



## Staff

### Purpose

The staff of the Nippersink Public Library District (“Library”) are dedicated to providing welcoming, equitable, and high-quality service to all patrons. Library staff play a vital role in fulfilling the Library’s mission to inform, engage, and connect the community.

### Structure and Supervision

All Library employees—whether full-time, part-time, temporary, or volunteer—serve under the supervision and authority of the Library Director, who is responsible for the overall management of staff and library operations. The Director may delegate day-to-day supervisory responsibilities to designated managers or department heads, but all staff are ultimately accountable to the Library Director.

### Employment and Conduct

- All employees are governed by the policies and procedures outlined in the Personnel Policy Manual, as adopted by the Library Board of Trustees.
- All professional librarians are also guided by the principles outlined in the American Library Association (ALA) Code of Ethics and other relevant professional standards.
- Staff are expected to uphold the Library’s core values, including respect, inclusivity, confidentiality, integrity, and service excellence.
- Employees and volunteers represent the Library in every public interaction and are expected to conduct themselves professionally at all times.

### Professional Development

The Library encourages staff to pursue continuing education, training, and professional engagement to enhance service quality and support career growth. Participation in workshops, webinars, and professional associations is supported in accordance with Library policy and budget.