

# Policy Manual

## Library Reporting Structure Policy

### City of Weiser, Idaho



#### Library Reporting Structure Policy

This policy establishes the governance structure for the City of Weiser's Library and outlines the reporting relationships of the Library Director. The library operates under the governance of the Board of Trustees, an independent body appointed to oversee the library's policies, operations, and strategic direction.

The use of "employee" in this policy refers to all individuals who work in the library and are governed, affected, and utilize the material as a part of their employment with the City of Weiser's Library.

If there is an issue it should be reported to the Library Director or a member of the Board of Trustees of the City.

#### Guidelines & Procedures

##### I. Purpose

The Board of Trustees of the Library Board of the City of Weiser appoint the Library Director and have oversight of library operation and objectives.

##### II. Library Director Reporting

The Library Director reports to the Board of Trustees of the Library Board of the City of Weiser and serves as the Administrator of the Library. Library employees report to the Library Director.

**A. Library Director Duties:** The Library Director is responsible for the day-to-day management, administration, and operation of the library. In addition, the Librarian serves as administrator of the library and sits on the board (without voting rights).

**B. Hiring Library Employees:** On the recommendation of the Library Director, the board shall employ such other employees/people as may be necessary in the administration of the affairs of the library district.

**C. Setting Policies & Procedures:** Policies, procedures and library operations shall be developed by the Library Director, reviewed by the Board and administered in the operation of the Library.

##### III. The Board of Trustees

The Board of Trustees' role is central to the oversight of the Library Director and ensures that accepted procedures are followed.

**A. Oversight of Library Director:** The Board of Trustees appoints and evaluates the Library Director, sets strategic goals and objectives for the library and approves all policies, budgets, and significant decisions affecting the library.

**B. Administration of Compensation:** The Board may fix and pay the salaries and compensation, classify employees, and adopt schedules of salaries for library personnel.

**C. Governance of Employment:** The Board hires, manages and may discharge a Librarian and any other employee who works in the library for cause.

#### **IV. City Leadership Interaction**

While the Library Director is an integral part of the community, their primary reporting relationship is to the Board of Trustees. The Mayor, City Council, City Clerk and other employees may collaborate with the Board of Trustees and Library Director on matters of mutual interest, but they do not have direct authority over library operations.