



CASCADE PUBLIC LIBRARY

Personnel Policy

Qualifications

The Library Director must have a college degree. The Director must complete state certification within eighteen months of employment at the Cascade Public Library. Other qualifications for the Library Director are listed in the job description on file.

Library support staff must have a high school diploma or equivalent. Other qualifications for library support staff are listed in the job description on file.

Duties

General supervision and direction of all employees shall be the direct responsibility of the Library Director, who in turn is directly responsible to the Cascade Library Board of Trustees. The President of the Library Board of Trustees will evaluate the Library Director annually and share that evaluation with the rest of the Library Board.

Library support staff, reports to the Library Director. They work with the Director to provide the best possible library service to meet the needs of the patrons. When the Library Director is not available, the Lead Library Assistant is the person in charge. Support staff will be evaluated by the Director annually.

Work Week

The library will be opened on the days and hours approved by the Library Board, except those days which coincide with the following holidays: New Year's Eve, New Year's Day, the Saturday before Memorial Day, Independence Day, the Saturday before Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve, Christmas Day, and December 26. Library staff will be paid holiday pay for the holidays listed above, except for the Saturday before Labor Day, the Saturday before Memorial Day, December 26. The Library Board may also decide on other Holiday closings. All closings will be posted to the public at least one week in advance.

The library will be closed or will close early on days when the weather does not permit safe travel for staff.

City of Cascade/Cascade Municipal Utilities Policy Handbook

The Cascade Public Library Board of Trustees approved utilizing the Personnel Handbook used by the City of Cascade and Cascade Municipal Utilities at the September 10, 2024, meeting for the library. All policies in this handbook apply to the Library Director, Lead Library Assistant, and Library Assistants at the Cascade Public Library.

Compensation

The Cascade Public Library Board determines compensation for all Library personnel.

Hiring

The Board of Trustees will hire the Director and staff. Dismissals and suspensions will be addressed by the Board of Trustees with input from the Director.

Staff Grievances

Staff interactions are very important in the library. All staff members are expected to treat one another with dignity and respect. If there are disagreements, or someone doesn't feel like they are being treated with respect, the following steps will be taken to address the situation:

1. Staff members who feel there is a problem will sit down with the Library Director to discuss said problem. The staff member making the complaint may include a written statement if they would prefer to.
2. The Library Director would meet with the staff member the complaint is against.
3. If the staff member who filed the complaint does not feel that the issue has been resolved after meeting with both parties, then the next step is to file a written grievance with the Library Director. The Director will then address the staff member who the grievance is filed against, and that staff member may receive a formal write-up. This is at the discretion of the Library Director.
4. If the second meeting and/or write-up does not resolve the problem a meeting will be held with the staff member the complaint is against, a Library Board member, and/or the Library Board President. This meeting could potentially lead to termination of the staff member.

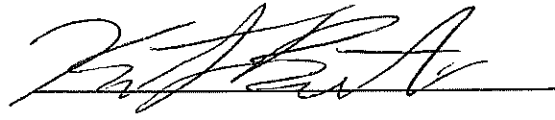
Grievances by staff should be made to the Library Director in writing. If not handled satisfactorily the grievance can be submitted to the Library Board President only after it has been submitted to the Director.

By the Cascade Public Library Board of Trustees

Adopted: 1/8/15

Revised: 11/6/17, 09/02/25

Reviewed: 10/2/18, 8/5/20, 11/4/21, 9/5/23

A handwritten signature in black ink, appearing to read 'K. Balster', written over a horizontal line.

Kathyrn Balster, President Cascade Library
Board of Trustees

Received and Reviewed by Library Director

Signature

Date



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Kathryn Balster, President Cascade Library
Board of Trustees

Received and Reviewed by Lead Library Assistant _____

Signature

Date



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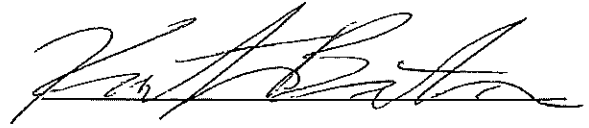
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Kathryn Balster, President Cascade Library
Board of Trustees

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