

Graettinger Public Library Personnel Policy

The Graettinger Public Library is an equal opportunity employer. This means we do not illegally discriminate, rather we consider an individual's qualifications, including their ability to perform and their actual performance in a given job. The library does not unlawfully consider personal factors such as race, creed, color, or national origin, ancestry, citizenship, veteran status, sexual orientation, age, marital status, physical or mental disability, or any protected classification in making hiring, promotion or other employment decisions. The Library Director is an employee of the City of Graettinger and shall report directly to the Library Board of Trustees.

Hiring Procedure

The library will usually advertise in the local newspaper and on the State Library of Iowa's Job List Website

The Library Board is responsible for:

- Employment of the Library Director
- Reviewing and approving Library Policies
- Approving the annual salary schedule, including adjustments for excellence
- Planning for the future of the library with community input

The Library Director is responsible for:

- Administering, interpreting, enforcing and establishing procedures consistent with applicable laws, regulations, City ordinance, rules and policies of the City and the board
- Making reports and recommendations to all the Board and City officials
- Recruiting, selecting and assigning Library employees and volunteers
- Disseminating information regarding personnel policies, fringe benefits, conditions of employment, and all relevant policies to library employees and volunteers
- Administering discipline
- Recommending changes in policy as necessary
- Janitorial duties at the library
- Making sure he/she has their Continuing Education hours by their renewal date

Inclement Weather

The library has an obligation to maintain regular hours whenever possible, and employees and volunteers should report to work unless otherwise notified. When either the director or his/her designate judges that the weather conditions threaten the safety of the public or staff, the library will close.

Salary

Salary shall be set each year at budget time by the Library Board of Trustees. The librarian receives the same paid vacation, holidays and sick leave as city employees of the City of Graettinger.

Approved: 12/13/2017

Reviewed: 12/09/2020