

## Palmerton Area Library Continuing Education Policy

Act 37 of 1999, amended The Library Code (24 P.S. 4101 – 4503) and created requirements for public library staff to receive continuing education on a regular basis for the public library to qualify for state aid.

For a public library to receive Quality Libraries Aid, “the library director of the local library shall annually attend at least eight hours of continuing education programs approved by the Office of Commonwealth Libraries.” (Education Code (24 PA.C.S.) – Public Library Code, §9334©(5))

For a public library to qualify for Incentives for Excellence Aid, “the local library shall require at least six(6) hours of continuing education every two years for paid staff working at least 20 hours per week in direct support of the library service.” (Education Code (24 PA.C.S.) – Public Library Code, §9335(b)(4))

The purpose of requiring continuing education is to enhance staff performance for improved public library service in the Commonwealth. The “Continuing Education Guidelines for Public Library Staff” specify the types of continuing education courses and activities that may be counted towards fulfillment of the continuing education requirement.

The Board of Trustees authorizes tuition reimbursement for courses taken for credit from a post-secondary institution. The course must be related to the staff member’s position or deemed appropriate by the Library Director. Upon approval of the Library Director, an employee may be reimbursed for up to two (2) three (3) credit post-secondary courses annually. The amount of the tuition reimbursement shall be no more than \$600.00 per course. To receive the reimbursement, the staff member must obtain at least a B for each course and submit a copy of the course transcript and receipt.

Revised January 2022



**Palmerton Area Library Association**  
 402 Delaware Avenue  
 Palmerton, PA 18071  
 Tel (610) 826-3424  
 Fax (610) 826-6248  
 Email plapalm@ptd.net

**APPLICATION FOR EMPLOYMENT**  
**(PLEASE PRINT ALL INFORMATION AND SIGN APPLICATION)**

**PERSONAL INFORMATION**

NAME: \_\_\_\_\_ SSN: \_\_\_\_\_  
 (last) (first) (middle)

ADDRESS: \_\_\_\_\_  
 (number) (street) (city) (state) (zip)

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

IF UNDER 18, PLEASE LIST AGE: \_\_\_\_\_

**EMPLOYMENT DESIRED**

POSITION: \_\_\_\_\_ AVAILABLE START DATE: \_\_\_\_\_

AVAILABLE: \_\_\_\_\_ fulltime \_\_\_\_\_ part time \_\_\_\_\_ days \_\_\_\_\_ evenings \_\_\_\_\_ weekends

HOURS AVAILABLE:

MON \_\_\_\_\_

TUE \_\_\_\_\_

WED \_\_\_\_\_

THU \_\_\_\_\_

FRI \_\_\_\_\_

SAT \_\_\_\_\_

**EDUCATION/TRAINING**

|                           | NAME AND LOCATION | YEARS COMPLETED | DIPLOMA DEGREE | COURSE OF STUDY |
|---------------------------|-------------------|-----------------|----------------|-----------------|
| HIGH SCHOOL               | _____             | _____           | _____          | _____           |
| COLLEGE/<br>UNIVERSITY    | _____             | _____           | _____          | _____           |
| GRADUATE/<br>PROFESSIONAL | _____             | _____           | _____          | _____           |
| TRADE/BUSINESS            | _____             | _____           | _____          | _____           |

**REFERENCES**

PLEASE LIST TWO REFERENCES OTHER THAN RELATIVES OR PREVIOUS EMPLOYERS

|            |            |
|------------|------------|
| NAME:      | NAME:      |
| POSITION:  | POSITION:  |
| COMPANY:   | COMPANY:   |
| ADDRESS:   | ADDRESS:   |
| TELEPHONE: | TELEPHONE: |

**WORK EXPERIENCE**

LIST WORK EXPERIENCE FOR THE PAST FIVE (5) YEARS BEGINNING WITH YOUR MOST RECENT JOB HELD. IF YOU WERE SELF-EMPLOYED, LIST COMPANY NAME. ATTACH ADDITIONAL SHEETS IF NECESSARY.

EMPLOYER: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 (number) (street) (city) (state) (zip)  
 POSITION: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_  
 DATES: FROM: \_\_\_\_\_ TO: \_\_\_\_\_  
 REASON FOR LEAVING: \_\_\_\_\_  
 RESPONSIBILITIES: \_\_\_\_\_  
 MAY EMPLOYER BE CONTACTED AS A REFERENCE: \_\_\_\_\_ YES \_\_\_\_\_ NO

EMPLOYER: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 (number) (street) (city) (state) (zip)  
 POSITION: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_  
 DATES: FROM: \_\_\_\_\_ TO: \_\_\_\_\_  
 REASON FOR LEAVING: \_\_\_\_\_  
 RESPONSIBILITIES: \_\_\_\_\_  
 MAY EMPLOYER BE CONTACTED AS A REFERENCE: \_\_\_\_\_ YES \_\_\_\_\_ NO

EMPLOYER: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 (number) (street) (city) (state) (zip)  
 POSITION: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_  
 DATES: FROM: \_\_\_\_\_ TO: \_\_\_\_\_  
 REASON FOR LEAVING: \_\_\_\_\_  
 RESPONSIBILITIES: \_\_\_\_\_  
 MAY EMPLOYER BE CONTACTED AS A REFERENCE: \_\_\_\_\_ YES \_\_\_\_\_ NO

**ADDITIONAL QUALIFICATIONS**

LIST ADDITIONAL KNOWLEDGE OR SKILLS RELEVANT TO THE APPLIED FOR POSITION THAT WILL BE HELPFUL  
IN CONSIDERING YOUR APPLICATION FOR EMPLOYMENT

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**AGREEMENT**

I understand that the information provided in this application is correct and complete to the best of my knowledge.

I authorize the Palmerton Area Library to conduct a reference check.

If accepted for employment with the Palmerton Area Library, I agree to abide by all of its policies and procedures.

I understand that this application is not intended to be a contract of employment.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

All positions except Custodian require the applicant to pass the PA Child Abuse History Clearance and PA State Police Criminal Record Check.

## Palmerton Area Library Grievance Procedure

The object of this policy is to promptly and harmoniously resolve grievances, and to facilitate communication among Palmerton Area Library employees. This policy applies to all employees.

The definition of a grievance is: "A dispute by an employee that involves questions of interpretation or application of wages, hours, terms and conditions of employment or disciplinary actions. Employees who have not completed six months of employment with the Palmerton Area Library and temporary employees may not grieve termination from their positions."

The employee grievance process will follow these steps...

1. The employee will present the grievance in writing to the Library Director within five days of the alleged violation or the date the employee becomes aware of the alleged violation, whichever is later. The Library Director will attempt to resolve and implement a resolution and respond to the employee in writing no later than seven days from the date the employee brought the complaint.
2. If the grievance is not resolved in 1, the employee may submit a written grievance to the Personnel Committee Chairperson within five days of the date the response from step one was due or received, whichever comes first. The Personnel Committee will within seven days from receipt of the written grievance investigate and respond in writing to the grievant.
3. If the grievance is not resolved in 2, the employee may submit a written grievance to the Board of Trustees President within five days of the date the response from step two was due or received, whichever comes first. The President will investigate and bring the grievance to the attention of the Board of Trustees at the next regularly scheduled Board meeting for discussion and resolution. The Board President will prepare a written response containing any actions/decisions agreed to by the Board and present a copy to all interested parties within ten days of the Board meeting. The President's written response will be the final disposition of the grievance.
4. Copies of all written responses will be placed in the employee(s) file(s) as well as the Library Grievance File.

Revised November 2019

## **Palmerton Area Library**

### **Guidelines for Staff Covid-19 Exposure**

If a staff member is diagnosed with COVID 19, the library will be closed until the remaining staff members are tested and their results are negative. Library operations will resume as they were prior to the diagnosis. The infected staff member may not work until recovered from Covid-19 and is cleared by medical personnel.

If two (2) staff members are diagnosed with Covid-19, the library will be closed until the remaining staff members are tested and their results are negative. Library operations will revert to strict "curbside service" and computer usage will be for "urgent needs only." The infected staff members may not work until recovered from Covid-19 and are cleared by medical personnel.

If more than two (2) staff members are diagnosed with Covid-19, the Library will be closed. It will remain closed to all patrons until the remaining staff members are tested, their results are negative, and the infected staff members have recovered from Covid-19 and cleared by medical personnel.

In all cases, staff members will be reimbursed for the cost of testing after submitting a copy of the receipt.

If any of the cases occur, the public will be informed. To assist with contact tracing, daily records of patrons visiting the library will be maintained.

Staff members who have visited or plan to visit a state with a high number of COVID-19 cases should self-quarantine for 14 days upon their return and get tested. The staff member may return to work after quarantining for 14 days and their test is negative. Reimbursement for testing and payment of lost wages will be handled on an individual basis. The PA Department of Health lists the states with a high number of Covid-19 cases.

## Palmerton Area Library Library Travel Policy

### Purpose

This policy establishes standards and controls for the reimbursement of library trustees and staff for actual expenses such as transportation, lodging, subsistence, and related items that are incurred in the conduct of authorized library business. All reimbursement rates for costs are subject to review and adjustment.

### Travel Authorization

Trustees and employees who drive a vehicle while on library business must have a valid Pennsylvania driver's license, drive an insured vehicle, and shall not have incurred any charges related to driving on their record for the past year.

Trustees and employees planning to travel on business outside of the boundaries of the Palmerton Area School District must request authorization in advance according to procedures established by the Library Director. Travel within the boundaries of the Palmerton Area School District which is required by the duties of the trustee or employee does not need to be approved in advance.

### Travel Expense Receipts

Receipts for all expenses claimed for travel reimbursement except for mileage must be submitted no later than 30 days after the charges are incurred. Receipts shall include:

1. The date of purchase.
2. A list of items purchased.
3. Charges for each item.
4. Vendor name and address.

### Mileage Reimbursement Requests

Mileage reimbursement requests for costs shall be reasonable and report distances that may be verified by using a standard online map such as Google Maps. Mileage traveled between a trustee's or employee's residence and the library are considered commuting miles. Commuting costs are not reimbursable. Trustees and employees who travel on official library business from their residence to a location other than the library are reimbursed either from their residence or the library, whichever distance is shorter.

## Travel with Family

A trustee or employee may travel with his or her family on official business if family members do not displace other trustees or employees who have a reason to travel to the same place. No family travel expenses are reimbursable except for legitimate business-related expenses incurred by a trustee or employee. Lodging is reimbursed at the single room rate only.

## Reimbursement Rates

Library trustees and employees will be reimbursed for expenses incurred on library business at the following rates:

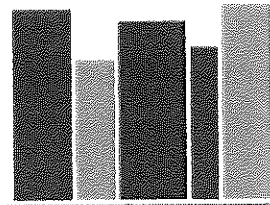
1. "IRS Standard Mile Rate for Business" for the current year for use of a private vehicle.
2. Actual costs of meals and tips up to the U.S. government's "Per Diem Rates" as listed for each city and state.
3. Actual tolls, parking fees, rental car expenses, necessary taxi fares.
4. Actual coach fare for commercial transportation.

## Travel Documentation

In addition, if these costs are charged directly to a grant, documentation must be maintained that justifies:

1. Participation of the individual is necessary to the grant.
2. The costs are reasonable and consistent with the library's established policy.





Palmerton  
Area  
Library

An Endless Shelf of Possibilities!

# Employee Job Descriptions

## Library Director

**Nature of Work:** Under the direction of the Library Trustees, the Library Director performs professional and supervisory work in planning, implementing, and managing a comprehensive program of service to library patrons.

**Education:** Provisional Library Certificate which requires a bachelor's degree from a 4-year college or agency accredited by the Middle States Association of Colleges and Secondary Schools with at least twelve credits in Library Science.

### Duties:

1. Is responsible for the overall administration of the library.
  - a. Participates in monthly meetings of the Board and provides a report of library operations and developments.
  - b. Assists the Board in short- and long-range planning.
  - c. Hires, trains, supervises, monitors, and evaluates the performance of staff.
  - d. Works with staff to review current service, address concerns, and plan future service.
  - e. Reviews and refines procedures to provide optimal service.
  - f. Recommends changes in or additions to library policies as needed.
2. Serves as Finance Director for the library.
  - a. Prepares annual budget in consultation with the Library Bookkeeper and Board President.
  - b. Monitors all revenue and expenditures to maintain figures within the budget.
  - c. Oversees all financial transactions and prepares required local, state, and federal reporting.
  - d. Prepares the annual State Library Report.
3. Is responsible for overseeing all aspects of the physical plant to ensure safe and attractive facilities.
4. Is responsible for collection development for all materials in the library; this includes ordering, processing, weeding, and inventory of the collections according to guidelines in the policy.
5. Oversee the library website and all social media platforms.
6. Represents the library at the Lehigh-Carbon Library Cooperative and District meetings.
7. Interfaces with community members and groups to develop support for the library.
8. Perform other duties as assigned or required.

**Professional Responsibilities:** The Library Director is expected to keep abreast of current trends and techniques in public library management; participate in the activities of professional organizations; and is required to take continuing education courses/hours as specified in the Continuing Education Policy.

**Background Checks:** The Library Director must pass the following clearances as required by the Trustees: PA Child abuse History Clearance and PA State Police Criminal Record Check.

**Starting Salary:** Set by the Board

Revised January 2022

## Library Programs Administrator

**Nature of Work:** The Programs Administrator assists the library director in the everyday work of managing a comprehensive program of service to library patrons.

**Education:** Provisional Librarian Certificate which requires a bachelor's degree from a 4-year college or agency accredited by the Middle States Association of Colleges and Secondary Schools with at least twelve credits in Library Science.

### Duties:

1. Meet regularly with the library director to keep informed about changes in library policies and procedures.
2. Look for opportunities to offer innovative programs, workshops, seminars, et cetera, which will serve the various patron age groups.
3. Plan the weekly Story Hour, Summer Reading Programs, as well as other children and adult programs.
4. Manage the Volunteer Program.
  - a. Recruit and train volunteers.
  - b. Keep accurate records.
  - c. Publicize the volunteer program and activities.
  - d. Keep staff informed about the program.
5. Serve as Advisor of the Teen Group.
  - a. Assist with planning activities for the group.
  - b. Continually inform the group of library policies and opportunities available to the members.
  - c. Regularly report on activities to the library director.
6. Serve as liaison to the Friends of the Library.
7. Serve as Public Relations Manager for the library.
  - a. Prepare monthly articles for the Times News and other articles for other print media as needed.
  - b. Handle interviews as needed for TV Channel 13 or any other TV services.
  - c. Create and manage social media sources that may be utilized.
  - d. Oversee signage placed in the library and oversee the outside window display cases.
8. Prepare grant proposals that would benefit any existing programs and any innovative programs being developed.
9. Assist with daily clerical and non-professional tasks as needed.
10. Be familiar with circulation desk duties and all responsibilities listed in the job description for Library Assistant I and help with those duties as needed.

**Professional Responsibilities:** The Library Programs Administrator is expected to keep abreast of the needs of the supporting municipalities and school district; participate in professional library organizations; and is required to take continuing education courses/hours as specified in the Continuing Education Policy. The Library Program Administrator is responsible to the Library Director.

**Background Checks:** The Library Programs Administrator must pass the following clearances as required by the Trustees: PA Child Abuse History Clearance and PA State Police Criminal Record Check.

**Starting Rate:** \$14.00/Hour

Revised January 2022

## Library Systems Administrator

**Nature of Work:** The Library Systems Administrator is responsible for maintaining all library hardware and software.

**Education:** At least an Associate degree in Computer Science, Information Technology, System Administration, or a closely related field, or a minimum of 2 – 3 years of network administration or system administration experience.

**Duties:**

1. Make recommendations for the purchase of new software and hardware as needed.
2. Install new software and hardware as needed.
3. Clean and maintain computers and install updates as needed.
4. Resolve problems with software and hardware.
5. Answer questions from patrons and staff about computers, software, and internet.
6. Maintain the library website including updates of monthly calendar events, newsletter, and add new features when necessary.
7. Work with outside vendors to ensure smooth running of the automated library system and modify any reports or input formats as recommended by the Library Director.
8. Attend seminars or classes needed to properly to properly maintain the smooth functioning of the library's computer system.
9. Process ILL requests online, acknowledge receipt online, notify patron and return ILL materials via carrier service.
10. Compile statistics for library attendance, computer use, and attendance at various library groups and activities.
11. Be familiar with circulation desk duties and all responsibilities listed in the job description for Library Assistant I and help with those duties as needed.

**Professional Responsibilities:** The Library Systems Administrator is expected to keep abreast of current trends and techniques in library hardware, software, networks, and web design. The Library Systems Administrator is expected to take continuing education courses/hours as specified in the Continuing Education Policy. The Library Systems Administrator is responsible to the Library Director.

**Background Checks:** The Library Systems Administrator must pass the following clearances as required by the Trustees: PA Child Abuse History Clearance and PA State Police Criminal Record Check.

**Starting Rate:** \$15.00/Hour

Revised January 2022

## Library Bookkeeper

**Nature of Work:** The bookkeeper supports the fiscal and human resource management of the library by maintaining the financial records and producing standard and custom reports of financial activity.

**Qualifications:** A bookkeeping or accounting certification is preferred. At least two years' experience using QuickBooks, Microsoft Word, and Microsoft Excel. Experience with nonprofits a plus.

### Duties:

1. Payment of incoming bills.
2. Manage all banking transactions, both deposit receipts and transfer of money.
3. Tally and fax payroll hours to accountant, write checks, record ledger.
4. Keep accurate quarterly records of payroll deductions paid.
5. Prepare monthly reports: minutes, monthly receipts, accumulated receipts for the year, monthly expenditures, accumulated expenditures for the year, monthly financial statement of accounts, statistics report, and any other reports/charts the Library Director requests
6. Assemble all financial documents and other information needed for the state report and the annual auditor's report.
7. Order/print State and Federal Tax forms.
8. Assist the Library Director with the Annual State Report.
9. Keep a monthly accounting of the money drawer receipts of fines, photocopies, and basement book sales.
10. Order supplies.
11. Manage serial subscriptions.
12. Be familiar with the circulation desk duties and all responsibilities listed in the job description for Library Assistant I and help with those duties as needed.

**Professional Responsibilities:** The Library Bookkeeper is expected to keep abreast of current trends in accounting principles, use of QuickBooks, Microsoft Word, and Microsoft Excel. The Library Bookkeeper is expected to take continuing education courses/hours as specified in the Continuing Education Policy. The Library Bookkeeper is responsible to the Library Director.

**Background Checks:** The Library Bookkeeper must pass the following clearances as required by the Trustees: PA Child Abuse History Clearance and PA State Police Criminal Record Check.

**Starting Rate:** \$12.00/Hour

Revised January 2022

## Library Cataloger

**Nature of Work:** The cataloger is responsible for organizing information in such a way as to make it easily accessible.

**Qualifications:** The cataloger must be able to satisfy at least one of the following:

1. Complete a certification program for cataloging and 1 year experience as a library cataloger.
2. Two years of college plus nine credit hours in Library Science.
3. Two years of college and one year experience as a library cataloger.

**Duties:**

1. Enter material records into the library catalog.
2. Prepare all books, DVD's, CD's, and audio books for circulation.
3. Transfer call numbers to spine of items by label and cover books.
4. Repair damaged books.
5. Maintain inventory of processing supplies.
6. Be familiar with circulation desk duties and all responsibilities listed in the job description for Library Assistant I and help with those duties as needed.

**Professional Responsibilities:** When hired, the Library Cataloger is required to complete the SPARKS Cataloging Course within the period specified by the Library Director. The Library Cataloger is expected to keep current on updates, developments and changes in standards and tools required for the work of cataloging. The Library Cataloger is expected to take continuing education courses/ hours as specified in the Continuing Education Policy. The Library Cataloger is responsible to the Library Director.

**Background Checks:** The Library Cataloger must pass the following clearances as required by the Trustees: PA Child Abuse History Clearance and PA State Police Criminal Record Check.

**Starting Rate:** \$12.00/Hour

## Library Assistant I

**Nature of Work:** The Library Assistant I perform clerical and non-professional tasks involving standard library routines to serve library patrons.

**Qualifications:** Must have a high school diploma or equivalent. And adequate computer skills.

**Duties:**

1. Charge out books, magazines, and audiovisual materials to patrons.
2. Check in all materials.
3. Collect fines for lost materials.
4. Register new patrons.
5. Inform new members of all available services.
6. Instruct new members in the use of the online catalog and other reference materials.
7. Keep daily statistical records.
8. Reshelve books, magazines, and audiovisual materials.
9. Record changes of address for registration.
10. Answer the phone.
11. Help patrons find information.
12. Read shelves and shifting materials when needed.
13. Make copies and collect fees.
14. Fill in for others when they are ill or on vacation.
15. Check in new magazines and prepare for circulation.
16. Adhere to the days and hours scheduled.

**Responsibilities:** The Library Assistant I is expected to be able to communicate clearly with patrons and co-workers, follow library policies and procedures, count change, manage money, and demonstrate competent computer skills. The Library Assistant I is expected to take continuing education courses/hours as specified in the Continuing Education Policy . The Library Assistant I is responsible to the Library Director.

**Background Checks:** The Library Assistant I must pass the following clearances as required by the Trustees: PA Child Abuse History Clearance and PA State Police Criminal Record Check.

**Starting Rate:** \$10.00/Hour

Revised January 2022

## **Library Assistant II**

**Nature of Work:** The Library Assistant II performs clerical and paraprofessional tasks involving standard library routines to serve library patrons.

**Qualifications:** Must have a high school diploma or equivalent, six credit hours of Library Science courses or six months of work experience in a library. If the applicant has a bachelor's degree from a four-year college or university, the credit hours/library experience will be waived. Must have competent computer skills.

### **Duties:**

1. Oversee and update the inventory of all materials in the library.
2. Check patron accounts to keep up with lost materials.
3. Prepare the new materials list.
4. Maintain the new materials shelves and circulate materials as needed.
5. Generate lost and missing reports for review by the Library Director.
6. Be familiar with the circulation desk duties and all responsibilities listed in the job description for Library Assistant I and help with those duties as needed.

**Responsibilities:** The Library Assistant II is expected to be able to communicate clearly with patrons and co-workers, follow library policies and procedures, work with computer applications, work with and troubleshoot office machines. The Library Assistant II is expected to take continuing education courses/hours as specified in the Continuing Education Policy. The Library Assistant II is responsible to the Library Director.

**Background Checks:** The Library Assistant II must pass the following clearances as required by the Trustees: PA Child Abuse History Clearance and PA State Police Criminal Record Check.

**Starting Rate:** \$12.00



## Library Custodian

**Nature of Work:** The Library Custodian is responsible for maintaining a clean, comfortable, and safe environment for library patrons.

**Qualifications:** Knowledge of skills and abilities in using equipment, materials, and supplies required for cleaning.

**Duties:**

1. Empty waste cans as required and have trash ready for pickup.
2. Clean the three restrooms at least three days per week including mopping the floors.
3. Clean accessible windows.
4. Take book donations to the basement.
5. Vacuum three floors and spot clean carpets as needed.
6. Submit janitorial supply request to the bookkeeper as needed.
7. Keep paper towels, toilet paper, and hand soap dispensers filled.
8. Clean Mezzanine chairs monthly.
9. Dry mop stairways at least four times per week.
10. Wet mop basement tile floors and stairs as needed or monthly.
11. Recycle items to the recycle bin, such as cardboard, bottles, and staff papers. Do not recycle newspapers.

**Skills:** The Library Custodian must be able to work independently and to complete daily activities according to work schedules, lift heavy objects, walk, and stand for prolonged periods of time, communicate orally and in writing, understand and follow written and oral instructions. The Library Custodian is responsible to the Library Director.

**Background Checks:** The Library Custodian must pass the following clearances as required by the Trustees: PA Child Abuse History Clearance and PA State Police Criminal Record Check.

**Starting Rate:** \$10.00/Hour

Palmerton Area Library  
 Library Director Performance Appraisal by Staff Members  
 2021

Instruction: Please complete this form by placing a X in the appropriate box corresponding to your response for each item. Please return your form to the board president by January 31st. Thank you.

Ratings Defined:      VG – Often exceeds expectations  
                                  S – Fully meets expectations  
                                  N – Needs improvement; more is expected  
                                  U – Unknown

| <b>Employee Interaction</b>  | VG | S | N | U |
|--|----|---|---|---|
| Treats employees in a friendly, respectful, and professional manner.                               |    |   |   |   |
| Puts directing the library above any personal interests or activities while on duty.               |    |   |   |   |
| Respects confidentiality rights of employees and patrons.  |    |   |   |   |
| Upholds library policies and procedures.   |    |   |   |   |
| Pays attention to employee comments, complaints, and/or suggestions.                               |    |   |   |   |
| Provides for a positive work environment.  |    |   |   |   |
| Accepts responsibility for actions and eagerly gives credit to staff.                              |    |   |   |   |
| Inspires staff to do their best by providing necessary resources, encouragement, and appreciation. |    |   |   |   |
| Emphasizes the importance of customer service and models best practices behavior.                  |    |   |   |   |

| <b>Personal Attributes</b>   |  |  |  |  |
|--|--|--|--|--|
| Exhibits a positive attitude and a cooperative team spirit.                    |  |  |  |  |
| Works actively on personal development.  |  |  |  |  |
| Responds well when faced with unexpected/disturbing situations.                |  |  |  |  |
| Demonstrates professionalism in all situations, conversations, and documents.  |  |  |  |  |
| Exercises good judgement in arriving at decisions.                             |  |  |  |  |
| Anticipates change and develops appropriate coping strategies.                 |  |  |  |  |
| Commits to reach timely and successful closure on work.                        |  |  |  |  |
| Promotes change that will better serve patrons and the supporting communities. |  |  |  |  |
| Maintains high standards of ethics, honesty, and integrity.                    |  |  |  |  |

| <b>Position Related Knowledge and Skills</b>  |  |  |  |  |
|---|--|--|--|--|
| Understands and implements the mission of the library.  |  |  |  |  |
| Knows Library Director job responsibilities.  |  |  |  |  |
| Understands the needs of patrons and organizations who utilize the library.                         |  |  |  |  |
| Delegates authority and efficiently organizes the work of personnel.                                |  |  |  |  |
| Knowledgeable of board policies and supports board policies and board actions to patrons and staff. |  |  |  |  |
| Assesses collections to keep the holdings current and meeting the needs of patrons.                 |  |  |  |  |
| Evaluates services, resources, and facilities to ensure that library goals are met.                 |  |  |  |  |
| Stays current with new ideas and trends among libraries.  |  |  |  |  |
| Aware of technological advances in library science.   |  |  |  |  |

Please provide any additional comments below:

Palmerton Area Library  
Director Performance Appraisal Policy

The Palmerton Area Library Board recognizes the necessity for an annual performance appraisal of the library director.

At the October board meeting of each calendar year, the library director will submit to the board goals for the following calendar year.

At the January board meeting of the next calendar year, the library director will present to the board a written report summarizing the director's accomplishments of the previous year including any progress on the previously presented goals.

Each member of the board and each staff member will be asked to complete a Library Director Performance Appraisal either online or by turning in a hardcopy. For staff members, the link and hardcopy will be available the Friday before the January board meeting. For board members the link and hardcopy will be available at the January board meeting. The Performance Appraisal must be completed by January 31<sup>st</sup>.

The President of the board and the Chairperson of the Personnel and Policy committee shall tabulate the results of the performance appraisals of the library director before the February board meeting.

At the February board meeting, the board will be apprised of the results of the library director's performance appraisals.

The President of the board and the Chairperson of the Personnel and Policy Committee will review the results of the performance appraisal with the library director by February 28<sup>th</sup>.

## **Personnel Policy of the Palmerton Area Library**

The Board of the Palmerton Area Library shall staff the library with director and personnel that may be necessary and desirable to provide the service required to operate and maintain the Palmerton Area Library.

All employees of the Palmerton Area Library shall have tenure at the will of the Board. The library director shall receive such salary as may be determined by the Board and shall work such hours as prescribed by the Board. Nepotism shall be discouraged.

The library director shall be the only full-time employee and shall be paid the salary determined by the Board. All other employees shall be paid on an hourly basis and shall be paid for the actual time spent in employment at the hourly rates as set forth by the Board.

The duties of the library director shall be those that are needed in the management of the library and any other duties as may be prescribed by the Board.

### **Holidays:**

The Palmerton Area Library will be closed on the following days:

- January 1 (New Year's Day)
- Good Friday
- Holy Saturday
- Saturday of Memorial Day weekend
- Memorial Day
- July 4
- Saturday of Labor Day weekend
- Labor Day
- Thanksgiving Eve (close at 5:00)
- Thanksgiving Day
- Friday after Thanksgiving
- Saturday after Thanksgiving
- December 24 (Christmas Eve)
- December 25 (Christmas Day)
- December 31 (New Year's Eve)

Hourly employees are not paid for holidays that occur on days for which they would regularly have been scheduled, but they are paid a Christmas bonus at the discretion of the Board.

### **Sick Leave:**

The library director may take ten (10) days of sick leave for illness (personal or family illness, doctor and dentist appointments) per year without loss of pay. Administrators shall receive five (5) paid sick days (personal or family illness, doctor and dentist appointments) per year without loss of pay. Longer-term sick leave may be granted at the discretion of the Board. Regular hourly employees are not paid for sick days.

### **Vacations:**

#### **Library Director:**

- There shall be a 6 month probationary period after hiring.
- After successful completion of the probationary period, the director is entitled to ½ day paid vacation per month for the remaining 6 months of the first employment year. (This equals a maximum of 3 full days.)
- After completing 1 year of satisfactory service, on the first anniversary of hiring, the director shall receive 5 days of paid vacation.
- After completing 2 years of satisfactory service, on the anniversary of hiring, the director shall receive 10 days of paid vacation.
- After completing 7 years of satisfactory service, on the anniversary of hiring, the director shall receive 15 days of paid vacation.
- After completing 15 years of satisfactory service, on the anniversary of hiring, the director shall receive 20 days of paid vacation.
- Twenty days of paid vacation is the maximum vacation accorded the director regardless of years of employment.
- The director may not take more than 10 consecutive working days of vacation.
- Vacation benefits apply only to years of service as the library director.

#### **Administrator(s):**

- There shall be a 6 month probationary period after hiring.
- After successful completion of the probationary period, the administrator(s) is/are entitled to ½ day paid vacation per month for the remaining 6 months of the first employment year. (This equals a maximum of 3 days.)
- After completing one year of satisfactory service, on the first anniversary of hiring, the administrator(s) shall receive 5 days of paid vacation.
- Thereafter, the administrator(s) shall receive one additional paid vacation day per year for a maximum of 5 days. Thus, the maximum vacation days ultimately will total 10 days.
- These benefits apply only to years of service as an administrator.

Revised February 2019



## Palmerton Area Library Association Social Media Policy

The purpose of the social media policy is to ensure effective promotion of library services, resources, and events to the residents of the Palmerton Area School District, and to ensure a high standard of customer service on social media.

Social media is defined as a social based application, site, or account created and maintained by the Palmerton Area Library.

Palmerton Area Library staff may establish social media accounts with the permission of the Library Director. The Library Director may assign a staff member or members as an Administrator of the social media account(s). The Library Director will be an Administrator on all social media accounts.

The Palmerton Area Library welcomes the comments, posts, and messages of the public, and recognizes and respects differences in opinion. However, all comments, posts, and messages are subject to review, and the library reserves the right to, but is not required to, remove any comment, post, or message that it deems inappropriate: spam or advertisements, hateful or harassing speech, obscenity, personal disparagement or defamation, or anything that violates Palmerton Area Library Policies or state and federal laws.

Users should have no expectation of privacy in postings on library sponsored social media sites; by using such sites, the user consents to the library's right to access, monitor, and read any postings on those sites. Users must understand that social media is permanent, retrievable, and public. Messages can potentially be read by anyone once posted, regardless of status on Friends, Follower, or Subscriber List. The library recommends that users do not post their personal information or contact information on social media.

Adopted October 2021

Palmerton Area Library  
Staff Confidentiality Agreement

I understand that it is the policy of the Palmerton Area Library to protect the privacy of all patrons of the library.

I agree to hold all laws of the state of Pennsylvania stating that records related to circulation of library materials shall be confidential and shall not be made available to anyone except by a court order in a criminal proceeding.

In a library, the right to privacy is the right to open inquiry without having the subject of one's interest examined or scrutinized by others. Confidentiality exists when a library is in possession of personally identifiable information about users and keeps that information private on their behalf. As a library employee I agree to uphold these standards.

I understand that a breach of confidentiality will be reported to the Library Board Personnel Committee for further review.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_