Seward Memorial Library Personnel and Volunteer Policy

Adopted August 14, 2007, Last Revised November 4, 2026

All library staff members are considered employees of the City of Seward and thus fall under the regulations set forth in the City of Seward, Nebraska Personnel Manual. This manual should be referred to for most personnel issues and takes precedence if anything in this policy is contradictory. Library employees qualify for all applicable city benefits, including insurance coverage, paid vacation, sick and holiday leave, and retirement. Although the Library Board governs all other aspects of library operation, the City Administrator shall have supervisory authority over all employees of the library, including the Library Director.

A. Library Staff
    a. Library Director
        i. The City Administrator, working closely with the Library Board, advertises for, interviews, and hires the best candidate for the Library Director position. In order to maintain state library accreditation, every effort should be made to hire a person who is certified by the Nebraska Library Commission or who agrees to work toward being certified by the NLC.
        ii. Official evaluation of the Library Director is the responsibility of the City Administrator, who supervises the City's system for all department heads, though the Library Board may choose to conduct informal evaluations from time to time.
    b. Other Library Staff
        i. The Library Director, working closely with the City Administrator, advertises for, interviews, and recommends to the City Administrator and Mayor the best candidate(s) for library employment. In order to maintain state library accreditation, the Assistant Library Director, the Library Assistant II, and designated Library Assistant I personnel must be or work to become state certified.
        ii. Evaluation of library staff is the responsibility of the Library Director, who oversees the City's system currently used by all city departments.
    c. Job Descriptions
        i. Job descriptions outlining accountability, essential and additional duties and responsibilities, skills and abilities, and experience and education are available for each library position.
        ii. To keep them current and relevant, job descriptions should be reviewed annually by the appropriate staff members and the Library Director.
    d. Work Schedules
        i. 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.

ii. Staff schedules are generally created three times a year: January-April, May-August, and September-December. Every effort is made to accommodate staff requests, but ultimately the schedule is determined by the Library Director.
iii. 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. The Library Director is only contacted if no substitute can be identified. All changes to the staff schedule must be recorded following standard procedures.
iv. 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.

e. Staff Development
    i. 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, and conventions.
        3. As per City policy, library funds may be available for travel, registration and other allowed expenses for staff who attend approved library meetings, conferences, or conventions.
    ii. Dues
        1. The library shall cover the cost of dues to the Nebraska Library Association for full-time library employees.
        2. The Library Director may join regional and national professional associations with dues paid from the library budget.
    iii. Tuition Reimbursement
        1. Under current city policy library staff may request reimbursement for expenses of applicable college classes.
        2. Requests for reimbursement should be submitted to the Library Director at least one week prior to the May Library Board meeting for inclusion in the budget request for the following year.
    iv. Staff Meetings
        1. Regular staff meetings are held once or twice each month.
        2. Library employees are encouraged, but not required, to attend each staff meeting. All employees are compensated for time spent at staff meetings.
        3. Minutes of staff meetings are kept for review by those unable to attend and to document procedural decisions made.

B. Library Volunteers

a. Seward Memorial Library recognizes the valuable role volunteers play as they support, enrich and enhance the library experience.
    i. Volunteers supplement, but do not replace, paid staff. Volunteers are not considered employees of the library and do not receive compensation or benefits of any kind for time spent at the library.
    ii. Library volunteers have liability coverage for property damage and/or bodily injury to others which results from the performance of their volunteer duties, and to themselves, if the city is found negligent.
    iii. Volunteers are recruited and accepted year-round, as needed.
    iv. Volunteers may be asked to perform a variety of duties, including, but not limited to office work, book covering and mending, shelf reading and light cleaning, etc. Unsupervised interaction with patrons of any age will not be allowed.
    v. Court mandated community service volunteers are currently not accepted at the library.
b. Requirements
    i. Volunteers ages 10-18 are usually limited to one hour per day, if tasks exist that they can perform. Parents must co-sign the volunteer application form for children ages 10-16.
    ii. Adult volunteers should schedule their time at the library to avoid busy program times, after school hours, and weekends. They should only come in during their scheduled time unless other arrangements have been approved by the Library Director or the Assistant Library Director. While it is not required, it is appreciated if absences are reported to staff.
    iii. Individuals are asked to wear a name badge that identifies them as a volunteer while they are at the library, and they should track their hours of service as instructed.
    iv. Volunteers may be asked to participate in specialized training if it matches their interests, skills and/or talents.
    v. All volunteers must complete an approved volunteer application which includes a confidentiality agreement, especially regarding patron privacy and confidentiality.
    vi. Library volunteers are recognized by the public as library representatives; thus, all are subject to the same policies and procedures as library staff. While volunteering, they should not act as patrons so that no misrepresentation is made to members of the public.
    vii. 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.