

Human Resources

The employment of qualified personnel is one of the most vital responsibilities of the Board and Library Director. The goal should be the employment of motivated, well-trained employees who will insure technical competence and inspire leadership.

To insure that qualified people are hired, the Library Director and other staff members should have salaries, hours and benefits comparable with other positions in the community requiring similar educational preparation and job assignments. Salaries and fringe benefits should be comparable with other area libraries. To retain good staff, continuing education and staff development should be encouraged by the Board and the Library Director. It is imperative that the libraries be staffed by people who are dedicated to service and motivated by a desire to serve the public in an eager, efficient, cost effective and friendly manner.

In order to accomplish these broad goals the Personnel Committee of the Library Board and staff will continue to work together to continually update the Personnel Manual that will:

1. Comply with state and federal law
2. Address recruitment, selection, and affirmative action
3. Contain job descriptions and classification schedules
4. Formulate an organizational chart
5. Establish wage and benefits packages for those staff not otherwise represented
6. Provide provisions for normal and accepted work rules
7. Establish a policy on volunteers and their use

The Library Board may choose to contract for employee services and fringe benefit packages in accordance with the County Library Laws of the State of Michigan if it, in their opinion, is beneficial to the library. The Board, at their discretion, may pay for the Library Director to be a member of the American Library Association and the Michigan Library Association. The Board shall also consider paying the dues of other librarians in the Michigan Library Association or other professional organizations. The Board, at their discretion, shall also pay for conferences and workshops deemed valuable to the staff for development and service opportunities. Membership in the Mideastern Michigan Library Cooperative affords the staff and Board the opportunity to network with others in their respective areas of responsibility.