

- i) Library Board members are selected by the Village of Culbertson Board, often with input of the Library Director, and approved by the Library Board.
 - ii) The Library Board operates under the approved bylaws of the group and in accordance with all applicable laws.
 - iii) The Library Board shall achieve and maintain certification overseen by the Nebraska Library Commission.
 - iv) The library encourages all board members to attend appropriate professional meetings, conferences, and conventions.
 - (1) As per Village policy, library funds may be available for travel, registration and other allowed expenses for board members who attend approved library meetings, conferences, or conventions.
 - v) 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.
- d) Library Staff
- i) Library Director
 - (1) The Village Board, working closely with the Library Board, advertises for, interviews, and recommends to the Library Board the best candidate(s) for the Library Director position. To maintain state library accreditation, every effort should be made to hire a state certified or certifiable person.
 - (2) Official evaluation of the Library Director is the responsibility of the Village Board, who supervises the performance management target system for all Village department heads, though the Library Board may choose to conduct informal evaluations from time to time.
 - ii) Other Library Staff
 - (1) The Library Director, working closely with the Village Board, advertises for, interviews, and recommends to the Library Board the best candidate(s) for Library employment.
 - (2) Evaluation of Library staff is the responsibility of the Library Director, who oversees their performance.
 - iii) Job Descriptions
 - (1) Job descriptions outlining accountability duties, responsibilities, skills, abilities, experience and education are available.
 - (2) To keep them current and relevant, job descriptions should be reviewed annually by the appropriate staff members and the Library Director.
 - iv) Work Schedules
 - (1) Staff schedules are generally created once a year: October 1, to September 30. Every effort is made to accommodate staff requests, but ultimately the schedule is determined by the Library Director.
 - (2) If a staff member requires time off and a substitute is needed, that staff member shall be responsible for contacting others to cover the necessary hours. A list of qualified substitute staff and their contact information shall be kept in the records notebook at the Library desk. The Library Director is only contacted if no substitute can be identified.