

Personnel Policy

All library personnel shall follow the rules and regulations laid out in the Employee Handbook provided by the Village of Greenwood.

Staff recruitment, hiring, evaluation

- All vacant positions will be posted on Now Hiring @ Your Library and advertised around town using various means. Part-time positions will be interviewed and hired at the Director's discretion. Should the Director position become vacant, the Library Board will be responsible for screening applications, interviewing, and selecting a new candidate.
- The Library Board will conduct annual reviews of each library employee, determining their performance rating and wage level.

Continuing education—staff and board

- Library staff members are encouraged to become State Certified Librarians. Certified Librarians must participate in approved continuing education events to maintain their certification. The current requirement is 45 hours of CE earned every 3 years.
- The Greenwood Public Library encourages the attendance of staff at professional meetings, conferences, and conventions.
- Library funds may be available for travel, registration, and other allowable expenses. The Greenwood Public Library shall cover any professional library organization dues for staff.