

Personnel Policy for Fairbury Public Library

All library staff members are considered employees of the City of Fairbury, and thus fall under the regulations set forth in the City of Fairbury, Nebraska Employees Handbook or in the case of full-time and Class A staff agreements between the City of Fairbury and the local unions of the International Brotherhood of Electrical Workers and/or the International Union of Operating Engineers. Only full-time, 40 hour/week, library employees qualify for all applicable city benefits, including insurance coverage, paid vacation, sick and holiday leave, and retirement. Issues not covered specifically will be governed by City personnel policies as long as City policy does not conflict with state statutes governing the Library Board.

A. Library Director

1. The Library Board is responsible for the hiring of the Library Director. In order to maintain state library accreditation, every effort should be made to hire a state certified or certifiable person. The Board's hiring recommendation is then subject to approval by the City Council.
2. Official evaluation of the Library Director is the responsibility of the Library Board and should be done annually on the anniversary date of the Director's hiring. This evaluation is placed in the employee's personnel record in the city offices.
3. The Library Director has the status of a city department head and as such is expected to attend meetings of that group called by the City Administrator or Mayor and to fulfill tasks asked of all department heads as long as they do not conflict with policies established by the Library Board.

B. Library Staff

1. The Library Director advertises for, interviews, and recommends to the Board the best candidate(s) for library employment. He/she may ask for the help of another full-time staff member with this process. The recommended candidate must then be approved by the Library Board, and in turn, the City Council.
2. In order to maintain state library accreditation, the Children's Librarian and Library Clerk must be or work to become state certified. Other library staff members are encouraged to become certified. Class fees and paid time at work will be provided for classes leading to certification with the approval of the Library Director.
3. Evaluation of library staff is the responsibility of the Library Director. New employees are evaluated at the end of six months of employment. Thereafter, an evaluation of full-time staff is done annually on the anniversary date of the employee's hiring and placed in the employee's personnel record in the City offices. Part-time staff is evaluated yearly in July.
4. The Library Director, Children's Librarian, and Library Clerk, are compensated according to negotiated agreements between the employee unions and the City of Fairbury.

C. Job Descriptions

1. Job descriptions outlining accountability, duties and responsibilities, skills and abilities, and experience and education are available for each library position.
2. Job descriptions should be reviewed periodically by the appropriate staff members and the Library Director to reflect current practice.

D. Work Schedules

1. Because the library is open daytime, evening and weekend hours, most staff members are required to work at least some hours outside of the traditional work day.
2. Staff is scheduled on a monthly basis and every effort is made to accommodate staff requests. If after the schedule is made a staff member requires or wishes a change in schedule he/she should first contact other staff about covering or trading hours and then have that change approved by the Library Director. Because the number of staff members is small, in some cases a change may not be possible.
3. Vacation is worked into the schedule as staffing requirements permit.
4. Work must be completed during scheduled work time, not on personal time outside of work hours.
5. Staff may be in the library during non-public hours provided activities are work related. Staff should not be in the library for personal business during non-public hours unless the Director has been notified and given approval.

E. Staff and Board Development

1. Professional Events

Library staff and Board members who are state certified must participate in approved continuing education events to maintain their certification. Funds are available in the budget to cover travel, registration, hourly compensation and other approved expenses. In order to be compensated for attendance a written request must be filled out, signed by the Library Director and/or the Library Board president and approved by the Mayor.

2. Dues

The library shall cover the cost of dues to the Nebraska Library Association for state certified staff. Staff meetings

- a. Staff meetings are held on a monthly basis. As much as possible they are scheduled at a time when all staff members may attend. All staff members are compensated for time spent at staff meetings.
- b. Minutes of staff meetings are kept for review and to document procedural decisions made.