

Policies of the Albion Municipal Library and Heritage Center
Section 8 – Library Staff

Policy Section 8.1 - Personnel Policy

1. The Library Board shall elect, appoint and when necessary, dismiss the Library Director.
2. The person so appointed shall be in charge of the administration of the library.
 - a. The Director shall be responsible to the Board in matters pertaining to and concerning the library; be present at monthly meetings and prepare and present a monthly financial report and such other reports as requested.
 - b. The Director shall prepare an annual budget to be presented to the City Council by the President of the Library Board.
 - c. The Director recruits, selects, hires, supervises, evaluates, and terminates library staff in conformity with civil service regulations; oversees the staff training program; recommends improvements in staffing, organization, wages and benefits to the Library Board.
 - d. The Director shall have the responsibility for collection development for all material in the library - this includes selection, ordering, processing, weeding, and inventory of the collection within the guidelines of the policy.
3. Each year an amount will be budgeted for workshops, meetings and conventions. Reimbursement will be received for workshop fees, mileage and lunch after submitting receipts to the City Clerk. The Library Board is also expected to attend & participate in continuing education activities.
4. Substitute librarian wages will be negotiated by the Board in accordance with one's experience and responsibilities – not to equal or be more than the Library Director's hourly rate.
5. A new staff member is considered on probation for the first 6 months of employment. The Director (or Library Board – in the instance of the probationary period for a new Director) may terminate the employee during this period without advance notice or right of appeal.
6. For all other personnel policies not listed above, refer to the City of Albion Employee Handbook.