

# Personnel Policies

## Wabasso Public Library

### Director

The Library Board shall select, appoint, and when necessary for valid reasons, dismiss the Director of the Library working with the City Council.

Major changes in the Director's schedule or other circumstances may not be made without approval of the Library Board. Requests for such shall be made in writing to the Library Board.

The person so appointed as Director shall:

1. ...be charged with the sole administration of the Library.
2. ...be responsible to the Library Board in matters pertaining to and concerning the Library.
3. ...be present at monthly board meetings, prepare and present such reports as requested.
4. ...prepare the annual budget to be presented to the Library Board and the City Council.
5. ...have the responsibility for collection development for all materials in the Library. This includes selection, ordering, processing, weeding, and inventory of all collections according to the guidelines in the policy.
6. ...have the responsibility for initiating, planning, implementing, and evaluating programs and other active learning opportunities for all ages.
7. ...be encouraged to attend and participate in continuing education opportunities to aid the Library. Expenses for this are allowed at the discretion of the Library Board according to the amount appropriated in the budget for such activities. The staff and trustees are also encouraged to attend and participate in continuing education opportunities.

### Other

- **Compensatory Time** – See City Personnel Policy (SEE ALSO Library Addendum to City Personnel Policy)
- **Disciplinary Policy** - See City Personnel Policy
- **Funeral Leave** - See City Personnel Policy
- **Grievance Procedure** - See City Personnel Policy
- **Holiday Policy** - See City Personnel Policy
- **Jury Duty** - See City Personnel Policy
- **Leave of Absence** - See City Personnel Policy
- **Mandatory Retirement** - See City Personnel Policy
- **Maternity Leave** – See City Personnel Policy
- **Military Leave** - See City Personnel Policy
- **Resignation Policy** - See City Personnel Policy
- **Sick Leave** - See City Personnel Policy
- **Vacation Policy** - See City Personnel Policy (SEE ALSO Library Addendum to City Personnel Policy)

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### **Salaries**

A classification pay plan has been adopted by the Library Board and Wabasso City Council. The plan is subject to regular revision so that it will be equitable for both the Library and the staff. Any raise will be in accordance with city policy. (SEE ALSO Wages & Step Increases for Part-Time Library Employees)

*Approved 06-08-2021*

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ADD THIS TO PERSONNEL POLICIES IN 2024

### Relationship of Board of Trustees and Director Statement

While much of the funding of the Library comes from the City of Wabasso, the Library Board of Trustees holds exclusive legal responsibility for the operation of the Wabasso Public Library, budgetary process, and policies. The Board shall appoint a Library Director as the administrator with full responsibility for services, book selection, personnel management, **physical facilities upkeep/management**. The Library Director shall have the responsibility for recommending policies and for bringing to the attention of the Board the desirability of formulating policies. It is the responsibility of the Library Director to follow the policies established by the Library Board of Trustees. It is also the responsibility of the Library Director to interpret Board policies and enact daily procedures and direct staff tasks that accurately reflect those policies.