# Personnel Policies

## Gordon City Library
## 2025

I. The Personnel Manual and Pay Classification Plan of the City of Gordon

A. This document governs the personnel policies of the Gordon City Library.
B. This document covers matters of employee compensation, benefits, vacation leave, sick leave, grievance procedures, filling vacancies, resignation, termination, discipline, etc.
C. The policies which follow are a supplement to the above document and address employment in the library.
D. A copy of the Personnel Manual and Pay Classification Plan of the City of Gordon is available for examination at the Gordon City Library and the Gordon City Office.

II. The Role of the Library Board in Filling Vacancies

A. Because of the Library Board's familiarity with the workings of the library, this group should have substantial influence in the selection of library staff.
B. The Library Board shall determine appropriate qualifications for each library staff position.
C. The Library Board shall state what the job description is for each staff position.
D. The Library Board shall be involved in reviewing applications for library staff positions and recruiting applicants.
E. The Human Resources of the City of Gordon is responsible for advertising positions and assisting applicants.
F. The final selection of staff is made by the Human Resources of the City in cooperation with the Library Director and the Library Board.

III. Qualifications for Library Staff

A. Library Director
    1. General Education and professional training
        a. High school diploma
        b. Library experience desired
        c. Applicant must commit to attaining public library certification. This is done by completing four (4) Basic Skills Courses and twenty (20) hours of continuing education as set forth in the Public Librarian Certification program of the Nebraska Library Commission. Three (3) years are allowed for completion of this program. Basic Skills Courses may be waived if the applicant has

college credit in each of the specified areas of library administration, public services, collection development, and organization of materials.

2. Administrative and personnel skills or experience
3. Desirable character and personality traits
4. Computer literacy skills
5. Communication skills, both oral and written

B. Assistant Librarian
    1. General education
        a. High school diploma or GED
        b. Typing and computer skills
    2. Desirable character and personality traits
C. Second Assistant Librarian
    1. General education
        c. High school diploma or GED
        d. Computer skills
    2. Desirable character and personality traits

IV. Job Descriptions for Library Staff
A. Library Director
    1. Administration and responsibility to the Board
        a. Assumes responsibility for administration of the library
        b. Reports annually to the Nebraska Library Commission
        c. Reports monthly to the Library Board
        d. Attends all Board meetings except those dealing with director's employment or evaluation
        e. Recommends policies to the Board
        f. Explains policies to the staff and public
    2. Finance
        a. Helps with budget preparation
        b. Decides on use of budget within allotment
        c. Along with board, presents budget to City Manager and City Council, if requested
        d. Handles monthly financial matters
    3. Staff
        a. Directs and evaluates staff
        b. Works for needed improvement in working conditions
        c. Makes best possible use of staff abilities
    4. Library Collection

a. With input from staff, selects all library materials to be added to collection
b. Selects all materials to be removed from the collection
c. Assures that the collection is attractively presented and readily accessible to patrons

5. Public Relations
    a. Interprets policies to the public
    b. Plans and implements programs to encourage library usage
    c. Publicizes materials and services available at the library
6. Library Growth and Improvement
    a. Supervises all functions necessary for the library to remain accredited
    b. Seeks to attain or renew certification
    c. Keeps the Board and staff current on new developments in the field
    d. Cooperates with the Board in working toward the mutually determined goals and objectives

B. First Assistant Librarian
    1. General tasks
        a. Checks materials in and out, repairs materials, and does shelving.
        b. Assists patrons in a helpful and knowledgeable manner with information needs and equipment use.
        c. Processes new library materials as needed and performs other library tasks as time allows.
        d. Takes advantage of opportunities of in-service training.
    2. Attitude toward the library
        a. Has a profound interest in supplying the best library service possible.
        b. Is helpful to the Library Director in all tasks necessary for the smooth operation of the library and in the attainment of the library's goals and objectives.

C. Second Assistant Librarian
    1. General Tasks
        a. Checks materials in and out, repairs materials, and does shelving.
        b. Assists patrons in a helpful and knowledgeable manner with information needs and equipment use.
        c. Takes advantage of opportunities of in-service training.
    2. Attitude toward the library
        a. Has a profound interest in supplying the best library service possible.

b. Is helpful to the Library Director in all tasks necessary for the smooth operation of the library.

V. Role of the Library Board in Staff Evaluation

A. It shall be the responsibility of the Board to annually evaluate the performance of the Library Director.
B. A basis for evaluation criteria may be developed by the Board and used as a tool in determining the Library Director's job performance.
C. The Board may make recommendations and suggestions for the improvement of the Library Director's performance.
D. Other staff may be evaluated by the Board and the Library Director jointly.

VI. Role of the Board in Termination of Library Staff

A. When it is determined that a member of the library staff has not performed duties as previously set forth or is not able to deal effectively with the public, termination of the employee may be recommended to the Human Resources of the City of Gordon by the Library Board.
B. Reasons for termination are outlined in detail in the Personnel Manual and Pay Classification Plan of the City of Gordon.

VII. Professional Affiliations of Staff Members

A. The Library Director and the First Assistant Librarian shall be members of the Nebraska Library Association
B. Their dues to that organization shall be paid by the City of Gordon and shall be among the budgeted expenses.

Approved August 12, 2025
by the Gordon City Library Board of Trustees