

**Board, Personnel and Volunteer Policy**  
**Shelby Community Library**  
Approved January 14, 2025

**A. Library Board**

1. The Library Board consists of five members (trustees) appointed by the board of trustees of the Village of Shelby. The Library Board shall have control and management of the library. The term for library trustees shall be four years with no trustee serving more than two consecutive terms. Appointments to fill unexpired terms are not considered terms.
2. Library Board members are approved by the Shelby Village Board often with input from the Library Board and the Library Director.
3. The Library Board operates under the approved bylaws of the said board and in accordance with all applicable laws and state statutes.
4. The Library Board shall achieve and maintain certification overseen by the Nebraska Library Commission.
  - a. The library encourages all board members to attend appropriate professional meetings, conferences, and conventions.
  - b. Board members must, as a group, participate in 20 hours of approved continuing education events over a three-year period to maintain their state certification.
  - c. As per town policy, library funds may be available for travel, registration and other allowed expenses for board members who attend approved library meetings, conferences, or conventions.
5. The Library Board members are also members of the Nebraska Library Association, with dues paid from the library's budget.
6. No member shall receive any pay or compensation for any services rendered as a member of the board.
7. Library Board Member Absences: "Any board member missing more than three (3) consecutive meetings without a pre-approved absence by the board will be terminated".
8. The Library Board will hold business meetings once a month using Robert's Rules of Order as a guide. The board will elect officers annually at their July meeting. Meetings are open to the public and the news media. Minutes of all meetings must be recorded and are open for public inspection.

## **B. Library Staff**

### 1. Library Director

- a. The Shelby Community Library Board advertises for and interviews candidate(s) for the Library Director position. In order to maintain state library accreditation, every effort should be made to hire a certifiable person.
- b. Official evaluation of the Library Director is the responsibility of the Library Board Trustees.

### 2. Other Library Staff

- a. The Library Director advertises for, interviews, and hires library personal.
- b. Evaluation of library staff is the responsibility of the Library Director.
- c. The Library Director can terminate library staff for just cause.

### 3. Job Descriptions

- a. Job descriptions outlining accountability, essential and additional duties and responsibilities, skills and abilities, and experience and education are available for each library position.
- b. To keep them current and relevant, job descriptions should be reviewed annually by the appropriate staff members and the Library Director.

### 4. Work Schedules

- a. 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.
- b. Staff schedules are generally created monthly. Every effort is made to accommodate staff requests, but ultimately the schedule is determined by the Library Director.
- c. Requests for vacation time may be considered on a first come-first served basis and may not be granted when too many employees are scheduled to be gone, or during busy times of the year.

### **5. Staff Development**

#### a. Professional Events

1. Library staff members who are state certified must participate in approved continuing education events to maintain their certification. This currently requires that 45 hours of continuing education be earned every three years.

2. The library encourages the attendance of all staff at professional meetings, conferences, workshops and conventions.
  3. As per town policy, library funds may be available for travel, registration and other allowed expenses for staff who attend approved library meeting, conferences, workshops or conventions.
- b. Dues
1. The library shall cover the cost of dues to the Nebraska Library Association and Shelby Chamber of Commerce Business membership.

### **C. Library Volunteers**

1. Shelby Community Library recognizes the valuable role volunteers play as they support, enrich and enhance the library experience.
  - a. Volunteers supplement, but do not replace paid staff. Volunteers are not considered employees of the library and do not receive any compensation or benefits for time worked at the library.
  - b. Volunteers are recruited and accepted year-round as needed.
  - c. Volunteers will focus on activities to promote the library, including story hours, movie matinees, and/or holiday activities, etc. Volunteers may also be asked to perform a variety of other duties
2. **Requirements**
  - a. Library volunteers are recognized by the public as library representatives; thus, all are subject to the same policies and procedures as library staff.
  - b. The library shall have the right to terminate the volunteer's association with the library at any time, for any reason, with or without cause.

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