

Vilna & District Municipal Library Board Policy Manual

Category: Personnel

Policy Number: 505

Title: Working hours and conditions of employment

Policy Statement: The library manager shall have the hours designated to meet the demands of the reading public and the clerical duties associated with the working of the library, within budget constraints.

Guidelines and Procedures:

1. The Board, in conjunction with the library manager, shall review the number of hours of opening/employment of the library annually.
2. The library manager is required to open the library to the public according to Appendix B.

Date Approved: January 2, 2021

Date to be Reviewed: January, 2024