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# SPOONER MEMORIAL LIBRARY

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## Employee Handbook



UPDATED JANUARY 25, 2022

SPOONER MEMORIAL LIBRARY  
421 High Street, Spooner, WI 54801

## **Section I: Library Overview**

- A. The Spooner Memorial Library is an independent department of the City of Spooner. A nine-member Board of Trustees, according to Chapter 43 of Wisconsin statutes, governs it. Seven members are appointed by the City of Spooner and two by Washburn County. The Board is responsible for the policies and procedures put forth in this handbook.
- B. The Library is organized as a public library to serve all individuals by providing books, other materials, and services.

## **Section II: Terms of Employment**

- A. The Library is an equal opportunity employer in all personnel decisions.
- 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. 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 would be a cause for concern for employment within the scope of public service 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. See Attachment VI.  
Added 9/28/2021 Updated 1/25/2022
- D. A physical examination and/or a drug test may also be required prior to hire. The Spooner Memorial Library is a drug free work place and random drug tests may be required by the direct supervisor. Termination of employment or a warning may result if a drug test comes back positive. Updated 9/28/2021
- E. The Library Director is responsible for staffing decisions, including hiring, firing, setting work schedules and assigning duties.
- F. There is a 6-month probationary period for Library staff and a 1-year period for the Library Director.
- G. Internal promotion is acceptable 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, or disability. Advance written or emailed notice is required and will be submitted to the City. At least two weeks advance written or emailed notice 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.

### Section III: Orientation, Training, & Continuing Education

- A. Orientation. Orientation will be conducted by the Library Director or appointed employees.
- B. Continuing Education. The Board encourages continuing education for library staff. The Library Director approves training workshops and conferences for staff. The Board must approve classes for the Library Director taken to either achieve or maintain state mandated license. If the Library Director enrolls in a class:
1. Reimbursement for the cost of the class for Library Director will be made after successful completion of that class.
  2. Authorization for reimbursement of travel expenses must be obtained from the Board prior to conference, workshop or class attendance. Reimbursement of travel voucher will be paid upon receipt of expenses.
  3. The employee is expected to share knowledge gained with other staff (the appropriate forum will be determined by the Library Director).
- C. Travel Reimbursement
1. Mileage for employee attendance at a continuing education course or other library related meeting will be paid at the current city rate.
  2. If the meeting is farther than 4 hours 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.
  3. Attachment II is a copy of the travel voucher.
  4. Time spent traveling to, attending and returning from approved workshops is counted as regular work hours as approved by the employee's supervisor.
  5. When employees are authorized and required by the employer to travel, the Library shall reimburse, providing appropriate receipts are furnished, up to the following amounts per individual listed:  
  
Breakfast    \$10.00 Employee must leave home before 7:00am.  
Lunch        \$15.00 Employee must be travelling between 10:30am and 2:30pm.  
Dinner       \$25.00 Employee must not be returning home until after 7:00pm.  
  
Or  
  
\$50 per diem.

Claims for meals shall represent actual, reasonable and necessary expenses. Tips are limited to 20%. 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, he/she 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

#### **Section IV: Specific Work Policy**

A. Schedule of Hours

1. The Library Director will establish each employee's work hours.
2. The Library Director will work full-time, or at least 40 hours per week. Updated 9/28/2021

B. Wage Classifications. To be 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. Upon the successful completion of six months employment, the employee may receive a discretionary wage increase.

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. Seniority. Seniority is defined as the length of employment starting with the date of hiring, and will be given consideration in connection with layoffs, re-employment, promotions, or demotions.

E. Grievance Procedure. An employee shall bring a grievance first to the Library Director. If unsatisfied, the employee may appeal in writing to the Board within 60 days. If an outside mediator is required to settle the grievance, the cost will be paid for by the library.

F. Disciplinary Action The employment of Library Director and staff 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 including oral or written reprimand, suspensions, demotions, and dismissal. For complete procedure see Attachment III

G. Annual Performance Reviews. The Library Director shall conduct an annual performance review for each employee. If the employee disagrees with the content of the review, the employee may submit a written appeal to the Board which will be considered in closed



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

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 two additional paid floating holidays, or personal days.
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 probationary period shall be eligible to use the vacation benefits accrued during their first partial calendar year. The benefits shall be pro-rated 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.

#### C. Other Leave

1. 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 the Library Director of more than one month or for all other employees will be at the discretion of the Board. The Library Director shall submit request in writing to the Board.
2. Jury Duty Employees will be excused from work for jury duty and receive wages for the time they would normally work. Any stipends, aside from mileage or meals, must be reimbursed to the employer.
3. Military Service Employees must be excused from work for military service. This is unpaid leave. Employees may use vacation time. Their position at the library will be held for them regardless of the length of service.

#### 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. Updated 3/26/19 Updated 9/28/2021

2. When an employee leaves after seven years or dies, 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
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 up to a maximum of 12 days per year. *Immediate family members include spouse or live-in significant other, children, mother, father, brother, sister, grandparent, grandchildren, and those of the employee's spouse or live-in significant other.*
4. The library adheres to the Wisconsin Family and Medical Leave Law (section 103.10 of the WI Statutes).
5. Bereavement - In the event of the death of a member of an employee's immediate family, regular employees will be granted up to three (3) consecutive days of paid leave, if scheduled to work, to make necessary funeral arrangements and/or attend the funeral. The Employer recognizes that "immediate family" may not recognize people whom we care deeply about. In these instances, other forms of paid or unpaid leave may be available for use. Please see your supervisor to discuss any requests. Employees who are requested to act as pall bearers shall receive one-half (1/2) day of pay. The bereavement policy is not limited per year in usage. Added 4-25-17

E. 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 staff training. Updated 4/23/2019 Updated 9/28/2021

F. Library Closures

1. Library closure, in case of emergency, such as blizzard, tornado, fire or other unforeseeable disaster is at the discretion of the Library Director. The Library Director may close the Library for non-emergent reasons 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. Updated 9/28/2021

G. Retirement

1. One half of Wisconsin Retirement is paid by the employer for any employee working more than 600 hours per year.

H. Life Insurance

1. 100 percent of the basic life insurance premium is paid for all employees working more than 600 hours per year. The value of the policy is equal to the next \$1,000 of the employee's previous annual salary (e.g. a salary of \$15,500 would result in a \$16,000 policy).

I. 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.

J. Pay Check Policy

1. Direct deposit of paycheck is required for all employees. Added 9/28/2021

K. Wages

1. Wages are a matter of Board policy and are reviewed on a yearly basis.

L. 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 premise. 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 premise. 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 prearranged to prevent scheduling conflicts. Added 9/28/2021

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

M. Compensatory Time Added 4/23/2019

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 employee's separation from employment, the employee shall be paid for any compensatory time earned, but not taken, up to a maximum of 240 hours.

N. Confidentiality Statement Added 4/23/2019

1. Employees are required to adhere by the confidentiality statement, see Attachment V and read and sign the agreement annually upon review and on initial hire.

## Attachment I

### Position Description—Library Director

#### Responsibilities to the Library Director

- \* Implement policies and goals as established by the Board
- \* Apprise Board of current and future operations
- \* Prepare agenda and other materials, including monthly invoices, for monthly Board meetings
- \* Prepare annual budget to be submitted by Board to the City

#### Maintain Financial Accounts

- \* Maintain records of library expenses and ensure payment of bills
- \* Ensure expenditures are within budget guidelines
- \* Establish use of book budget
- \* Accountable for funds from sale of books, donations, overdue fines, copier, and other income

#### Liaison to Northern Waters Library Service & the State

- \* Communicate with NWLS as resource on library issues
- \* Carry out mandates from NWLS on library policy or grant applications
- \* Compile all statistical data for the State
- \* Maintain compliance with all local, state and federal mandates

#### Supervise Library Employees

- \* Make hiring decisions regarding Library employees
- \* Serve as employee liaison to the Board
- \* Schedule hours and assign duties to the Library employees
- \* Recruit and supervise volunteers
- \* Conduct annual performance reviews

#### Responsible for the Library Collection

- \* Maintain knowledge of collection and determine appropriate additions and removals
- \* Establish circulation policy for Board approval
- \* Supervise desk procedures, including overdue procedures and client reference questions
- \* Accept memorial funds and oversee purchases and acknowledgments of gifts

#### Perform Public Relations Functions

- \* Promote Library to community
- \* Organize activities for local teachers and students
- \* Organize special events, story hours, and library displays

Responsible for Building and Other Capital Equipment

- \* Oversee building facilities and grounds
- \* Oversee computer systems, copier and other equipment
- \* Implement and maintain computer system

**Attachment II**  
 Spooner Memorial Library  
 Travel Reimbursement Form

Account # 330 Library Travel & Training

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Destination \_\_\_\_\_

Date	Purpose	Mileage

Total \_\_\_\_\_

*I certify that the mileages included on this voucher were incurred in the discharge of authorized official business and represent proper charges against the Spooner Memorial Library, Spooner, WI.*

\_\_\_\_\_  
 Signature of Claimant                      Date

\_\_\_\_\_  
 Library Director Approval                      Date

\_\_\_\_\_  
 Library Board President Approval                      Date

### **Attachment III** Disciplinary Action

It shall be the policy of the Library board to administer discipline fairly, reasonably, and impartially.

**A. Procedures** - The employment of library 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 including oral or written reprimand, suspensions, demotions, and dismissal.

The following steps comprise the Library's policy for progressive discipline. The relative severity of the infraction shall determine whether "Step 1" is employed first or if the process is commenced with a subsequent step.

**Step 1 - Oral Warning** - This type of discipline should be applied to infractions of a relatively minor degree or in situations where the employee's performance needs to be discussed. The oral warning should be given in private. The employee should be informed that an oral warning is being issued, that he/she has an opportunity to correct the condition, and that, if the condition is not corrected, the person will be subject to more severe disciplinary action. A notation that an oral warning was given should be made in the employee's personnel file. The employee should be informed that this action was taken.

**Step 2 - Written Warning/Reprimand** - Written notice will be issued in the event the employee continues to disregard an oral warning or if the infraction is severe enough to warrant a written reprimand in the employee's personnel file. Written warning/reprimand notices must be issued within ten (10) days after the occurrence of the violation. The written warning/reprimand shall state the nature of the infraction in detail and what corrective action must be taken by the employee to avoid further discipline as outlined in Steps 3, 4, and 5.

A copy of the written warning/reprimand is to be handed to the employee at the time of the discussion of the discipline. The employee shall sign and date the written warning to acknowledge receipt. A copy, signed by the employee, will be placed in the employee's personnel file. If the employee refuses to sign the acknowledgment, then the supervisor and one (1) other witness shall note on the reprimand that the employee received a copy thereof and refused to sign it.

**Step 3 - Suspension** - This form of discipline is administered as a result of a severe infraction of policies or for repeated violation. For minor infractions, a suspension may be given after the employee has received a written warning. Immediate removal of an employee from the job site pending review for discharge may be warranted in instances involving serious insubordination, theft, serious illegal or destructive acts while on the job.

**Suspension Without Pay** - An employee will be suspended without pay when the offense is sufficient for discharge but when circumstances related to an employee's overall performance would not warrant immediate discharge. Suspension without pay may be administered by the Director, in consultation with the Library Board President, but may also be automatically appealed by the employee to the Library Board of Trustees as a whole.

**Suspension with Pay** - Upon the concurrence of the library board, an employee of the library may be suspended by the Director with pay and benefits pending investigation of allegations of misconduct when the nature of the allegation compromises the ability of the employee to perform their duties, and/or when a substantial period of time will be required to complete an investigation or legal action. Such suspension is not a disciplinary action and may not be appealed. If the charges are substantiated, disciplinary action will be taken in accordance with the nature of the offense, and may include recovery of salary and benefits paid during the suspension. If the charges are unfounded, the employee will be restored to

duty and a letter of exoneration will be placed in the employee's official personnel file.

**Step 4 - Demotion** - Demotion may be used in those instances where an employee has been promoted to a position where they are unwilling or unable to perform the responsibilities of that position. Demotion is not to be used as a substitute for dismissal, when dismissal is warranted.

**Step 5 – Discharge** - An employee may be discharged in instances involving serious insubordination, theft, serious illegal or destructive acts while on the job, or other substantial reasons deemed appropriate by the director. An employee may also be discharged after repeated offenses of a less serious nature if the offenses have been documented by the director and appropriate behavioral changes have not resulted from previous progressive disciplinary action. Notification of dismissal in writing shall be provided to the employee and a copy filed in his/her personnel file.

**Attachment IV**

**City of Spooner Code of Ordinance  
Sec. 46-162. - Harassment.**

- (a)  
*Generally.* No person, with intent to harass or intimidate another person, shall do any of the following; each instance shall be considered a separate violation:
- (1)  
Strike, shove, kick or otherwise subject the person to physical contact or attempts or threatens to do the same.
  - (2)  
Engage in a course of conduct or repeatedly commit acts which harass or intimidate the person and which serve no legitimate purpose.
- (b)  
*Harassing or obscene telephone calls.* Whoever commits any of the following acts shall be subject to section 1-11:
- (1)  
Makes any comment, request, suggestion or proposal which is obscene, lewd, lascivious or indecent;
  - (2)  
Makes a telephone call, whether or not conversation ensues, with the intent to abuse, threaten or harass any person at the called number;
  - (3)  
Makes or causes the telephone of another repeatedly or continuously to ring, with intent to harass any person at the called number;
  - (4)  
Makes repeated telephone calls, during which conversation ensues, solely to harass any person at the called number;
  - (5)  
Knowingly permits any telephone under his control to be used for any purpose prohibited by this section;
  - (6)  
In conspiracy or concerted action with other persons, makes repeated calls or simultaneous calls solely to harass any person at the called number.
- (Code 1994, § 11-2-13)

**Attachment V**  
**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)].

I agree that I will abide by the Confidentiality policy set forth by the Spooner Memorial Library board and the library director. I will not tamper or compromise privacy of library records.

**DISCLOSURE OF CONFIDENTIAL INFORMATION**

Patron information is confidential per state law and should be only discussed with staff 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.

**RECEIPT**

I acknowledge that I have received and read the Spooner Memorial Library Employee Handbook and understand the provisions contained therein. I understand that the terms described in the Handbook may be altered, modified, changed, or eliminated by the Library at any time. All modifications will be posted on department bulletin boards.

I further understand that the Handbook and any other provisions contained therein do not constitute a guarantee of employment or an employment contract, express or implied. I understand that my employment with the Spooner Memorial Library is an "at-will" relationship.

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date



**Attachment VI**

**Background Check**



**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 would be a cause for concern for employment within the scope of public service 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

Gender (circle one):    MALE        FEMALE        UNKNOWN

Race (circle one):    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 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**

*Office Use Only*

Date of Background Check \_\_\_\_\_

Person Conducting Background Check  
\_\_\_\_\_

Passed Background Check    Yes    No

Notes  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_