

## Personnel Policy

**A. Management Policy:** The City Manager and Council shall have all management rights, authorities, and responsibilities.

1. The City Manager shall select, appoint, and when necessary for valid reasons, dismiss the director of the library.
2. The City Manager shall establish all other positions and all wage and benefit levels for all library staff.
3. The City Manager shall provide an effective orientation for new directors to assure that the director understands a) the policies and processes related to the daily operation of the library, b) reporting and budgetary requirements that assure accountability and compliance with the law, c) the expectations of the City Manager in regard to administrative processes and protocol, particularly as they relate to conducting effective and efficient board meetings, and d) rules and requirements for state certification and any assistance which is provided by the Library to acquire and maintain appropriate certification.
4. The City Manager shall conduct annual appraisals of the library director's performance, at which time personal and management goals can be discussed and negotiated.

**B. Administrative Policy:** The person appointed, as library director shall be charged with the sole administration of the library.

1. The director shall be responsible to the City Manager and library board members in matters pertaining to and concerning the library; be present at monthly board meetings and prepare and present such reports and meeting documents as requested.
2. The director shall maintain financial records in an efficient manner; present periodic reports to the City Manager and library board and to the city council; prepare the draft of the annual budget to be presented to the city manager and library board, and assist with presentation of the adopted request for appropriation to the city council.
3. The director shall hold regular meetings with staff and/or volunteers for training and interpreting city and library policy.
4. The director will be responsible for preparing annual performance assessments for library staff and volunteers.
5. The director shall have the responsibility for collection development for all materials in the library; this includes selection, ordering, processing, weeding, and inventory of the collections according to the guidelines in the policy.
6. The director will recommend changes in or additions to library policies as needed.

7. The director will perform preparatory work to assist the city manager with regular library planning.

**C. Meetings, Conventions, and Workshops:** The director, staff and trustees attending continuing education opportunities to aid the library shall be allowed expenses at the discretion of the city of Cleveland according to the amount appropriated in budget for such. The director, staff and trustees are encouraged to attend and participate in continuing education activities.