

Mt. Lebanon Public Library Policy No. 10
Personnel

MT. LEBANON PUBLIC LIBRARY

POLICY NUMBER: 10
TITLE: Personnel
DATE ISSUED: September 15, 2015
REPLACES: Previous versions March 21, 2002; December 11, 1990

PURPOSE: To establish a framework for the development and administration of library personnel procedures.

GENERAL REFERENCES: A Handbook for Public Library Trustees
Municipality of Mt. Lebanon Personnel Manual

STATEMENT OF POLICY:

1. The provision of quality library services depends significantly upon the human resources employed by the Mt. Lebanon Public Library. Personnel management plans and practices have a significant impact on the performance and utilization of employees.
2. The library adopts the municipal manual as the basis for its personnel administration.
3. The Library Board reserves the right to modify and adapt parts of the municipal policy and procedure for unique library needs.
4. Modifications of the municipal personnel manual will be approved by the Board and listed in the library's copy of that manual.
5. The main modifications or additions to the municipal manual are:
 - 5.1. The Library Board appoints and evaluates the Library Director and approves the hiring of all other full-time employees. Part-time employees are hired by the Library Director. New hires reported to the Board at the next meeting.
 - 5.2. Library salaries shall be set by the Library Board.
 - 5.3. Library job descriptions shall be developed by the library.

6. Future changes in the municipal personnel manual shall be considered as changes in the library's personnel practices unless other action is taken by the Board.