



# Employee Recognition Resolution

**Whereas April 10, 2018 was National Library Workers Day; and**

**Whereas the employees and volunteers of the Branch District Library (BDL) are dedicated to providing excellent service to our library patrons; and**

**Whereas the employees and volunteers of the BDL work hard to meet the needs of our communities; and**

**Whereas the BDL Board of Trustees wishes to recognize the strengths of our greatest resources, our employees and volunteers; now, therefore, be it**

***Resolved*, that the BDL Board of Trustees:**

- 1. appreciates our employees and volunteers for contributing their knowledge, abilities and care in the provision of library services for the citizens of the Branch District Library communities;**
- 2. commends our employees and volunteers for enthusiastically helping our patrons learn and develop an appreciation for life-long learning;**
- 3. approves the attached Employee and Volunteer Recognition Policy; and**
- 4. thanks the BDL employees and volunteers for all they do every day to make the BDL a valuable resource to all of our current and future patrons.**

**Adopted by the Branch District Library Board of Trustees on 16 April 2019.**

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**Benjamin Jewell, President, BDL Board of Trustees**



### Policy Statement























It is the policy of the Branch District Library (BDL) Board of Trustees to recognize BDL employees and volunteers who exhibit excellence in their work, who practice and demonstrate our core values, and who contribute significantly to the mission of the BDL. (Note: Hereinafter, the word "employees" is used to include volunteers as well as paid workers.)


### Reason for Policy

The BDL cannot achieve our mission without the work of our employees. It is important to recognize the critical roles they play in our enterprise and to reward outstanding contributors.

### Guiding Principles

The following statements serve as the Branch District Library (BDL) Board of Trustees' guiding principles for employee recognition.

-  The Board states and believes that our employees are our greatest asset.
-  Employee recognition should be part of the institutional life of the BDL.
-  Recognition should be based on activities/behaviors that reflect our core values:
  -  We are forward-thinking.
  -  We are involved.
  -  We are trustworthy.
  -  We are community-focused.
  -  We provide high quality and diverse programs.
-  Recognition should also be based on activities/behaviors that help us achieve our mission: To provide the people of our communities with library collections and services to meet their educational, informational, and recreational needs.
-  Library managers and supervisors should always provide employees with informal, ongoing recognition and appreciation for work well done.
-  Similarly, employees are encouraged to recognize their coworkers for work well done.
-  Criteria for recognition encourage cooperation and involvement rather than competition, maintaining opportunities for recognition of both individual and team efforts.
-  The recognition system communicates what is important to the BDL, why we are all here, and the goals to be achieved.
-  Recognition reflects expectations for quality results in products, processes and services, or recognition of service above and beyond the call of duty.
-  Recognition is meaningful and/or useful to employees.
-  Recognition is defined by the business needs of the BDL, that is:
  -  To promote individual, team and organization success.
  -  To link numerous "little efforts" to a large effort with greater impact.
  -  To reflect the highest ethical and professional standards.
  -  To encourage and promote staff development.
  -  To recognize creativity and innovation.
  -  To recognize excellence in public service.

 *Any public display or recognition must be done only with permission from the employee because not all employees enjoy public recognition.*

### **Implementation**

1. The Library Director will develop specific recognition methods and procedures.
2. The Board will authorize an amount of money which may be spent on the employee recognition program and will designate the account from which the money will be taken.
3. Any new recognition method/tool may be modified or terminated at any time at the discretion of the Director.
4. The Director must include a report on the numbers and types of recognition awarded in the Director's monthly report to the Board.