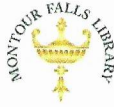


Montour Falls Library
Board Meeting Agenda
April 24th, 2024 – 3pm

- Approval of Minutes
- Public Expression
- Treasurer's Report
- President's Report
- Committee Reports
 - Building & Grounds Committee
 - Finance Committee
 - Fundraising/Grants/Community Relations Committee
 - Historical Records & Artifacts Committee
 - Personnel/Nominating/Policies Committee
- Director's Report
 - Patron Laptop
 - Halco/Construction Aid
 - Village
 - New Hire
 - Schuyler County Historical Society/Vault Project
 - Research Requests
 - Summer Learning Program Plans & Funding
 - Open House & Tax Cap Vote
- Adjournment



**Montour Falls Memorial Library Board of Trustees
Meeting Minutes**

Meeting held Wednesday, March 27, 2024
Report for February 2024

Trustees present: Samuel Shama, Elaine Dalrymple, Noah Bump, Bruce Boughton, Phil Cherry

Others Present: Jess Westlake, Jeff Grueber

Trustees absent: Jen Fisher

The meeting was called to order by Noah at 3:04 PM.

Minutes – Minutes from the February 2024 meeting were reviewed and approved. Motion: Elaine;
2nd: Bruce. Motion passed unanimously.

Treasurer's Report – Bruce presented the treasurers report for February 2024. Following a brief discussion concerning the cleaning budget line (new vacuum) Sam motioned to approve the report as presented, Elaine 2nd. Motion passed unanimously.

President's Report - Jen was absent (sick) and Noah (VP and meeting Chair) tabled the item until next month.

Director's Report –

- Jess relayed a discussion she had with Brian H. about potentially waiting for a capital campaign until the fall, for fear of confusing voters with the upcoming tax levy. The group further discussed the timing of the fundraising campaign and whether it would be held in the summer or fall. Jess further discussed doing a fundraising letter campaign, which Brian suggested doing twice a year (spring and Fall). The group discussed how the status of the Village's new energy grant might impact on when we need to fundraise, and by how much. The group expressed support for the Village's efforts and hoped that, because the library building is owned by the Village, that the Village may be able to make up our funding shortfall for the HVAC replacement. Jess said she would be talking to the mayor in the weeks ahead to determine the Village's timing of new grant funds, which would then inform our decision to move forward with a capital campaign.
- The clerk position description (PD) was approved by the personnel committee earlier in the day and presented to the full Board of Trustees for consideration and approval. Bruce motioned to approve the new PD description and Sam seconded. Motion passed unanimously. Jess informed the group that she would be posting the position soon and hoped to be hiring two new part-time staff to fill the one vacancy (sharing the funding we have for one FTE at 32 hours/week). There may also be salary savings from the first quarter we can use to adjust staff hours. This approach will provide flexibility for staff to meet the operating hour challenges of the library and their own personal work-life balance.
- Jess also discussed the library's operating hours and her plan to close on Wednesdays (effective next week) on a temporary basis until new staff are hired and trained and the schools let out. The library will now be open 35 hours per week until early July, when operating hours will expand to 42. The new hours will be 10-5 Mondays, 10-6 Tuesday, Thursday, and Friday and 11-2 on Saturdays. It was informally agreed that operating hours were within the purview of the Director and no motion was made to approve these changes.
- Jess further noted that it was difficult to get some things done (like cleaning the basement or writing policies) when the library was open. This is due to the fact that we have had only 2 full-time and one part-time staff since August 2023. She will continue to persevere through that challenge to the best of her ability. Increased staffing should help.

Committee Reports

- Buildings and Grounds - Did not meet.

- Finance - Did not meet.
- Fundraising/Grants/Community Relations – Noah reported that the committee met on March 20 via Zoom and discussed the fundraising needs of the library with respect to the capital campaign for energy improvements. The committee will await the results of Jess's discussion with the Mayor concerning possible availability of Village funds to make up our shortfall. The group also supported the idea of a letter campaign and Jess was going to get working on that as time allowed.
- Historical Records and Artifacts - Did not meet.
- Personnel/Nominating/Policies – Met earlier this day. Approved the clerk PD. Here it was also noted that the Library Bylaws need to be updated. Sam had an earlier draft from 2019 and promised to distribute it after the meeting (which he did).

Public Expression – None present.

Adjournment – Motion: Phil; 2nd: Bruce. Motion passed unanimously at 3:44 PM.

Next Meeting – Wednesday, April 24 at 3:00 PM.

Minutes respectfully submitted by Phil Cherry

Montour Falls Memorial Library

Statement of Activity

March 2024

	TOTAL
Revenue	
4100 Fundraising	
4102 Donations - General	
Total 4100 Fundraising	120.00
4500 Interest	
Total Revenue	120.00
	148.56
	\$268.56
GROSS PROFIT	\$268.56
Expenditures	
5000 Payroll Exp - General	
5010 Library Director - Gener	
5030 Library Assistant - Gen	3,875.00
Total 5000 Payroll Exp - General	2,997.00
	6,872.00
5200 Payroll Taxes	
5210 Payroll Taxes General	
5211 Social Security - Genera	
5212 Medicare General	426.06
5213 NYS Unemployment Tax - General	99.64
5214 NYS Re-employment Tax - General	139.16
Total 5210 Payroll Taxes General	5.14
	670.00
Total 5200 Payroll Taxes	670.00
6000 Employee Expense	-581.00
6100 Collections	
6110 Print Material General	
6130 Electronic Materials Gen	1,117.00
Total 6100 Collections	99.80
	1,216.80
6200 Operations & Maint.	
6220 Utilities	
Total 6200 Operations & Maint.	446.16
	446.16
6300 Office Supplies	
6300.03 Other	26.60
Total 6300 Office Supplies	80.19
	106.79
6325 Cleaning	
6325.02 Supplies	360.00
Total 6325 Cleaning	21.06
	381.06
6400 Telecom/Internet/Phone	
6600 Accounting Fees	55.76
6601 Bookkeeper	
Total 6600 Accounting Fees	232.50
	232.50
6800 Technology/Software	
	113.40

Montour Falls Memorial Library

Statement of Activity

March 2024

	TOTAL
6900 Program Expenses	163.26
6910 Program Exp - General	163.26
Total 6900 Program Expenses	\$9,676.73
Total Expenditures	\$-9,408.17
NET OPERATING REVENUE	\$-9,408.17
NET REVENUE	\$-9,408.17

Montour Falls Memorial Library

Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L

January - March, 2024

		TOTAL	
	ACTUAL	BUDGET	OVER BUDGET
Revenue			
4000 Tax Money		178,433.00	-178,433.00
4010 Copying/Printing		200.00	-200.00
4100 Fundraising			
4102 Donations - General	647.00		647.00
4104 Fundraising Other		23,250.00	-23,250.00
Total 4100 Fundraising	647.00	23,250.00	-22,603.00
4300 STLS Service Aid		1,500.00	-1,500.00
4500 Interest	463.58	2,000.00	-1,536.42
Total Revenue	\$1,110.58	\$205,383.00	\$ -204,272.42
GROSS PROFIT	\$1,110.58	\$205,383.00	\$ -204,272.42
Expenditures			
5000 Payroll Exp - General			
5010 Library Director - Gener	12,250.00	133,740.00	-121,490.00
5030 Library Assistant - Gen	9,225.00		9,225.00
Total 5000 Payroll Exp - General	21,475.00	133,740.00	-112,265.00
5200 Payroll Taxes			
5210 Payroll Taxes General		9,724.00	-9,724.00
5211 Social Security - Genera	1,331.45		1,331.45
5212 Medicare General	311.39		311.39
5213 NYS Unemployment Tax - General	434.87		434.87
5214 NYS Re-employment Tax - General	16.10		16.10
Total 5210 Payroll Taxes General	2,093.81	9,724.00	-7,630.19
Payroll Taxes General Li	-0.01		-0.01
Total 5200 Payroll Taxes	2,093.80	9,724.00	-7,630.20
6000 Employee Expense	1,544.65	4,990.00	-3,445.35
6100 Collections		18,000.00	-18,000.00
6110 Print Material General	3,290.51		3,290.51
6130 Electronic Materials Gen	99.80		99.80
Total 6100 Collections	3,390.31	18,000.00	-14,609.69
6200 Operations & Maint.			
6210 Repairs/Facility Improve		1,000.00	-1,000.00
6220 Utilities	977.11	4,500.00	-3,522.89
6230 Insurance -General		2,100.00	-2,100.00
6240 Other	43.74	2,500.00	-2,456.26
Total 6200 Operations & Maint.	1,020.85	10,100.00	-9,079.15
6300 Office Supplies	147.80	3,000.00	-2,852.20
6300.03 Other	290.05		290.05
Total 6300 Office Supplies	437.85	3,000.00	-2,562.15
6325 Cleaning	990.00		990.00
6325.01 Labor		4,680.00	-4,680.00
6325.02 Supplies	573.95	150.00	423.95

Montour Falls Memorial Library

Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L

January - March, 2024

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
Total 6325 Cleaning	1,563.95	4,830.00	-3,266.05
6400 Telecom/Internet/Phone	167.28	1,704.00	-1,536.72
6500 Postage/Shipping	11.99	500.00	-488.01
6600 Accounting Fees			
6601 Bookkeeper	652.50	2,500.00	-1,847.50
6602 Tax Preparation Fee		2,500.00	-2,500.00
Total 6600 Accounting Fees	652.50	5,000.00	-4,347.50
6700 Equipment		1,500.00	-1,500.00
6800 Technology/Software	297.84	2,582.00	-2,284.16
6900 Program Expenses			
6910 Program Exp - General	1,195.24	3,000.00	-1,804.76
6920 Program Exp- Early Lit	100.00		100.00
Total 6900 Program Expenses	1,295.24	3,000.00	-1,704.76
7000 Continuing Ed/Seminars		2,000.00	-2,000.00
7100 Publicity/Advertising		600.00	-600.00
7200 Dues & Subscriptions		750.00	-750.00
7300 Cost Share STLS	3,782.00	4,000.00	-218.00
Total Expenditures	\$37,733.26	\$206,020.00	\$-168,286.74
NET OPERATING REVENUE	\$-36,622.68	\$-637.00	\$-35,985.68
NET REVENUE	\$-36,622.68	\$-637.00	\$-35,985.68

Montour Falls Memorial Library

Statement of Financial Position

As of March 31, 2024

	TOTAL		
	AS OF MAR 31, 2024	AS OF MAR 31, 2023 (PY)	CHANGE
ASSETS			
Current Assets			
Bank Accounts			
1000 Cash			
1001 General Library Checking	23,831.21	178,439.05	-154,607.84
1002 C. Lee Book Fund - LPL Financia	0.00	1,714.67	-1,714.67
1003 Visions Checking Account	13,596.38	109.90	13,486.48
1004 Visions CD, 4.24%, mat 11/28/24	0.00	15,823.97	-15,823.97
1005 Visions Saving Account	204,586.94	14,521.51	190,065.43
1006 Petty Cash	100.00		100.00
Total 1000 Cash	242,114.53	210,609.10	31,505.43
Total Bank Accounts	\$242,114.53	\$210,609.10	\$31,505.43
Total Current Assets	\$242,114.53	\$210,609.10	\$31,505.43
TOTAL ASSETS	\$242,114.53	\$210,609.10	\$31,505.43
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 Accounts Payable	87.52	2,436.31	-2,348.79
Total Accounts Payable	\$87.52	\$2,436.31	\$ -2,348.79
Credit Cards			
2010 CCTC - Credit Card	593.40	1,809.06	-1,215.66
Total Credit Cards	\$593.40	\$1,809.06	\$ -1,215.66
Other Current Liabilities			
2020 Mini Outreach Grant	900.00	900.00	0.00
2035 Restricted Grants			
2035.07 Havana Art Series - 2022	22.14	22.14	0.00
Total 2035 Restricted Grants	22.14	22.14	0.00
2040 Payroll Liabilities			
2040.01 Federal Withholding	27,416.88	12,688.92	14,727.96
2040.02 Social Security	-33,411.33	-21,289.91	-12,121.42
2040.03 Medicare	5,109.28	7,715.82	-2,606.54
2040.04 NYS Withholding	657.86	0.00	657.86
2040.05 NYS Unemployment Tax	643.03	761.53	-118.50
2040.06 NYS Re-Employment Tax	93.25	93.25	0.00
Total 2040 Payroll Liabilities	508.97	-30.39	539.36
Total Other Current Liabilities	\$1,431.11	\$891.75	\$539.36
Total Current Liabilities	\$2,112.03	\$5,137.12	\$ -3,025.09
Total Liabilities	\$2,112.03	\$5,137.12	\$ -3,025.09

Montour Falls Memorial Library

Statement of Financial Position

As of March 31, 2024

	TOTAL		
	AS OF MAR 31, 2024	AS OF MAR 31, 2023 (PY)	CHANGE
Equity			
3001 Opening Balance Equity Account	213,267.20	213,267.20	0.00
3002 Retained Earnings	63,357.98	33,922.70	29,435.28
Net Revenue	-36,622.68	-41,717.92	5,095.24
Total Equity	\$240,002.50	\$205,471.98	\$34,530.52
TOTAL LIABILITIES AND EQUITY	\$242,114.53	\$210,609.10	\$31,505.43

Director's Report for March 2024 | Montour Falls Memorial Library

Meeting: Wednesday, April 24th, 2024, at 3pm

Circulation	March 2024	February 2024
Digital Collection Circ	169	207
Physical Circ	721	674
TOTAL CIRC	890	881
Operations		
Patrons/Library Visits	899	688
Visitors/Tourists	66	32
Volunteer Hours	67.5	70.5
Computer Use	78	44 (includes printing)
Printing/Copies	13	Computer Use & Printing separated starting in March
Meeting Space Non-Library	31	18
Wireless Use (Unique Users)	48	39
New User Registration	18	7
Holds Placed	58	51
Holds Received	116	124
Holds Filled	206	202
Website Unique Visitors	236	187
Programs & Events		
Early Literacy Programs (number of sessions) Attendance total	Storytime (9), 85 total HeadStart Storytime (3), 42 total Monthly Spotlight on Parenting w/ CCE – Paula (2), 45 total; counts in Early Lit Parent Education.	Storytime (5), 45 total HeadStart Storytime (3); 51 Lisa Fernandez (1); 19 total Dental Care Storytime with Schuyler County Public Health (1); 18 total
Adult Program Attendance	Art Workshops w/ Cynthia (3), 37 total NYS Unclaimed Funds w/ Comptroller (3), 10 total OMCS Breakfast Meet & Greet (1), 30 total	Art Workshop w/ Cynthia: Polymer Clay Beads (1); 8 total Yoga (5); 30
General Interest	Monthly Spotlight on Parenting w/ CCE – Paula (2), 45 total Game Night (4), 11 total	First Fridays on Main-Collab with Main St Businesses & Silverfox Farm (1) 65
In-House Outreach	<ul style="list-style-type: none"> • Sustainable Montour Falls: Climate Vulnerability Assessment (1) • CCE Parent Educator Paula 	<ul style="list-style-type: none"> • Sustainable Montour Falls: Climate Vulnerability Assessment (1) • CCE Parent Educator Paula • Schuyler Public Health

Operations / Internal Projects

- Note additions to operational stats.
- Library hours: Monday 10am –5pm, Tuesday/Thursday/Friday 10am – 6pm, Saturday 11am – 2pm. Closed Sunday & Wednesday.
- Received 13 applicants for the Library Clerk position. Interviewing in process and preparing for onboarding.
- Creating an additional workstation for staff. Sending computer to STLS for service.
- Insero signature for 2022 990 is due by 4/27.
- Increase in need for a third patron computer and increase in need for meeting/workspaces.
- Continued positive patron response to Saturday hours (11am-2pm) and positive response to the rearranging of space/collection/furniture. Weeding is ongoing.

Meetings, Trainings, and Committees

- Montour Falls Harvest Festival Committee – volunteers, advertising, entertainment.
- Met with Dutton S. Peterson Memorial Library
- Village of Montour Falls Board Meeting 3/7 & 4/18
- Policy Development Retreat 3/12
- Two student volunteer interviews; Adult Volunteer interest in forming a Youth/Teen Advisory
- Director's Advisory Council 3/27
- Toured Justice Center on Main Street

Partnerships & Collaborations

- Cornell Cooperative Extension – Parent Educator; Sustainable Montour Falls, Main Street Businesses for First Friday on Main overseen by Althea's and Diversion Brewing
- Schuyler Libraries – Summer Learning, Civic Season, Pride Month

Grants & Funding

- Applied for Foundation for Southern Tier Libraries Grant for patron computer and space 3/30.
- Construction Aid - \$53,813; Phase 1 is complete. Phase 2 pending.
- ARTS Council 2023 NYSCA SCR Round 2 Community Arts Grant (\$1650) – LGBTQIA+ Art Show w/ Emily Smith. To be completed by June/July 2024. Met w/ Emily 4/13.
- Summer Learning Program funding
- Received STLS Scholarship to Women's Empowerment Conference on 5/21 At Corning Community College presented by SUNY CCC Workforce. 8:30am – 5pm
- Georgia and Mark Taylor Fund at the Community Foundation - \$500 unrestricted

Upcoming Programs & Events

- Storytimes - Tuesdays & Fridays at 10am; Corning Science & Discovery Center last Fridays through May/June
- Tanglewood Nature Center – Thursday, April 25 at 10am (No school April 22-26)
- Game Night – Thursdays, 4-6pm
- Read to a Dog – First Mondays, 2:30-4:30pm
- First Fridays on Main St in collaboration with Main Street businesses – Friday, May 3rd
- Art Workshop with Cynthia Cratsley – Falls Sketching 6/1 and Falls Painting 6/15 at 11:30am
- Songbirds & Swifties – Last Mondays at 5pm. All ages.
- History Walks with Gary Emerson to start May 18th at 11am

- Open House TBD
- Tax Levy Vote, OMCS Budget Vote and Board Election – Tuesday, May 21st, 12pm-8pm at Hanlon Elementary School
- No Moms Allowed Mother's Day Party – TBD

Services & Resources

- Computer use; Printing/copies \$0.25 per side; scan to email is free
- Compost drop spot; purple bin located outside. Recycling and shredding bins located at Circ desk for in-house use.
- Med-Project envelopes, COVID test kits and masks are available
- Library cards from any member library in the Southern Tier Library System work at any STLS library. You can return or pick up items from any location.
- Use STARCat to browse the collection online, place holds, renew, update cardholder information, and more.
- Libby, our free app for digital content (eBooks, audiobooks, magazines) is free to download and use. Patrons can add STLS, OWWL (Ontario, Wayne, Wyoming, Livingston Counties), and Finger Lakes Library Systems to their Libby account. This allows access to more titles. Data or Wi-Fi is not needed once a title is borrowed.
- Job Now and Peterson's Test Prep
- Tech support and meeting space are available by reservation.

Respectfully submitted by Jessica Westlake • April 24, 2024

This agreement between the (Name of Library) and (Name of Director) appointed to the position of Library Director is made in accordance with the following provisions:

1. **APPOINTMENT.** Appointment to this position is made by the Board of Trustees of the (Name of the Library). Assumption of duties shall begin (Date).
 2. **RESPONSIBILITIES.** The Director shall be responsible for the management and operation of the Library in accordance with policies established by the Board of Trustees. Duties shall be as specified in the job description of Library Director, which shall be considered a part of this contract. A copy of the job description is attached to this contract.
 3. **ACCOUNTABILITY.** This position directly reports to the Board of Trustees which shall provide direction as necessary and shall conduct an annual performance evaluation based on the Board's Library Director Evaluation Policy.
 4. **PROBATIONARY PERIOD.** The first six months of employment shall constitute a learning period. During this period, performance of duties and responsibilities shall be closely monitored with guidance provided as necessary to address questions, make corrections, and clarify responsibilities.
 5. **TENURE.** Appointment to this position shall remain in effect as long as the Library Director is able to perform the duties and responsibilities contained in the attached job description (which may be revised from time to time in response to changing Library needs and conditions) and in this agreement, and providing that annual performance evaluations are satisfactory.
- In the event that the Library Director wishes to terminate employment a 60-day notice shall be given to the Board of Trustees. In the event that the Board of Trustees wishes to consider termination of employment, reason and supporting documentation will be provided.
7. **HOURS OF WORK.** The normal workweek for the Director shall consist of (Number of Hours), scheduled as follows: (Specify the weekly work schedule, if appropriate.)
 8. **SALARY.** Salary for this position shall be (Amount) per (hour, week, month, or year) for the period (date) to (date.) Salary increases granted after this period will be determined annually, based on such considerations as performance evaluations and benchmarks of other library director salaries.

9. BENEFITS. Benefits in addition to Workers Compensation, Disability, Paid Family Leave, NYS Sick Leave include: (Describe benefits here – Vacation, Sick, Paid Time Off, Holiday, Bereavement, Other).

10. PERFORMANCE REVIEW. Performance of duties and responsibilities shall be reviewed each year by the Board of Library Trustees in accordance with the Library Director Evaluation Policy.

11. PROFESSIONAL ACTIVITIES. Time with pay shall be given to the library director to allow participation in appropriate library-related meetings, conferences, and programs. Funds will be budgeted each year to cover the Director's expenses in attending such events. It is understood that the funds available may not cover the full cost of attending a given program, and that, in some cases, no funds may be available.

12. MILEAGE REIMBURSEMENT. The Director shall also be reimbursed at the rate of {current rate} cents per mile for use of their personal automobile on library-related business.

13. ENTIRE AGREEMENT. This contract embodies the whole agreement between the Board of Trustees and Director and there are no inducements, promises, terms, conditions, or obligations made or entered into by either party other than those contained herein. The contract may be amended by a writing signed by the Board and Director and no other mode of amendment shall be effective.

IN WITNESS WHEREOF, the parties have here unto signed, dated, and sealed this contract and a duplicate thereof this ____ day of __ in the year ____.

BOARD OF LIBRARY TRUSTEES

LIBRARY DIRECTOR

(Signature)

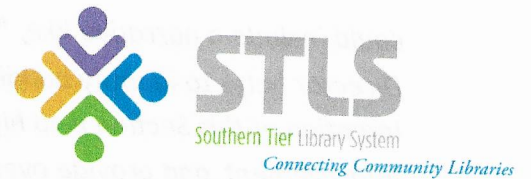
Date

(Signature)

Date

Sample - Library Director Evaluation Form

Policy Template for Member Libraries



Review of Past Year's Goals

Goal #1: (Example: Library Director will work with community groups to host a series of programs, discussions and events celebrating the community's bicentennial.)

Was this Goal Met? _____ (Yes or No)

Summary of Trustee Observations

Goal #2: (Example: Library Director will work with library staff to develop displays and self-directed programs to increase usage.)

Was this Goal Met? _____ (Yes or No)

Summary of Trustee Observations

Goal #3: (Example: Library Director will partner with the library board, staff, volunteers, and Friends to develop the library's 3-year strategic plan.)

Was this Goal Met? _____ (Yes or No)

Summary of Trustee Observations

Overview & Summary of Board of Trustees Assessment

The Board President or Chair of Personnel Committee will summarize the overall responses of trustees in this Section as gathered from the Library Director Evaluation Survey of Trustees. Narrative should focus on areas of observed strengths, and include comments like, "9 of 9 trustees (100% of the board) Agree or Strongly Agree the Library Director does well in areas of Communication, Management, Customer Service and Budget." Areas needing improvement

Page 1 of 2

could include a narrative like, "6 of 9 trustees (67% of the board) Disagree that the Library Director helps to identify building needs, or seeks grant funding to support programs. The intention of this Section is to highlight areas of high performance, notify areas needing improvement, and provide overall appreciation of the Library Director's work if most evaluation marks were high, or notate performance needs improvement if most evaluation marks were low.

Goals for Upcoming Year

Use this Section to establish Goals for the Upcoming Year. The Library Director and Board should mutually agree upon goals based on overall review, and tie goals to Strategic Plan if at all possible.

Goal #1: (Example: Library Director will work with staff and volunteers to build a Library of Things as highlighted in the library's 3-year strategic plan.)

Goal #2: (Example: Library Director will work with the Library Board and Architect to create an Existing Conditions Report and identify building needs for next 5-years.)

Goal #3: (Example: Library Director will apply for STLS Outreach Mini Grants to purchase loanable WiFi Hotspots to assist community members with the digital divide.)

Acknowledgement

The Library Board met with the Library Director to review past year's performance goals, discussed criteria evaluated by the Board, and established performance goals for the upcoming year. Both the Board and Director acknowledge this year's process followed the Library Director's Evaluation Policy, and both parties will work in good faith on established goals.

Board President Signature

Date

Library Director Signature

Date

Review of Past Year's Goals

Goal #1: (Example: Library Director will work with community groups to host a series of programs, discussions and events celebrating the community's bicentennial.)

Did the Library Director meet this goal in the past year? Describe your observations.

Goal #2: (Example: Library Director will work with library staff to develop displays and self-directed programs to increase library materials usage.)

Did the Library Director meet this goal in the past year? Describe your observations.

Goal #3: (Example: Library Director will partner with the library board, staff, volunteers and Friends to develop a 3-year strategic plan for the library.)

Did the Library Director meet this goal in the past year? Describe your observations.

Assess Knowledge, Skills & Abilities

Please rate the Library Director's performance on the following criteria based on your observations using a scale of 1 – 5.

- 1 - Strongly disagree with statement
- 2 - Disagree with statement
- 3 - Neither agree nor disagree
- 4 - Agree
- 5 - Strongly agree

Communication

- ___ Director responds to email or phone messages in a timely manner
- ___ Director informs the Board of relevant information in a timely manner
- ___ Director makes themselves available in person when needed

Management

- ___ Director appears to respectfully and effectively manage staff or volunteers
- ___ Director works with staff to provide good balance of programs & services
- ___ Director handles problems as they arise

Customer Service

- ___ Director demonstrates friendly interpersonal skills with patrons and staff
- ___ Director handles patron complaints in a diplomatic and just manner
- ___ Director works with Board to develop pro-customer service policy

Board Meetings

- ___ Director works with the Board President to set agendas
- ___ Director provides relevant information and timely Director Reports
- ___ Director is engaged during meetings and informs Board of best practices

Budget

- ___ Director proposes realistic library budgets and present them on time
- ___ Director understands budget and financial spending
- ___ Director make Board aware of how services impact the budget

Facility

- ___ Director works with Board to identify building needs
- ___ Director contacts and meets with appropriate vendors to fix building problems
- ___ Director works with Board to proactively fund building projects

Programs

- ___ Director works with staff, volunteers and community groups to offer diverse programs
- ___ Director develops new or innovative programs in partnership with staff and volunteers
- ___ Director seeks grant funding to support programs

Technology

- ___ Director stays current on technology needs of community
- ___ Director works with staff to maintain social media pages and website
- ___ Director works with staff to securely use Workflows & STARCat

Collections

- ___ Director develops library collection in line with collection development policy
- ___ Director experiments with new library materials to encourage new users
- ___ Director ensures collection contains reputable content

Training

- ___ Director attends online or in person trainings provided by library system
- ___ Director seeks additional learning opportunities when relevant and available
- ___ Director references professional literature in working with Board

Planning & Policy

- ___ Director works with Board to develop Strategic Plan or report out on goal progress
- ___ Director recommends policy changes and updates Board on outdated policies
- ___ Director works with Board to assess library performance or community needs

Awareness

- ___ Director informs community of library happenings through newsletter or annual report
- ___ Director advocates for local, county or state library funding
- ___ Director meets with community groups to inform of library happenings

Additional Comments for the Library Board to Consider in this Year's Evaluation

Working Together – Board & Director Responsibilities

The _____ Library Board of Trustees is responsible for selecting, hiring and regularly evaluating a qualified Library Director.

In addition to this responsibility, the Library Board is charged with working in partnership with the Library Director to:

1. create and develop the mission of the library
2. plan and evaluate the library's service program based on community needs
3. secure adequate funding
4. exercise fiduciary responsibility
5. adopt policies regarding library governance
6. maintain facility needs
7. promote the library to the community
8. conduct library business in a legal, ethical and transparent manner
9. incorporate practices of diversity, equity and inclusion to promote a just library

In return, the Library Director is equally accountable for working with the Board of Trustees on all library matters that fall under Library Board responsibilities by developing a healthy institutional culture for staff, volunteers, patrons and community members to ensure successful public library services. Specific responsibilities are highlighted within the Library Director's Job Description.

Process

The Library Director of the _____ Library shall have their performance and salary evaluated annually in accordance with the anniversary date of the Library Director's hiring by the Board of Trustees.

The performance evaluation will be developed by the Board of Trustees based on the following:

- Goals and objectives as mutually established by the Board and Director.

- Execution of duties and responsibilities as described in the Director's Job Description
- Accomplishment of the library's goals as described in the Strategic Plan.

Assessment for the performance evaluation may utilize the following means:

- Survey of the Library's Board of Trustees
- Analysis of library performance – Annual Statistical Report to the State

Upon completion of assessment, the _____ Committee shall present the written performance evaluation along with any supporting data to the Board for approval. At that time the _____ Committee may make a recommendation for salary change to the Board of Trustees.

Considerations for determining salary change may include:

- Overall results of assessment as summarized in written performance evaluation
- A comparison to other agency leaders or library directors within the region

In the case of a newly hired Library Director, a six-month progress report shall be conducted based on realistic objectives established by the Board of Trustees and the Library Director at time of hire. The new Library Director will also have a one-year anniversary evaluation to begin the annual evaluation process detailed in this policy. Objectives for one-year anniversary are similar to the objectives established at time of hire.

The Library Director may submit a written reply to the Library Board in the form of a letter that serves as supporting documentation to the review process. The letter can support or disagree with comments shared by the Library Board within the written review.

A written copy of all evaluations furnished by the Board, and signed by the Board President and Library Director, along with supporting documents shall be filed in the Library Director's personnel file, and made available to the Board of Trustees or Library Director upon request.

Adopted by the _____ Library Board of Trustees MM/DD/YYYY

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Sample - Library Director Job Description

Policy Template for Member Libraries



The Library Director is the chief executive of the library, responsible for daily operations, implementing projects, developing procedures, enacting Board-approved policies, and providing the guiding direction and vision for the library's future.

Primary Responsibilities:

- Communicate regularly with the library Board of Trustees; provide pertinent information at all Board Meetings, and reports on library achievements and challenges.
- Manage staff to implement exemplary public service.
- Manage Collection Development policies and procedures.
- Supervise staff and volunteers, implementing personnel policies and procedures.
- With the library Board, develop, implement and review the library budget.
- Through community assessment, develop five-year strategic plan for the library's future.
- Advocate for and promote the library through high quality customer service, active participation in social media, and foster relationships with community groups, underserved populations, and local schools.
- Manage library building facilities.
- Assist the library Board in drafting and reviewing all policies, procedures and controls.
- Plan, coordinate and implement programming for all ages.
- Research and write grants to support library's mission and needs of the community.
- Create and distribute regular reports to the community.

Knowledge, Skills, & Abilities:

- Demonstration of good oral and written communication.
- Desire to learn and gain new skills with an interest in continual professional improvement.
- Proficiency in technology hardware and software as well as web-based applications, including, but not limited to: PC, laptops, portable devices, Microsoft Office, Internet browsing/searching and social media platforms.
- Commitment to community improvement and engagement through public library services.

Minimum Qualifications:

- Demonstrated organizational or project management experience.
- Experience working with community members and community organizations.
- Completed education as deemed the minimum required by the New York Commissioner of Education.

Population Served	Required Education Level for Director
Below 2,500	No requirement
2,500 to 4,999	2 academic years of study at an approved college or university
5,000 to 7,499	A bachelor's degree from an approved college or university
7,500 or more	MSLS/MSLIS from a graduate program accredited by the American Library Association. Additionally, the graduate must secure a NYS public librarian's professional certificate.

(<http://www.nysl.nysed.gov/libdev/helpful.htm#EE>)

Preferred Qualifications:

- Master's Degree in Library Science, or Library and Information Science from a graduate library program accredited by the American Library Association.
- Experience with administration and management of staff in a library environment.

Examples of Work:

- Checking-in and checking-out library materials to library patrons.
- Speaking with community members, and presenting on library projects in public.
- Working with library staff and/or volunteers to coordinate library programs for all ages.
- Completing local and regional grant applications to help fund library projects.
- Interviewing and hiring contractors to maintain library building facilities.
- Filing annual library report to New York State Library.
- Coordinating annual budget vote with School District or Town officials.
- Training library staff and/or volunteers on library operations.
- Promoting library services, programs and projects through traditional and social media.
- Providing computer usage training to library patrons one-on-one or in a class room setting.
- Attending Board Meetings to report on operations, and assist with policies and planning.
- Purchasing library materials including books, magazines, DVD's, CD's and digital materials.
- Participating in Southern Tier Library System training and meetings for library directors.

- Reading about current trends and best practices in public libraries.
- Building library displays to promote usage of library materials and services.
- Assisting library Board or Friends group with fundraising efforts.
- Maintaining library website and social media accounts.
- Helping library patrons with general library needs.
- Working with local community groups and businesses to promote library initiatives.

Additional Work Demands:

- Ability to work in an environment subject to continuous interruptions.
- Ability to work under stress from deadlines, public contact, and changes in environment.
- Ability to view a computer monitor and/or operate a keyboard for long periods of time.
- Ability to move and/or lift materials up to 25 pounds.
- Regularly required to stand, walk, bend, kneel, crawl, reach, climb, balance, and sit.
- Regularly required to talk and/or hear; use hands to operate objects, tools, and controls; and reach with hands and arms.
- Vision and hearing at or correctable to "normal ranges".
- Ability to read printed materials and information on computer screens
- Ability to file books, files, reports, etc. on shelves ranging from 1 to 7 feet from the floor.
- Ability to work flexible hours.
- Ability to travel to attend meetings both inside and outside of library community.
- Reasonable accommodations may be made to enable all qualified individuals to perform these duties.

The Library Director reports to the Library Board of Trustees, is subject to a 6-month probationary period and annual review thereafter based on the expectations outlined in the Library Director Job Description.

