

Jefferson Public Library
Jefferson, IA

PERSONNEL POLICY

The Jefferson Public Library uses the personnel policy adopted by the City of Jefferson on September 9, 2025. Please refer to the City policy handbook.

Library Addendum:

The Library will designate funds in its annual operating budget for staff appreciation gifts under the budget line item for professional development. The Library Director will select meaningful items or ways to show appreciation from the City and Library administration to each member of the library staff throughout the year.

Adopted:	November 14, 1995
Effective:	January 1, 1996
Revised:	August 11, 1998
Reviewed:	June 15, 2007
Reviewed:	April 12, 2010
Reviewed:	December 8, 2014
Reviewed:	December 11, 2017
Reviewed:	January 7, 2019
Reviewed:	October 11, 2021
Reviewed:	November 10, 2025