



Addendum to the City of Columbus Employee Handbook

2025

Our Mission as Columbus Public Library Employees

The mission of the Columbus Public Library (here after referred to as Library) is to provide quality information, education, cultural, and recreational materials, and services to all Columbus-area residents.

General Policy Statement

The general goals of the Library include the continued support of the *Library Bill of Rights* as established by the American Library Association (ALA) and the *Freedom to Read Statement* adopted by the ALA Council and the Association of American Publishers (AAP) Freedom to Read Committee.

Numbered sections correspond with the *City of Columbus Employee Handbook*, revised and adopted on October 21, 2025, and effective January 1, 2026. The sections outlined below constitute the only portions of Library policy that differ in any respect from those of the City. If a policy area is not specifically addressed herein, the corresponding City policy shall prevail.

In instances where City policies assign responsibility to the City Administrator (or designees) or to the Human Resources Generalist, such responsibility shall be assigned to the Library Director. In cases of appeal regarding a decision of the Library Director, authority shall follow Library Board policy and be assigned to the Library Board of Trustees.

1-3 At-Will Employment

The Library Board of Trustees, in its sole discretion, reserves the right to amend, from time to time and without prior notice, any term or provision of this addendum.

In the event that any provision of the City of Columbus Employee Handbook conflicts with the rules and regulations established by the Library Board, the Library Board's rules and regulations shall govern, but only to the extent of the specific conflict.

The Library Board reserves the right to determine wages, benefits, hours of work, and conditions of employment in accordance with applicable law.

2-3 Recruitment and Selection

All employees, except the Library Director who is hired by the Library Board, are hired by the Library Director.

All applicants who are offered employment with the Library may be required to successfully complete a background check and a drug test as a condition of employment. The Library will pay the cost.

All new employees will be approved by the Library Board based on the recommendation of the Library Director. In the case of a new Library Director the recommendation will come from a Committee of the Library Board.

7-3 Confidentiality

Patron information is confidential per state law and should be only discussed with staff or the patron whose record it is.

Requests from outside parties, including media, as filed under the “Open Records Request” state statute go to the Library Director.

Subpoenas filed by Police or other Law Enforcement agencies must go immediately to the Library Director.

3-1 Vacation

Regular Full Time and Salaried Employees:

Years Employed	Vacation Earned
Upon hire (after 30 days)-2 years completed	128 hours
3-4 years completed	144 hours
5-8 years completed	160 hours
One additional day (8 hours) for every other year completed after 8 years of service, to a maximum of 280 hours.	

Regular Part-Time Employees:

Years Employed	Vacation Earned
Upon Hired-2 years completed	64 hours
3-4 years completed	84 hours
5-9 years completed	100 hours
10-15 years completed	112 hours
16-20 years completed	124 hours
21-25 years completed	136 hours
26-30 years completed	140 hours
31 years +	168 hours

Vacation requests shall be approved by the Library Director or designee. Employees must submit requests for vacation leave in writing using the Library Time Off Request Form. Vacation leave may be granted in minimum increments of one-half hour. A minimum of seven (7) days' notice is required for all vacation requests. Vacation leave requests submitted with less than seven (7) days' notice will be considered at the discretion of the Library Director or designee.

Vacation will be scheduled and considered for approval by the Library Director or designee. The Library will attempt to grant “choice days” in an equitable manner and in the best interests of the Library. The Library Director or designee shall consider factors such as operational requirements, employee preferences, past vacation schedules, and length of service when scheduling and/or approving vacation leave.

3-5 Insurance Program Eligibility

Regular full-time employees are eligible to participate in the City of Columbus insurance programs, which include comprehensive health, dental, and vision insurance, term life insurance, and long-term disability coverage, as described in the Employee Handbook.

Part-time employees are not eligible for health, dental, vision, or long-term disability coverage.

7-4 Social Media and Electronic Communications

Electronic Communications

The Library Director and the Library Board shall have sole control over all electronic hardware, software, data, and any other information technology resources within the Library. This authority includes, but is not limited to, the installation, maintenance, and replacement of equipment; the management of software applications and licenses; the establishment of access permissions and security protocols; and the oversight of data storage, integrity, and confidentiality.

All technology-related decisions shall be made in accordance with applicable laws, regulations, and Library policies to ensure the security, efficiency, and reliability of Library information systems.

Social Media

The Library maintains its own Social Media Policy. Please refer to the *Columbus Public Library Social Media Policy*, approved by the Library Board on October 21, 2025.

The City’s social media policies do not apply to Library-managed accounts. Oversight and administration of all Library social media platforms rest with the Library Director and are governed by policies adopted by the Library Board of Trustees. All Library social media activity shall align with the Library’s mission, values, and applicable local, state, and federal laws.

9-2-Performance Evaluation Process

Employees shall receive formal performance evaluations periodically, typically on an annual basis, or as otherwise determined by the Library Director. These evaluations shall assess job performance, goal attainment, adherence to Library policies, and professional conduct. The purpose of formal evaluations is to provide constructive feedback, recognize achievements, identify areas for improvement, and support professional growth. All evaluations shall be conducted in a fair and consistent manner in accordance with applicable law and Library policies.

The Library Board of Trustees shall conduct a formal annual evaluation of the Library Director. In conjunction with this evaluation, the Board shall work with the Library Director to establish annual performance goals. The Library Director shall provide monthly updates to the Board during regular Library Board meetings, outlining progress toward these goals and any accomplishments achieved in pursuit of them.

Employee Personnel Files

Employee personnel records related to employment (original State and Federal employment forms and forms related to benefits and insurances) are kept at City Hall. Access to employment records is limited to the employee, the Library Director, The Library Board of Trustees, and the City Administrator (or designee).

Library Personnel performance records will be kept by the Library Director. Access to performance records is limited to the employee, Library Director, and the Library Board.