.
- Responsible for managing the youth budget
- Responsible for creating and/or maintaining an inventory of un-cataloged supplies for youth programming/activities
- Purchases supplies for youth programming/activities
- Updates library Facebook page highlighting special programs and events for teens and children.
- Creates (or has created) marketing materials and distributes press releases for all children and teen programming and special events.
- Performs other duties as instructed and assigned by the Library Director.

SUPERVISED BY: Spring Library Director

HOURS: At the discretion of the Spring Library Director; in addition to daylight hours, various evening and weekend hours may be required. Average 30 hours per week.

SALARY: Based on experience and qualifications and salary structure as determined by the Spring Township Library Board of Directors.

SPECIAL WORKING CONDITIONS: Duties are performed indoors in office environment. Duties require extended periods of standing, walking, sitting, and talking or hearing. Duties require occasional periods of climbing or balancing, pulling/pushing items, lifting/carrying items, keyboarding, reaching with hands and arms, stooping, kneeling, or crouching. Weights up to 50 pounds may be encountered. Vision requirements include close vision and ability to adjust focus. Reading materials and verbal instructions require complex interpretation. The noise level is usually moderate. Hazards are considered minor and controllable, but may include exposure to human error and angry/hostile humans. Must be able to transport oneself to work-related meetings, workshops, conferences, etc.

**SPRING TOWNSHIP LIBRARY
LIBRARY DIRECTOR – JOB DESCRIPTION**

Serves as head of the library. This is an administrative position involving responsibility for all library functions within the framework of the library's goals and objectives, policies and budget. The work involves carrying out policies as determined by the Board of Directors and recommending needed policies. Direct supervision is exercised over the work of other library staff members.

REQUIREMENTS

1. Must possess (or in the process of completing) a Master's degree in library science from an accredited institution.
2. Comprehensive knowledge of public library operations, aims and services.
3. Knowledge of and experience with excellent customer service skills is vital.
4. Excellent communication skills, imagination, creativity and talent for organization.
5. Ability to meet people easily, to motivate others, and to work effectively with library staff and boards.
6. Needs to be able to work well as part of a team, generating and sharing in the enthusiasm for the valuable work of the library.
7. Knowledge of emerging technologies and their application to libraries essential.
8. Provide Act 34 Criminal Record Check, Act 151 Child Abuse History Certification, FBI Clearance and Mandated Reporter Training completion certificate.

DUTIES

Human Resources:

1. Responsible for interviewing, hiring and dismissing library staff members in line with Spring Township Library Board of Director's policies.
2. Communicates optimum staffing level requirements to the Board of Directors.
3. Supervises the work of all library staff members, striving to utilize skills and initiative of staff members to their own and the library's greatest advantage.
4. The Children's Librarian, Adult Program/Volunteer Coordinator, Operations/Circulation Coordinator report directly to the Library Director.
5. Works for needed improvements in working conditions, salary scale and fringe benefits as appropriate.
6. Supports staff members in professional development. Recommends opportunities for additional education and professional development of staff members.
7. Responsible for managing and evaluating the Branch Manager of the West Lawn/Wyomissing Hills library.

Financial:

1. Assists the Board of Trustees in fund development through grant writing, annual

- appeals, planned giving, memorial programs, requests to municipalities, legislators and community service organizations.
2. Directs and supervises the expenditure of library funds. Seeks to improve library services and collections in a fiscally responsible way.
 3. Prepares preliminary budget in consultation with staff members, Branch Manager, and Board of Directors.
 4. Assists the Board of Directors in establishing, maintaining and building relationships with local business community.

Governance and Policy Making:

1. Recommends, plans and implements library services and necessary changes in those services to keep current with needs and demands of the community. Provides assistance, direction and information to the Board of Directors for long range and short term planning both on a local and countywide basis.
2. Evaluates the effectiveness of library services in relation to the needs of the community. Apprises the Board of Directors of community needs and how to respond to these needs through the library.
3. Recommends and administers materials buying policies of the library.
4. Prepares regular reports on current progress and future needs. Prepares all required library reports for the local unit of government, the Berks County Library System and State Government and shares pertinent information with the Board of Directors and the community.
5. Makes public appearances on behalf of the library; gives tours of the building when appropriate.
6. Works in cooperation with the Berks County Library System in providing services administered through their offices. Cooperates with other libraries to make effective use of funds and develop services.
7. Takes responsibility for collection development and acquisitions, including weeding the collection.
8. Keeps informed of academic and technological developments in the profession; attends professional meetings and conferences. Knows local, state and national laws that affect libraries and plays an active role in initiating and supporting beneficial library legislation.
9. Attends meetings and workshops, local, county, state and national, necessary to the efficient, informed functioning of the library. These meetings will include, but are not limited to, Board of Directors Monthly Meetings, Berks County Public Library System, and staff meetings.
10. Performs all other duties as assigned.

Community Relations:

1. Creates (or has created) marketing materials and distributes press releases for all programming and special events.
2. Updates and maintains the Spring Township Library website in accordance with the Berks County Public Libraries.
3. Updates library Facebook page highlighting special programs and events for seniors and adults.
4. Designs and publishes monthly newsletters, both paper and eNews.
5. Promotes the library through group presentations and adult programming. Develops promotional and resource materials.
6. Oversees interior signage and book displays to maintain a clean, fresh appearance.
7. Establishes relationships with museums, organizations, and businesses to broaden the range of programs being offered.
8. Secures and coordinates appearances by outside speakers and authors.

EVALUATED BY: Spring Township Library Board of Directors

HOURS: In addition to daylight hours, various evening and weekend hours may be required.

SALARY: Based on experience and qualifications and salary structure as determined by the Spring Township Library Board of Directors.

SPECIAL WORKING CONDITIONS: Duties are performed indoors in office environment. Duties require extended periods of standing, walking, sitting, and talking or hearing. Duties require occasional periods of climbing or balancing, pulling/pushing items, lifting/carrying items, keyboarding, reaching with hands and arms, stooping, kneeling, or crouching, Weights up to 50 pounds may be encountered. Vision requirements include close vision and ability to adjust focus. Reading materials and verbal instructions require complex interpretation. The noise level is usually moderate. Hazards are considered minor and controllable, but may include exposure to human error and angry/hostile humans. Must be able to transport oneself to work-related meetings, workshops, conferences, etc.

**SPRING TOWNSHIP LIBRARY
AARP WORKSEARCH
LIBRARY ASSISTANT – JOB DESCRIPTION**

REQUIREMENTS

- High school diploma or GED reinforced by a minimum of one year-experience in customer service.
- Strong commitment to customer service. Enthusiastic, extroverted demeanor with the ability to build relations with patrons of all ages.
- Must be able to work independently as well as with library staff.
- Strong interest in reading and library services.
- Must have excellent communication skills.
- Must be able to access, retrieve, enter and update information using a computer.
- Provide Act 34 Criminal Record Check, Act 151 Child Abuse History Certification, FBI Clearance and Mandated Reporter Training completion certificate.

DUTIES

- Charges and discharge library materials, issue library cards, and collect fines/fees.
- Assists in maintaining the operation of automated circulation system.
- Responds to patron requests both in person and over telephone in a timely manner.
- Answers patron questions regarding library circulation policies and procedures.
- Greets and direct patrons in the library.
- Identifies overdue and damaged materials; searches selves for overdue, missing and/or lost materials.
- Pulls and sends out Hold List materials.
- Notifies patrons of holds and overdues.
- Assists in collection maintenance and library facility maintenance, including shelving, picking up library materials, straightening books, chairs, shelves, newspapers and magazines, dusting if needed, refilling bathroom materials (paper towels, TP rolls), emptying waste containers, book drops, and recycling.
- Recommends to Librarian selection of materials based on patron input and needs.
- Provides reference assistance to patrons.
- Trains and assists the public in the use of electronic and print resources.
- Retrieves, separates and checks in materials deposited in book drops.
- Performs a variety of miscellaneous duties needed for activities: setting up tables and chairs for events, setting up refreshments, etc.
- Assists in volunteer training.

SUPERVISED BY: Library Director

HOURS: Part time, 12:00 noon – 4:00 p.m., Monday through Thursday, totaling 16 hours per week.

SPECIAL WORKING CONDITIONS: Duties are performed indoors in office environment. Duties require extended periods of standing, walking, sitting, and talking or hearing. Duties require occasional periods of climbing or balancing, pulling/pushing items, lifting/carrying items, keyboarding, reaching with hands and arms, stooping, kneeling, or crouching, Weights up to 50 pounds may be encountered. Vision requirements include close vision and ability to adjust focus.