

Princeton Public Library Policy: Library Director's Paid Hours

The position of Library Director requires constant communication and cooperation with other community entities, including local government, non-profit civic organizations, and volunteers. However, in order to ensure that our director's time is not unduly burdened, we must make a distinction between library activities and other activities. In doing so, we allow the director to tell outside groups that the job of Library Director must come first.

1. The Library Director shall only be paid for hours spent on activities which:
 - A) Directly involve the running of the library
 - B) Involve meeting with and reporting to government entities as required by law, or meeting with other librarians and/or the Winnefox Library System as necessary
 - C) Involve planning and/or promoting library activities and services
 - D) Are necessary to meet the continuing education requirements for librarians mandated by the Department of Public Instruction
- a. Examples

The following activities are included in those we believe the director can rightfully be paid for:

 - i. Running the library
 1. Normal duties within the library such as serving customers, shelving, ordering books, creating flyers, budgeting, writing reports, billing patrons, reconciling orders, prepping craft materials, supervising programs, updating the library website, washing windows, writing grants, spraying weeds, etc etc.
 2. Activities outside the library which directly support library programs or maintenance such as hauling mulch from a greenhouse for the library's back yard, getting a bounce house from Wautoma Rentals for a library program, shopping for Story Time snacks or craft supplies, etc.
 3. Being present to keep the library open during activities which may run past the library's normal operating hours. For example, the Chamber of Commerce Food Booth meeting,
 - ii. Reports & Meetings
 1. City Council Meetings (monthly)
 2. Library Board Meetings (monthly)
 3. County Librarians Meetings (monthly)
 4. Staff Meetings (monthly)
 5. Reporting to a designated Green Lake County governmental committee meeting (monthly or quarterly)
 6. Winnefox Library System meetings (quarterly)
 7. WTECH Committee (every other month)

iii. Outreach

1. Promoting library programs and services at meetings or events at, OR outside, the library. Examples include a school assembly, a Chamber of Commerce Meeting, on Facebook, at an informational table at the flea market, during a class tour of the library, at a Girl Scout Jamboree, etc.
2. Planning cooperative programs with other entities, such as the Sturgeon Celebration (Chamber of Commerce), Laura Ingalls Wilder Birthday Celebration (Historical Society), Medicare presentations (Green Lake County ADRC), summer 4H programs (Green Lake County UW Extension), etc.

iv. Continuing Education

1. In-person or online classes, webinars, conferences, and seminars

Passed by the Library Board 6/3/2024