

Personnel Recruitment & Hiring

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Reviewed:

It is the responsibility of the Powers Library Association's Board of Trustees to recruit and hire the Powers Library Director. The Powers Library Director in turn, is responsible for hiring all other staff. This policy for recruitment and hiring, with appended job descriptions, will guide both the Powers Library Board and the Powers Library Director in filling staff positions with employees that serve and benefit the community and the legacy of the library.

Personnel Categories

All employee positions at Powers Library are part-time, which is defined as less than 30 hours per week.

The Powers Library Director primarily plans, manages, and directs the operations, programs, services, and personnel of the Powers Library Association. This includes working with the Powers Library Board to plan and budget for short- and long-term operations, and maintain the physical building of the library, and working with Powers Library clerks on daily tasks and processes. See Appendix A for a more detailed job description.

A Powers Library Clerk works closely with the director, other clerks, and the public, and with all aspects of the daily business of the library. Because of the size of Powers Library, all clerks must be familiar with opening and closing procedures, library computers and software, shelving and checking out books, and interacting with the public. See Appendix B for a more detailed job description.

Access to Personnel Files

Powers Library maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, emergency contact, records of training, salary increases, and other employment records. Personnel files are the property of Powers Library, and access to the information they contain is restricted. Only the Powers Library Director or Board President who have a legitimate reason to review information in a file are allowed to do so. Employees who wish to review their own file should contact the Director for an appointment to do so.

It is important that the personnel records of Powers Library be accurate at all times. Powers Library requests employees to promptly notify the Director of any change in name, home address, telephone number, or any other pertinent information which may change. Powers Library is committed to protecting individual privacy and the personal information contained in the personnel file.

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Employment Reference Checks

Reference Inquiry by Powers Library: To ensure that individuals who join Powers Library are well qualified and have a strong potential to be productive and successful, it is the policy of Powers Library to check the employment references of all applicants.

Reference Inquiry to Powers Library of a Former Employee: Powers Library will respond to all reference check inquiries from other employers. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

Personal Reference Inquiry to Specific Employee: Employees can give personal references from outside requests, but it must be understood that the opinions of the employee are their own and do not represent the opinions of Powers Library.

Introductory Period

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. Powers Library uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or Powers Library may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice. All new employees work on an introductory basis for the first three (3) months after their date of hire. Any significant absence will automatically extend an introductory period by the length of the absence. If Powers Library determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period. Upon satisfactory completion of the introductory period, employees enter the "regular" employment classification. During the introductory period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security.

Performance Evaluation

A formal written performance evaluation will be conducted at the end of an employee's introductory period using a board approved evaluation form. (See Appendix C) The Powers Library Director and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Evaluations are conducted to provide both the Director and the employee the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, discuss positive, purposeful approaches for meeting goals, and review and/or revise job descriptions as deemed appropriate. The Director may choose to take notes on job performance discussions to keep in the employee's personnel file. The Personnel Committee of the Board of Trustees will evaluate the performance of the Director annually.

APPENDIX A

Job Description, Powers Library Director

GENERAL PURPOSE: Plans, manages, and directs the operations, programs, services, and personnel of the Powers Library Association.

PRIMARY DUTIES AND RESPONSIBILITIES: The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Oversees and directs the Library’s operations including public services, technology, administration, and facilities management.
- Ensures the delivery of high quality library programs and services to the community.
- Works in conjunction with the Powers Library Board to develop and maintain short and long term plans for the Library.
- Serves as a staff representative to the Board and prepares agendas and discussion items for scheduled Board meetings; prepares and presents staff reports and other correspondence.
- Manages the development and implementation of Library goals, objectives, priorities, policies, and procedures; ensures Board objectives are integrated into Library policies and goals.
- Participates in the development and administration of the annual budget, costs and expenditures.
- Evaluates, determines, and requests additional funds necessary for staffing, equipment, materials, and supplies; develops and schedules equipment purchases and replacements.
- Establishes appropriate service levels and allocates resources including staffing accordingly.
- Hires, trains, supervises, and monitors the performance of assigned personnel.
- Monitors and evaluates service delivery methods and procedures; identifies and implements changes necessary to improve operational efficiency.
- Oversees the maintenance of the Library’s collection; develops policies in relation to the selection and purchase of all library materials.

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- Serves as a representative of the Library and coordinates activities with outside agencies, community organizations, and the media.
- Interprets and explains Library policies, procedures, and programs to the public.
- Responds to inquiries involving library related matters; negotiates and resolves complex, sensitive, and/or controversial issues and complaints.
- Directs, attends, and participates in a variety of meetings, workshops, seminars, and conferences; serves on committees as assigned.
- Stays abreast of new trends and innovations in the field of public library management through required continuing education attendance.
- Performs other duties as assigned or required.
- Maintains an appropriate and professional demeanor at all times.*

***NOTE on Professional Behavior:**

The Powers Library Director should model the professional behavior expected of the staff, and will therefore strive to present a professional and courteous demeanor to staff, patrons, and members of the public at all times.

Specifically, this means that the director will:

- refrain from making personal remarks of any nature concerning any other person or groups during library hours;
- willingly put aside routine tasks to help a member of the staff or a patron;
- avoid questioning patrons' requests for help or choice of materials.

APPENDIX B

Job Description, Powers Library Clerk

GENERAL PURPOSE: Work with the Powers Library Director, other Powers Library Clerks, Powers Library patrons, and the public to facilitate the daily operations of the Powers Library Association.

PRIMARY DUTIES AND RESPONSIBILITIES: The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. The Library Clerk will be trained on the tasks outlined below, and may be asked to perform them regularly, or subject to changing daily circumstances:

- Executes opening and closing procedures when asked to do so.
- Knows the operation of library equipment, including computers, copier, printer, fax, phone, etc., and including resetting routers, or other troubleshooting when internet appears to be down.
- Checks out or in, or renews books and library materials on the Polaris System. When the system is down, records transaction on paper for later entry.
- Accesses patron records for check-out in lieu of library card.
- Answers patron inquiries in person or over the phone.
- Registers new patrons for library cards on the Polaris System, and replaces and/or corrects patrons' records on the Polaris System.
- Receives patrons' payments for fines and update patrons' accounts on Polaris System.
- Assists patrons with use of PowerPac, the online library catalog, and other computer terminal usage.
- Shelves books and library materials.
- Performs shelf-reading and tidying of library areas.
- Periodically makes phone calls to patrons when reserved materials have arrived.
- Takes Inter-library Loan requests from patrons and enter on Polaris System, OR by hand for non-system requests.
- Reminds patrons of internet use policy, expected patron behavior policy, and communicates library's policy on donation of books and other materials.

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- Collects books from outside book drop and processes accordingly.
- Handles intake of FLLS deliveries of library materials, and processes materials' transfers to member libraries.
- Becomes familiar with physical library building and operation of lift, emergency plan, and fire extinguishers.
- Monitors circulation desk supplies such as bookmarks, PowerPac brochures, etc., and notifies Director when additional supplies are needed.
- Attends staff meetings and FLLS or other required training.
- Keeps busy during slow periods with shelf-reading, dusting, tackling long-term projects, etc.
- Performs other duties as assigned
- Maintains an appropriate and professional demeanor at all times*

***NOTE on Professional Behavior:**

The Library Clerk will strive to present a professional and courteous demeanor to the Library Director, patrons, and members of the public at all times. Specifically, this means that the staff member will:

- refrain from making personal remarks of any nature concerning any other person or groups during library hours;
- willingly put aside routine tasks to help a patron;
- avoid questioning patrons' requests for help or choice of materials

In order to be eligible for wage increases, the Library Clerk will have demonstrated mastery of the tasks in the above job description, and will have satisfactory or better job performance reviews on file.

Updated 03/2024

Date:

Form Instructions:

- 1) *Fill out this form, using the scale below. Refer to the plan of service, board minutes, usage statistics, program results or other information sources from the year.*
- 2) *Be sure to add comments, using page 3 and additional sheets if necessary. Submit this form to the Board President.*

Scale: E = excellent S = satisfactory N = needs improvement U = unknown

Rating

Customer Service & Community Relations

Level of patron satisfaction	E	S	N	U
Customer service received by patrons	E	S	N	U
Consistent application of policies that affect the public	E	S	N	U
Services are communicated to the public effectively	E	S	N	U
Working relationships and cooperative arrangements with government officials, community groups and organizations	E	S	N	U
Awareness of community needs	E	S	N	U
Mechanisms are in place to hear from patrons and the community-at-large	E	S	N	U
Library is being marketed to the community	E	S	N	U
Comments:				

CS & CR totals: E ___ S ___ N ___ U ___

Organizational Growth

The library is making progress on its long-range plan	E	S	N	U
Services to meet the goals and objectives of short- and long-range plans are carried out with staff and trustee involvement	E	S	N	U
Goals and objectives are evaluated regularly	E	S	N	U
Creativity and initiative are demonstrated in creating new services/programs	E	S	N	U
Collection is responsive to community needs	E	S	N	U
The library is responsive to changes in the community	E	S	N	U
Staff are aware of library's short- and long-range plans, policies, and activities	E	S	N	U
There is a working knowledge of significant developments and trends in technology, and in the library services field, through required continuing education attendance	E	S	N	U
Building and grounds are kept up and needed repairs and maintenance are done on a timely basis	E	S	N	U
Comments:				

OG totals: E ___ S ___ N ___ U ___

Administration & Human Resource Management

Work is effectively assigned, appropriate levels of freedom and authority are delegated	E	S	N	U
Job descriptions are developed; regular performance evaluations are held and documented	E	S	N	U
Personnel policies and state and federal regulations on workplaces and employment are effectively implemented	E	S	N	U
Staff development and education opportunities are presented	E	S	N	U
Staff understand how their role at the library relates to the overall mission statement	E	S	N	U
Library climate attracts, keeps, and motivates a diverse staff of top quality people	E	S	N	U
Comments:				

A & HRM totals: E ___ S ___ N ___ U ___

Financial Management / Legal Compliance / Fundraising

Adequate control and accounting of all funds takes place; library uses sound financial practices	E	S	N	U
Budget is prepared with input from staff and trustees; the library operates within budget guidelines	E	S	N	U
Official records and documents are maintained, library is in compliance with federal, state and local regulations and reporting requirements (such as annual report, payroll withholding and reporting, etc.)	E	S	N	U
Positive relationships with government, foundation and corporate backers are in place	E	S	N	U
Positive relationships with individual donors is established	E	S	N	U
Funds are disbursed in accordance with budget, contract/grant requirements and donor designations	E	S	N	U
Comments:				

FM / LC / F totals: E ___ S ___ N ___ U ___

Board of Trustee Relationship

Appropriate, adequate, and timely information is provided to the board	E	S	N	U
Support is provided to board committees	E	S	N	U
The board is informed on the condition of the organization and all important factors influencing it	E	S	N	U
The board works effectively with director and each other	E	S	N	U
Comments:				

BTR totals: E ___ S ___ N ___ U ___

Additional Comments:

Powers Library Clerk Self-Evaluation Form

Date:

Form Instructions:

- 1) Fill out this form, using the scale below. Refer to any personal notes or other information sources from the year.
- 2) Be sure to add comments, using page 2 or additional sheets if necessary. Submit this form to the Library Director.

Scale: E = excellent S = satisfactory N = needs improvement U = unknown

<i>Rating</i>	
Customer Service & Community Relations	
Customers are welcomed to the library; questions answered / requests filled – in person or over the phone	E S N U
Working knowledge of Polaris system including set up of new patron accounts, accurate corrections, or updates	E S N U
Assist patrons with PowerPac, inter-library loans, or other computer usage	E S N U
Knowledge and communication of policies that affect the public	E S N U
Services are communicated to the public effectively	E S N U
Mechanisms are in place to hear from patrons and the community-at-large	E S N U
Comments:	
CS & CR totals: E S N U	

Daily Operations	
Comfortable with opening and closing procedures	E S N U
Punctual with work schedule, breaks	E S N U
Familiar with physical building, accessibility and emergency equipment, and evacuation plan	E S N U
Accurate with library materials as relates to Polaris system, shelving, intakes or transfers	E S N U
Familiar with library equipment such as computers, routers, and copier / fax machine, including troubleshooting	E S N U
Maintains circulation desk area; tidies or finds work to do during slow times	E S N U
Aware of who and when to contact for any level of problem or emergency, and best way to make contact	E S N U
Comments:	
DO totals: E S N U	

Administration & Human Resource Management

Comfortable with work assignments, appropriate levels of freedom and authority are delegated	E	S	N	U
Familiar with job description; regular performance evaluations are held and documented	E	S	N	U
Aware of policies and where to find them for personnel or public use; state and federal regulations on workplaces and employment are effectively communicated	E	S	N	U
Staff development and education opportunities are presented and completed	E	S	N	U
Aware of library's short- and long-term goals, and understand how the clerk role at the library relates to the overall mission statement	E	S	N	U
Library climate is attractive to keep and motivate staff, and encourage return of patrons	E	S	N	U
Input from staff sought for budget preparation regarding equipment and other needs assessment	E	S	N	U
Comments:				

A & HRM totals: E ___ S ___ N ___ U ___

Additional Comments: