

Library Board and Personnel Policy

Library Board

- The library Board of Trustees of the Dvoracek Memorial Library is a governing board. The library Board shall consist of five (5) members to be appointed by the mayor and approved by the Wilber City Council. Each board member is appointed for a four (4) year term. (See Board of Trustees By-Laws for more information).

Personnel

- All library staff members are considered employees of the City of Wilber, and fall under the regulations set forth by the City of Wilber. Full time employees, working over 30 hours per week at the library, qualify for all applicable city benefits, including insurance coverage, paid vacation, sick and holiday leave, and retirement. (see employee benefits file)
- In compliance with the Drug-Free Workplace Act of 1988, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited while performing work for Dvoracek Memorial Library. All employees shall abide, as condition of employment, by the terms of this notice and shall notify the library director of board within five days of any criminal drug statute conviction for a violation. Failure to comply with the above requirements shall be grounds for appropriate personnel action against such employee up to, and including termination, or such employee may be required to satisfactorily participate in a drug abuse assistance or rehabilitation program.

Library Director

- The Library Board is solely responsible for interviewing and recommending the appointment of the Library Director to the Wilber City Council. The Wilber City Council is required to approve the appointment. In order to maintain state library accreditation, every effort should be made to hire a state certified or certifiable person.
- Official evaluation of the Library Director is the responsibility of the Library Board and Should be done annually on the anniversary date of the Director's hiring. This evaluation will be placed in the employee's personnel records.

Library Staff

- The Library Director advertises for, interviews, and recommends to the library board the best candidate(s) for library employment.
- Evaluation of library staff is the responsibility of the Library Director annually.
- Job descriptions outlining accountability, duties, and responsibilities, skills and abilities, experience, education are available for each position.

Staff and Board Development

Continuing Education

- Library staff and Library Board members who are state certified must participate in approved continuing education events to maintain their certification. Funds are available in the budget to cover travel, registration, hourly compensation and other approved expenses.

Dues

- The library shall cover the cost of dues to the Nebraska Library Association for the Library director.

This policy is issued by the Library Board of Trustees and is subject to periodic review and/or revision at the sole discretion of the Board. Appeals must be submitted to the Board in writing.

Reviewed and Revised by the Library Board of Trustees.....1/8/2026