



Personnel Policy

The Board of Trustees will be responsible for hiring a qualified Director to manage the day-to-day operations of the Library. Appointments shall be based on education and technical qualifications, personality, intellectual ability and general aptitude. There shall be no discrimination or favoritism because of race, sex, marital status, political opinions or religious affiliations.

Job Overview

The Director will be responsible for implementing the policies adopted by the Board. Among the duties and responsibilities of the library director are the following:

1. Implement the policies of the Board.
2. Select and order books and other library materials.
3. Catalog and process library materials.
4. Keep all records of financial data.
5. Prepare annual reports for the board, city, county, region and state.
6. Keep all records of library operations.
7. Attend board meetings, city council meetings, county meetings and continuing education classes.
8. Oversee the assets of the library.
9. Maintain the conduct of patrons in the library.
10. Remain current and knowledgeable about the library and appropriate methods of operation.

Salary

The starting rate for all new employees will be established on the basis of the prospective employee's overall qualifications, as determined by the Board.

Movement in wages will be based on the employee's performance and evaluation of the Board.

Library director evaluations will be conducted by the Board and held yearly in December.

All other employee evaluations will be conducted by the Library Director and held yearly in December.

Holiday Closing and Leaves

Holidays:

The Library Director will be paid for the following holiday closings at the same rate and number of hours worked in a normal work day when said holiday falls on a normal workday:

New Year's Eve Day
New Year's Day,
MLK Day,
President's Day,
Memorial Day,
July 4th,
Labor Day,
Columbus Day,
Veterans Day,
Thanksgiving,
Christmas Eve Day
Christmas.

The library will close at 4 pm on the Wed. before Thanksgiving.

Vacations:

The library director will be paid for vacation days as follows:

1-5 yrs- the equivalent hours of one week of normal work hours. (20hrs)

5+ yrs.- the equivalent hours of two weeks of normal work hours. (40 hrs)

The library will be closed during inclement weather at the discretion of the library director.

The library director and/or board president shall be empowered to close the library under emergency conditions.

All other closures are subject to authorization by the board of trustees and shall be published, when possible, displayed on the doors of the library.

Personal Leave:

Employees will be granted, at the discretion of the Board of Trustees, leave of absence without pay for any reason.

Jury Duty:

Employees called to jury duty will be paid for days missed. The difference between jury pay and regular wages will be paid.

The Library Director is responsible for finding a substitute who has been approved by the Board to work the hours when they cannot.

Professional Development

The Library Director shall meet the minimum requirements of Certification I, and secure CE hours to remain certified in the state voluntary program.

Directors will be encouraged to participate in classes/workshops that are beneficial to the job. The cost of CE classes and meetings will be taken from the libraries budget. The Director will also attend all County Meetings.

Normal salary will be paid for these meetings and classes. Mileage will be paid at the amount designated per mile by the city of Delhi.

Grievances, Reprimands, Dismissals, Resignations

Grievances: All grievances will be submitted in writing to the Library Board president to be brought to the library board of trustees for settlement.

Reprimands: Reprimands for improper/non-performance of duties will be issued in writing with the majority vote of the Library Board of Trustees.

Dismissal: If it is necessary to dismiss the Library Director a warning in writing is to be issued giving the employee 2 weeks to improve the situation. If dismissal must follow, a (1) one-week notice is to be given.

Resignations: A letter of resignation is to be presented to the Board of Trustees at least (4) four weeks in advance.

Reviewed and approved: January 8, 2019

Karen Seibert: President of Board of
Trustees

Robert King: Secretary of Board of
Trustees