

**02.00 Personnel Policy**

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**02.01 Introduction to the Personnel Policy**

The Galway Public Library shall abide by existing Civil Service employment requirements and by requirements established by the New York State Education Department and the New York State Department of Labor.

Galway Public Library shall abide by Federal and State Labor Laws as required and will prominently display Labor Law posters in employee areas.

**02.02 Positions**

All open staff positions will be posted in the library, on the library web site, and in at least three other locations in the community.

A. Non-exempt Employees

All employees except the Director are non-exempt employees and will be paid based on an hourly wage determined by action of the Board.

C. Exempt Salaried Employees

The Director is a professional with exempt status as deemed by the New York State Department of Labor. The employee is paid a guaranteed fixed salary, regardless of variations in hours worked beyond scheduled hours at the library.

D. Volunteer Help

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Volunteer services used within the library shall be determined and supervised by the Director.

- E. Job Descriptions  
See Appendix A.

### 02.03 Salaries and Hours

#### A. Employee Schedules

1. The regular schedule of the work week for employees shall be developed by the Director and approved by the Board. The Director's regularly scheduled hours shall be developed and approved by the Board.
2. Extended or shortened library hours may be authorized at the discretion of the Board. Changes in hours may affect employee work schedules.
3. Breaks:
  - a) All employees working an eight-hour shift shall have a 30-minute paid, uninterrupted lunch break away from their desk in accordance with New York State Labor Law.
  - b) All employees are entitled to one fifteen-minute paid break away from their desk per four hours worked, in addition to the 30-minute lunch break. Breaks are defined as rest periods between two work periods. Breaks may not be taken consecutively, or at the beginning or end of the shift unless given approval by the Director. As a rule, breaks may not be taken off the premises if only one person remains to staff the library.
  - c) These breaks are to be taken with the approval of the senior employee present.
4. In an emergency the following policy shall be employed:
  - a) The Director may close the library facility for the day when, in the Director's judgment, conditions and/or employee safety warrant such closing.
  - b) When the library facility is closed early due to emergency conditions, employees who have already begun a work shift, or who work a split shift, shall be paid through the scheduled termination of that individual shift even though they are dismissed early.
  - c) When the library facility is closed early due to emergency conditions, employees who have not yet begun a work shift shall be notified not to report for that shift and shall not be paid for that shift. The Director may take leave time or make-up time during the same pay period.

#### B. Salary Payment

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1. Wages shall be paid biweekly on Friday. If the library is closed on a Friday, checks will be given out the preceding Thursday.
  2. Salary increments will be determined on an annual basis by the Board and will normally take effect the first full pay period following approval.
  3. Staff who wish to substitute beyond their regularly scheduled hours shall be paid at their normal rate.
- C. Overtime  
Non-exempt employees working more than 40 hours in a week will get overtime in accordance with New York State Labor Law. No non-exempt employee is permitted to work overtime without approval from the Board. Exempt salaried employees will not receive overtime pay.
- D. Timekeeping
1. All employees will clock in when they arrive at work and clock out at the close of each work-day.
  2. All staff members are expected to arrive for their scheduled work shifts in sufficient time to be ready to begin work at the designated time. If an employee expects to be tardy, the employee should call the Director as soon as possible. Occasional tardiness may be excusable due to family concerns, weather, and other unforeseen circumstances. Frequent tardiness may constitute grounds for disciplinary action or dismissal.
  3. An employee may “trade” hours with another employee. Employee “A” would work in place of employee “B” and employee “B” would work in place of employee “A” for the same number of hours. The Director must approve such “trades.”

## 02.04 Leaves

### A. General

1. For the purposes of vacation and other leaves, a day is defined as the number of all hours paid to an individual during the previous fiscal year divided by 260. Hours for a day, so defined, shall be rounded to the nearest whole number. Example: For an employee who was paid for 875 hours the previous year, a day of leave would be 3 hours ( $875/260 = 3.4$ , rounded to 3).
2. There should always be at least one experienced staff member on duty whenever the library is open.
3. All staff except sub-clerks are eligible for leave benefits.

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4. The anniversary date used to calculate leave benefits will be the date when an employee begins to work.

B. Holidays

1. A schedule of holiday closings for the library, as recommended by the Director, shall be established by the Board prior to December 31 for the upcoming calendar year.
2. Only full-time employees shall be eligible for paid holidays, including the scheduled closings per calendar year. A full-time employee is one who works 35 hours or more per week. The Board may extend the holiday benefit to other individuals as it sees appropriate.
3. At the Director's discretion, if the library is closed due to a holiday, an employee who would normally work that day may be asked to work another day during that same pay period to accomplish necessary tasks.

C. Vacation

1. All staff except sub-clerks are eligible for and will accrue vacation time from the date of employment, but it will not be credited until after successful completion of any probationary period.
2. Vacation must be used in the fiscal year after it was earned. Vacation time must be taken by June 30th. No accrued vacation time may be carried over to the next year.
3. Employees who have completed less than two years of continuous service shall be eligible for an equivalent of five days of paid vacation annually beginning on the 1<sup>st</sup> of July. Example: An employee who was paid for 875 hours the previous year would be eligible for fifteen hours of vacation (3 hours per day times five days).

Example: An employee who was paid for 1800 hours the previous year would be eligible for thirty-five hours of vacation (7 hours per day times five days).

4. Employees who have completed two years of continuous service shall be eligible for ten days of paid vacation annually beginning 1<sup>st</sup> of July.  
Employees who have completed three years of continuous service shall receive ten days of paid vacation, plus one additional vacation day per year of service after the second year on the 1<sup>st</sup> of July not to exceed the equivalent of fifteen days. Example: An employee completes five years of continuous service. In the sixth year the employee is eligible for 13 days of vacation (ten days plus one more for each of the three years following the second year).
5. Employees who have completed ten years of continuous service shall be eligible for the equivalent of twenty days of paid vacation time annually beginning on the 1<sup>st</sup> of July.
6. Vacation time may be taken in one-half-hour increments.

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7. Vacation days and hours are to be scheduled with the approval of the Director.
8. Vacation days to be taken by the Director shall be submitted to the Board prior to a regular Board meeting and scheduled with the approval of the Board.
9. An employee will be compensated for any accrued, unused vacation following appropriate notice of voluntary cessation, and may be compensated following involuntary cessation of employment. Appropriate notice is four weeks for salaried individuals and two weeks for non-salaried individuals.

Calculating Vacation Hours

<u>Years of Continuous Service</u>	<u>Days of Vacation</u>	<u>Vac, hrs.: Divide Total Hours Worked in Prior Year By</u>
<u>Less than 1</u>	<u>5</u>	<u>52.00</u>
<u>1</u>	<u>5</u>	<u>52.00</u>
<u>2</u>	<u>10</u>	<u>26.00</u>
<u>3</u>	<u>11</u>	<u>23.64</u>
<u>4</u>	<u>12</u>	<u>21.67</u>
<u>5</u>	<u>13</u>	<u>20.00</u>
<u>6</u>	<u>14</u>	<u>18.57</u>
<u>7</u>	<u>15</u>	<u>17.33</u>
<u>8</u>	<u>15</u>	<u>17.33</u>
<u>9</u>	<u>15</u>	<u>17.33</u>
<u>10</u>	<u>20</u>	<u>13.00</u>
<u>More than 10</u>	<u>20</u>	<u>13.00</u>

D. Sick Leave

1. All staff except sub-clerks will be allotted a maximum of the equivalent of one week of sick leave per year. Paid sick leave can be used in minimum increments of one-half hour. An eligible employee may use sick leave benefits for an absence due to his or her own illness or injury, or that of a child, parent or spouse of the employee. Exceptions may be made by the Board. Employees may accumulate up to a maximum of ten (10) sick days for the following fiscal year.

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2. Sick leave may be used for doctor's appointments for the employee or the employee's child, parent or spouse. Employees are encouraged to make routine medical appointments during other than an employee's regularly scheduled working hours.
3. Accumulated sick leave is forfeited upon cessation of employment.

E. Other Leaves with Pay

1. All employees shall be granted time off for jury duty without loss of pay. In the case of jury duty, the library will pay the difference between the juror pay remuneration and the employee's salary.
2. Employees who work full-time shall be granted up to three (3) personal days, which may be taken in half-hour units and which may not be carried over into a succeeding year. Personal days are intended to provide employees the necessary time to conduct personal business (legal, etc.) which must be conducted during normal working hours. They may not be taken at the beginning or the end of vacation days without prior approval of the Board.
3. The Library Director may use up to 9 hours of accrued compensatory time (comp time) per quarter worked. The maximum amount of accrued comp time is 35 hours/fiscal year. Time may be taken in half-hour increments. Use of comp time will be reflected on the biweekly time sheets and usage does not have to be approved ahead of time. This provision of the policy will be effective after the Director has completed three years in this position.
4. One week of leave with pay shall be granted when a death occurs within the immediate family of an employee who works full time. Immediate family shall be interpreted as follows: spouse or child, parent or parent-in-law, brother or brother-in-law, sister or sister-in-law, grandchild, grandparent or grandparent-in-law, stepchild, person living in the home in a parent-child relationship of the employee.
5. Additional days with pay may be granted by the Board at its discretion and upon written request. The Board's response shall be in writing.
6. In certain circumstances, the Board may grant time with pay regarding relationships not covered in paragraph 3 of this section.

F. Extended Leaves

All staff except sub-clerks may be granted a leave of absence without pay for up to eight calendar weeks. All requests for extended leaves of over one week shall be presented to the Board in writing. In an emergency, the request can be made by the employee's family member. The response to the requests shall also be in writing. Employees granted a leave

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of absence over one week must utilize sick time and vacation time as part of this leave of absence.

Unpaid leaves of up to one week may be granted by the Director if staff coverage allows. The Director will notify the Board of the granting of this leave.

G. Other Leaves

1. Leaves of absence not specifically stated in this policy may be granted, with or without pay, at the discretion of the Board.
2. All employees who are absent from work beyond the time allotted in this leave policy, unless specific time and terms have been granted in writing, shall first exhaust vacation time.

H. Record of Leaves

1. Each employee must fill out a "Leaves" request form for time away which must be approved by the Director prior to the leave when possible or as soon as possible.
2. Director leaves are approved by the Board and recorded in the minutes (with the exception of sick time).
3. Leave forms will be filed in the library and shall be made available to the Board and/or to the employee upon request.

I. Failure to Report to Work

Any employee who does not show up for a scheduled shift and fails to inform the Director of his/her situation within 48 hours is subject to disciplinary action up to and including termination.

## 02.05 Benefits

- A. Retirement Plan - Coverage through the New York State Employee Retirement System is available to all employees
- B. Mandated Coverage - As required by law, all employees are protected under New York State and Federal regulations.
- C. Library Use Privileges - All paid library staff are entitled to the free occasional and limited use of the photocopier, computer, fax machine and telephone for local calls. Staff fines and fees may be waived, with the exception of lost or damaged materials, at the Director's discretion.

## 02.06 Staff Development

- A. Continuing Education and Training

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1. All staff are encouraged to take advantage of Continuing Education and staff development opportunities offered by the Southern Adirondack Library System, New York State Library Association and/or other professional organizations.
2. Board approved compensation may be given to staff members wishing to attend meetings and conferences of these organizations and to participate in other professionally related activities. Expenses for travel, registration fees or tuition, and room and board may be reimbursed within budgetary limits.

B. Performance Evaluation

1. Performance evaluations shall be done for all personnel in the month of October.
2. The Board shall evaluate the performance of the Director annually. An annual evaluation of the other staff members shall be the responsibility of the Director.
  - a. A self-evaluation form shall be given to the employee prior to the evaluation. The employee must complete this form and return it to the Director within one week.
  - b. Within a month of the receipt of the employee self-evaluation, the Director will provide the employee with a written evaluation. This evaluation will subsequently be discussed with the employee within one week of receipt.
  - c. The Director meets with the Board for review of his/her evaluation.
3. If an evaluation indicates that the Director is not performing adequately in any area, or if the Director advises the Board a library staff member is not performing adequately, the Board shall be convened to carry out the following steps:
  - a. Within one week of the unsatisfactory evaluation, the employee shall be presented with a written plan to assist with the improvement of performance. The plan shall include a time frame in which to accomplish these improvements and set a date for re-evaluation.
  - b. The employee shall immediately implement the plan.
  - c. On the re-evaluation date, the employee shall be re-evaluated in writing. If the employee does not receive a satisfactory rating, a detailed, written warning, including, if appropriate, the possibility of dismissal, shall be provided to the employee.

The full Board shall review the employee's record and take appropriate action to correct or dismiss the employee.

4. Evaluation Forms  
See Appendix B.

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## 02.07 Personnel Action

### A. Hiring of Personnel

1. Positions for Director, Youth Services Coordinator, and Library Assistant for Technology Services are competitive Civil Service positions and therefore hiring to fill these positions is performed in accordance with the NYS Civil Service Laws.
2. Candidates for Director are interviewed by the Board. Other staff positions shall be interviewed by the Director and recommended to the Board for their approval.
3. All newly hired employees will be placed on a 52-week probationary period. Interim evaluation will take place within a 3-6-month time frame and the employee will receive a final evaluation by the Director and a recommendation will be made to the Board by the end of the probationary period. The Director's performance is evaluated by the Board.

### B. Discipline

1. An employee whose performance is deemed substandard by the Board or the Director will face disciplinary action. A first offense will result in a verbal warning and a second offense will result in a written warning. A third offense may result in dismissal.

### C. Termination of Employment

#### 1. Resignation

- a. Resignation will be made in writing to the Director or, in the case of the resignation of the Director, to the Board.
- b. The Director is expected to give at least one month notice before the last day of work, and other staff are expected to give at least two weeks' notice before the last day of work.

#### 2. Dismissal for Cause

- a. Employees may be dismissed for cause by the Board at the recommendation of the Director, or by the Board, in the case of the Director. Causes for dismissal shall be incompetence; violation of Library policies; insubordination; conduct which is illegal or dishonest; unprofessional or unethical; or other just cause.
- b. The Board will convene an emergency meeting to discuss the recommendation and take appropriate action.
- c. Positions for Director, Youth Services Coordinator, and Library Assistant for Technology Services are competitive Civil Service positions and therefore termination must be made in accordance with the NYS Civil Service Laws.

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- d. Dismissal for cause is immediate and without notice. Notification of dismissal for cause shall be made to the employee in writing. Requests for review of the dismissal shall be made in writing to the Board.
3. Separation for Financial Exigency, Discontinuance of an Activity, or a New Staffing Plan
    - a. In case of necessary financial retrenchment on the part of the Library, employee(s) will be notified of the situation and the employee with the least amount of service based on position and seniority will be the first to be released.
    - b. The Director has the obligation to notify the employee affected at the earliest opportunity and to furnish the employee with references stating clearly that termination of employment was solely due to lack of funds or a new staffing plan.
  4. Grievances
    - a. Grievances shall be made in writing to the Director and/or to the President of the Board.
    - b. If the problem cannot be resolved satisfactorily, the employee or the Board may request a meeting of the concerned parties.
- D. Library Employee Obligations
1. Conduct
    - a. All library employees are expected to conduct themselves in a manner befitting a business institution serving the public. Please refer to the Ethics Policy.
    - b. Anyone who works in the Library is the immediate representative of the Library to the public; it is by that performance and attitude that the Library is judged.
    - c. Library employees are expected to be punctual in assuming duties so that the patrons are not kept waiting.
    - d. A business-like, friendly, and courteous attitude is expected when dealing with the public.
      - i. Conversations should not degenerate to mere visiting.
      - ii. Patrons must never be kept waiting while the library employees are talking about non-library business.
      - iii. Personal phone calls, meetings, and business should be kept to a minimum and not held in public view.
    - e. Courteous treatment of patrons cannot be overemphasized. No matter who the patron is, or what the request, the patron deserves consistently courteous treatment.
    - f. Personal differences and antagonisms cannot be exchanged in the Library by library employees and board members. Each library employee owes commitment to the

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Library and an active interest in its improvement and development. Loyalty should prevent employees from voicing critical comments regarding the Library, its employees, or patrons in public places. However, progressive ideas and constructive criticism are valuable and welcomed. They should be communicated to the Director.

2. Dress

The Library is a public agency and each staff member is a representative of the Library, conveying much to the public by attire. A person groomed and dressed appropriately expresses proper care and respect for personal position, the employer, and most importantly, the people who use the Library. Employees are expected to dress appropriately and to maintain a pleasant and courteous manner toward the public and other employees. Appropriate dress includes clothing which is neat, discreet, clean, and free from holes, tears, stains, profanity, and business advertisement. Examples of inappropriate dress include, but are not limited to, visible undergarments, tank tops, halter tops, clothing exposing a bare midriff, short shorts, and short skirts, etc.

3. Performance

- a. Library employees are expected to give daily the best work performance possible in their various duties.
- b. Salary increments are not automatic. They are warranted by a growth in skills, proficiency, and satisfactory performance. It is, therefore, to the employee's advantage to take every opportunity to improve.

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## 2.08 APPENDIX A: Job Descriptions

### Library Director I – Salaried Full-Time Exempt

35 hours/week

Details of the weekly work schedule are described in the letter of appointment. This position is a competitive Civil Service position and hiring/termination is performed in accordance with NYS Civil Service Law. Hiring is subject to taking a Civil Service exam and being reachable on the eligibility list.

Reports to: Board of Trustees

Major Duties:

- Annual library election arrangements
- Oversight of library building and equipment care
- Policy and Procedure development
- Collection development
- Finance
  - Library budget – Prepare with Finance Committee and follow supply orders
  - Insurance – Monitor and evaluate coverage with the Finance Committee
  - Grants – Seek appropriate funding sources for library materials, projects, and programs
  - Acquisition of library materials
- Government Reports and Agencies
  - Annual NYS Report – Preparation and submission
  - Other State, local, or statistical reports as needed
  - Representative of the library before governmental agencies and community groups
- Public Relations
  - Annual library newsletter
  - Oversight of library publications and websites, including weekly/monthly newsletters and social media
  - Acknowledgements (for volunteer help and donations)
  - Press releases (Gazette, Recorder, Saratogian, Leader Herald)

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- Library Programming
  - Act as liaison to regular groups (e.g. When Readers Meet, Writers' Group)
  - Scheduling and/or presentation of special programs for adults, teens, and children.
  - Oversee/direct development of the Children's Summer Reading Program
- Supervisory Duties
  - Staff
    - Selection
    - Regular scheduling
    - Coverage of vacations and leaves
    - Training and supervision
    - Evaluation
  - Volunteers
    - Scheduling as needed (both regularly and for special projects and events)
    - Training and supervision
- Circulation
  - Monitoring of interlibrary loans
  - Overseeing of overdues and bills
  - General circulation and reference

Meeting Obligations:

- Library Board meetings and preparation of agenda
- Staff meetings
- Story Quilt Grant Committee
- SALS meetings as needed
- Workshops and conferences as needed
- Library committee meetings

Liaison:

- Donated Books Sorting Committee
- Friends of the Library

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**Youth Services Coordinator- Regularly Scheduled Non-Exempt Part-Time**

15 hours/week

Up to 20 additional hours in preparation for Summer Reading Program. This position is a competitive Civil Service position and hiring/termination is performed in accordance with NYS Civil Service Law. Hiring is subject to taking a Civil Service exam and being reachable on the eligibility list.

**Major Duties:**

- Children's programming
  - Summer Reading Program
  - Story times
  - Juvenile book discussions
  - Scheduling and/or presenting special programs
- Public relations for children's programs
  - Local advertising and posters
  - Submit information to Director for publicity outlets
  - Elementary school newsletters
  - Acknowledgements for volunteer help and donations
  - School visits to promote Summer Reading Program and other programs
  - Visits from the school and preschools.
- Grants - Seek appropriate funding sources for youth related topics; write grants with Director input.
- General circulation and reference duties
- Assist in acquisition and weeding of children's library materials
- Other duties as assigned by the Library Director

**Meeting Obligations:**

- Staff meetings
- SALS meetings as needed
- Workshops / Conferences as needed

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**Library Assistant (Technology Services) - Regularly Scheduled Non-Exempt Part- Time**

7 hours/week, plus 1 Saturday/month

This position is a competitive Civil Service position and hiring/termination is performed in accordance with NYS Civil Service Law. Hiring is subject to taking a Civil Service exam and being reachable on the eligibility list.

**Major Duties:**

- Website design & maintenance
- Plan and conduct computer and technology programs for patrons
- Design & create remote learning and activity programs for patrons
- Assist patrons and staff with computer and technology questions
- Develop and oversee STEAM programs and activities
- In-house maintenance and troubleshooting of printers, computers and electronic devices
- Research current technologies and recommend usage
- Install and upgrade appropriate software applications
- Grants - Seek out appropriate funding sources for purchasing technology, as necessary
- General circulation and reference duties, as necessary
- Other duties as assigned by the Director

**Meeting Obligations:**

- Staff meetings
- SALS meetings as needed
- Workshops / Conferences as needed

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**Senior Clerk I -Regularly Scheduled Non-Exempt Part-Time**

Reports to: Director

Up to 17 hours/week.

**Major Duties:**

- Process overdue notices and contact patrons
- Oversee and reconcile cash drawer with director
- Maintain shelf and collection space; weed collection with director
- Track new acquisitions
- Withdraw obsolete, damaged and lost materials
- Research and follow up on missing/lost items
- Complete weekly online newsletter with Director
- Train library clerks and direct clerk tasks and projects as necessary
- Maintain patron satisfaction if problem arises
- Check information on new card registrations
- Book displays
- Tech assistance to patrons as needed
- Other duties as assigned by the Director
- Perform clerk duties as needed

Meeting Obligations: Staff meetings

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**Senior Clerk II - Regularly Scheduled Non-Exempt Part-Time**

Reports to: Director

Up to 17 hours/week.

Major Duties:

- All senior clerk I duties
- Barcode and process new acquisitions
- Barcode and process special collections/Library of Things, including designing tracking methods
- Maintain locked cabinets, including processing
- Artist of the Month organization and hanging
- Create flyers as needed
- Create and maintain quarterly welcome letter to new patrons.
- Write quarterly news articles for each of the towns with the Director
- Adult program planning with director, as needed
- Inventory of collections, as needed
- Other duties as assigned by the Director
- Perform clerk duties as needed

Meeting Obligations: Staff Meeting

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**Library Clerk- Regularly Scheduled Non-Exempt Part-Time**

Reports to: Director

Up to 17 hours/week

**Major Duties:**

- Work at circulation desk
- Check books in and out
- Renew materials
- Place reserves
- Handle collection of fines
- Process interlibrary loan deliveries and pull books to send out
- Update and maintain computer records
- Register new library patrons
- Update patron records
- Assist patrons
- Search the library catalog for materials
- Search databases and the internet for information
- Shelf reading
- Operate photocopier and fax machine
- Other duties as assigned by the Director

Meeting Obligations: Staff meetings

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**Public Relations Clerk- Hourly Non-scheduled Non-Exempt Part Time**

Reports to: Director

3-6 hours/week, as needed (average of 3 hours per duty)

**Major Duties:**

This position involves the responsibility for enhancing broad-based community awareness events and news within the greater Galway School District Community. The work involves the production and dissemination of the Galway Get Together.

- Galway Get Together (GGT) bi-monthly publications and updates
  
- Create flyers for adult programming for in-house & social media
- Other duties as assigned by the Director

Meeting Obligations: None

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**Substitute Clerk - Hourly Non-scheduled Non-Exempt Part Time**

Reports to: Director

As needed, up to 17 hours week

Major Duties: Same as regularly scheduled clerk

Meeting Obligations: When required by the Director

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Cate La Barre (PRESIDENT) DATE 2/19/26

**Library Bookkeeper - Hourly Non-scheduled Non-Exempt Part Time**

Reports to: Director

7 hours per week

**Major Duties:**

- Bi-weekly payroll (including NYS/Federal withholding payments) and reports (monthly, quarterly and annual)
- NYS Retirement monthly payroll reporting, remain current on training
- NYS annual filings (Sales Tax report, 2% budget, AUD)
- Annual audit & tax filing with CPA
- Verify vendor invoices, track overcharges and credits, contact vendors as needed
- Track grants receivables and expenses
- Track donations and any designated donation expenses
- Track employee paid time off
- Prepare deposits and insure deposits are entered into QuickBooks
- Generate bank reconciliation reports & verify Treasurer's work after reconciliation completed
- Prepare checks for mailing and deposits
- Monthly, and as-needed, financial reports to Board, Treasurer, and Director
- Answer financial questions for the Board, Treasurer, and Director

**Other Skills:**

- Proficiency with QuickBooks Accounting Software, Microsoft Excel, Microsoft Word, Email
- Document filing – paper and electronic

Meeting Obligations: When required by the Director

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**Library Cleaner - Hourly Non-scheduled**

Reports to: Director

6 hours per week

- Service, clean and supply restrooms
- Gather and empty trash
- Clean building floors by sweeping, mopping, or vacuuming
- Dust shelves, clean table tops, and sinks with appropriate cleaners
- Clean windows, glass partitions, or mirrors with appropriate cleaners
- Sanitize facility

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**Property Maintenance Helper - Hourly Non-scheduled**

Reports to: Director

Avg. 4 hours per week, dependent on season and work needed

**Major Duties:**

This position may perform unskilled manual work in performing a variety of tasks connected with the operation and maintenance of the building(s) and property.

**Property Maintenance:**

- Weed whack front and stone retention ponds
- Weed and mulch flower gardens in spring/as needed
- Cut brush back on walking trails as needed
- Move picnic tables out in spring and store in fall
- Put tent up and down, as needed

**Facility Maintenance:**

- Replace HVAC filters
- Minor carpentry and plumbing repairs
- Add salt to water system quarterly
- Clean windows outside
- Wash building and shed siding once per year/as needed
- Clean dome lights and replace light bulbs
- Paint touch up as necessary

Other duties as assigned by the Library Director

Meeting Obligations: Only when required by the Director

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Cate La Barre (PRESIDENT) DATE 2/19/26

## 02.09 APPENDIX B: Evaluation Instruments

### A. Employee Performance Self-Assessment

We will be meeting to discuss your performance over the past year and to set goals for the next year. Your input is important in order to make an accurate evaluation and appropriate plans.

Please complete and return by: \_\_\_\_\_

**NAME & POSITION:**

**DATE:**

What do you consider your greatest accomplishment(s) over the past year?

What tasks, assignments, or other accomplishments would you like recognized in this performance appraisal?

Do you have any questions about your job responsibilities?

If you could make improvements/changes to your job, what would they be?

What can you do over the coming year to improve your job performance and/or increase your job satisfaction?

Do you have any other concerns you would like to discuss at this meeting?

Please list 2 or 3 goals that you would like to accomplish over the next year.

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## B. Employee Performance Evaluation

Name & Position:

Date:

1. **Patron Services** – Manages patron interactions in a polite and professional manner. Is proactive, goes “above and beyond” to provide excellent patron service.  
 Outstanding                       Needs Improvement  
 Solid Performer                       Not Applicable
  
2. **Job Knowledge** – Understands the information and responsibilities pertinent to the job and demonstrates necessary expertise and knowledge of technology. Continues to learn, expand knowledge and apply creativity to seek solutions.  
 Outstanding                       Needs Improvement  
 Solid Performer                       Not Applicable
  
3. **Organizational Skills and Productivity** – Plans and prioritizes work effectively. Coordinates, prepares, and presents projects well and follows through with assignments. Produces quality work and a satisfactory quantity of work. Delivers on time and within budget. Meets deadlines.  
 Outstanding                       Needs Improvement  
 Solid Performer                       Not Applicable
  
4. **Communication Skills** – Is effective in communicating with others, including co-workers, superiors, or the public, using both verbal and written skills necessary for the job. Listens well. Articulates well. Comprehends and understands information and explanations. Keeps others informed. Shares information.  
 Outstanding                       Needs Improvement  
 Solid Performer                       Not Applicable
  
5. **Interpersonal skills and professionalism** – Cooperates with peers, team leader, and library director. Is a productive team member. Shows a high of professionalism in person, in email, on the telephone, in language, and in dress. Exhibits initiative and self-direction. Maintains a positive and respectful attitude. Shows enthusiasm about work. Accepts feedback well. Demonstrates loyalty and commitment.  
 Outstanding                       Needs Improvement  
 Solid Performer                       Not Applicable

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- 6. Reliability and Adaptability** – Dependable. Can be counted on to work as needed to achieve results and/or meet targets within established time frames. Employee complies with the Library's policies on absence and lateness. Employee is able to adjust to a variety of situations, maintains flexibility
- Outstanding                       Needs Improvement  
 Solid Performer                       Not Applicable
- 7. Management and Leadership Skills** – Manages own area of responsibility without regularly intruding upon the scheduled time of other staff members. Understands the goals and needs of the library and its staff as a whole. Is counted a positive benefit to the staff by others on staff. Gains the respect and trust of fellow staff members.
- Outstanding                       Needs Improvement  
 Solid Performer                       Not Applicable
- 8. Problem Solving and Decision Making** – Anticipates and identifies problems. Uses logic and sound judgment to solve problems and make decisions.
- Outstanding                       Needs Improvement  
 Solid Performer                       Not Applicable
- 9. Initiative** – Employee seeks out tasks without being asked and brings new ideas and programs to the library.
- Outstanding                       Needs Improvement  
 Solid Performer                       Not Applicable

Comments:

**Outstanding** – Performance often exceeds objectives

**Solid Performer** – Consistently meets objectives

**Needs Improvement** – Sometimes or often fails to meet objectives

**Not Applicable** – This factor does not apply based on the requirements of the position.

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**GOALS FOR THE COMING YEAR** (to be completed by Director and employee during review)

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By signing this form, you confirm that you have discussed this review with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.

Employee's Signature: \_\_\_\_\_ Date:

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Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

C. Annual Evaluation of the Library Director

The purpose of this form is to give members of the Board of Trustees (BOT) of the Galway Public Library (GPL) the opportunity to have input in the annual evaluation of the Library Director's performance.

**Part I - Trustee Evaluation**

Using the following Rating Scale, rate the Director in the various performance categories; add comments as needed: (The Rating Scale is defined at the end of this document).

- 5 - Outstanding
- 4 - Highly Effective
- 3 - Effective
- 2 - Needs Improvement
- 1 - Needs substantial improvement/Unacceptable

**A. LIBRARY SERVICES**

\_\_\_ Ensures that effective library services are being provided and are meeting the community's needs

\_\_\_ Understands and stays current with patrons' needs

\_\_\_ Oversees and organizes GPL elections

In order to keep GPL current and proactive in its service to the public, continually investigates the value, costs, and logistics of adding:

\_\_\_ library services,

\_\_\_ new media,

\_\_\_ new technology

Comments: \_\_\_\_\_

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**B. PROGRAMS**

- Ensures that programs offered are varied
- Seeks grants, donations, etc., in order to enhance programs offered

Comments: \_\_\_\_\_

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**C. FISCAL MANAGEMENT**

- Directs and supervises the expenditure of Library funds and the collection of Library revenues
- Prepares a realistic annual budget that addresses GPL’s needs
- Is effective in operating within the approved budget
- Ensures that GPL’s finances are managed and recorded consistent with established guidelines
- Ensures that annual State Report is prepared and presented to BOT for review and approval

Comments: \_\_\_\_\_

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**D. POLICIES**

- Reviews policies on an ongoing basis and makes recommendations to BOT for revisions when necessary
- Supports and implements Library policies

Comments: \_\_\_\_\_

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**E. PLANNING**

- Anticipates and communicates to BOT the need for changes in
- operations,
  - staffing,
  - policy,

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\_\_\_ funding

Comments: \_\_\_\_\_

**F. FACILITIES/OPERATIONS**

\_\_\_ Maintains professional surroundings

\_\_\_ Provides a safe working environment

\_\_\_ Oversees maintenance and operation of the facility and grounds

\_\_\_ Recommends repairs, alterations, and new construction when necessary

Comments: \_\_\_\_\_

**G. MANAGEMENT SKILLS AND ABILITIES**

\_\_\_ Maintains a smooth-running operation

\_\_\_ Is effective in recruiting, selecting, and hiring Library staff

\_\_\_ Is effective in supervising and evaluating Library staff

\_\_\_ Has the ability to recommend to BOT the dismissal of a staff member if necessary

\_\_\_ Conducts staff meetings on a regular basis

\_\_\_ Effectively follows the personnel policies of GPL

\_\_\_ Administers compensation and benefits policies according to contracts

\_\_\_ Encourages staff participation in training, development opportunities, and provides opportunities for staff

Comments: \_\_\_\_\_

**H. PROFESSIONAL ATTRIBUTES**

\_\_\_ Is professional in attitude and action

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\_\_\_ Keeps informed of professional developments through participation in professional organizations, SALS meetings, workshops, continuing education courses, and reading of professional materials

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### **I. ANNUAL GOALS AND OBJECTIVES**

\_\_\_ Develops realistic and effective annual Goals and Objectives for presentation to the BOT

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### **J. COMMUNITY OUTREACH AND PUBLIC RELATIONS**

\_\_\_ Ensure that GPL maintains good public relations

\_\_\_ Publishes and distributes effective annual newsletter to patrons and community

\_\_\_ Works with community groups and government agencies

\_\_\_ Promotes GPL to the public

\_\_\_ Acts as official representative of the Library with the Friends of GPL and the GPL Foundation

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### **K. RELATIONSHIP WITH THE BOARD OF TRUSTEES (BOT)**

\_\_\_ Has good working relationship with members of BOT

\_\_\_ Keeps BOT informed about progress of library services and programs as well as any problems encountered

\_\_\_ Makes recommendations for Board action

\_\_\_ Follows up on any issues or problems brought to his/her attention

\_\_\_ Participates in meetings and activities of Board committees

Comments: \_\_\_\_\_

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Cate La Barre (PRESIDENT) DATE 2/19/26

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**Part II - Trustee Assessment**

1. Please list the Director’s areas of strength and weakness:

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2. Goals to be achieved by the next evaluation:

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3. In reviewing the attached Director’s goals for the prior year, how do you feel the Director has or has not achieved these specific goals?

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4. Additional comments:

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**DEFINITION OF RATING TERMS**

**5 - Outstanding:** The Director’s performance is clearly exceptional in comparison to expectations.

**4 - Highly Effective:** The Director always meets and frequently exceeds performance expectations.

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- 3 - Effective:** The Director consistently meets performance expectations and performs in a professional and competent manner.
- 2 - Needs Improvement:** The Director meets only minimally acceptable levels of performance; the Director requires extra direction from the BOT.
- 1 - Needs Substantial Improvement/Unacceptable:** The Director does not meet performance expectations, even at a minimally acceptable level; the Director requires significant extra direction and/or constant supervision from BOT. There is need for immediate and significant improvement.

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