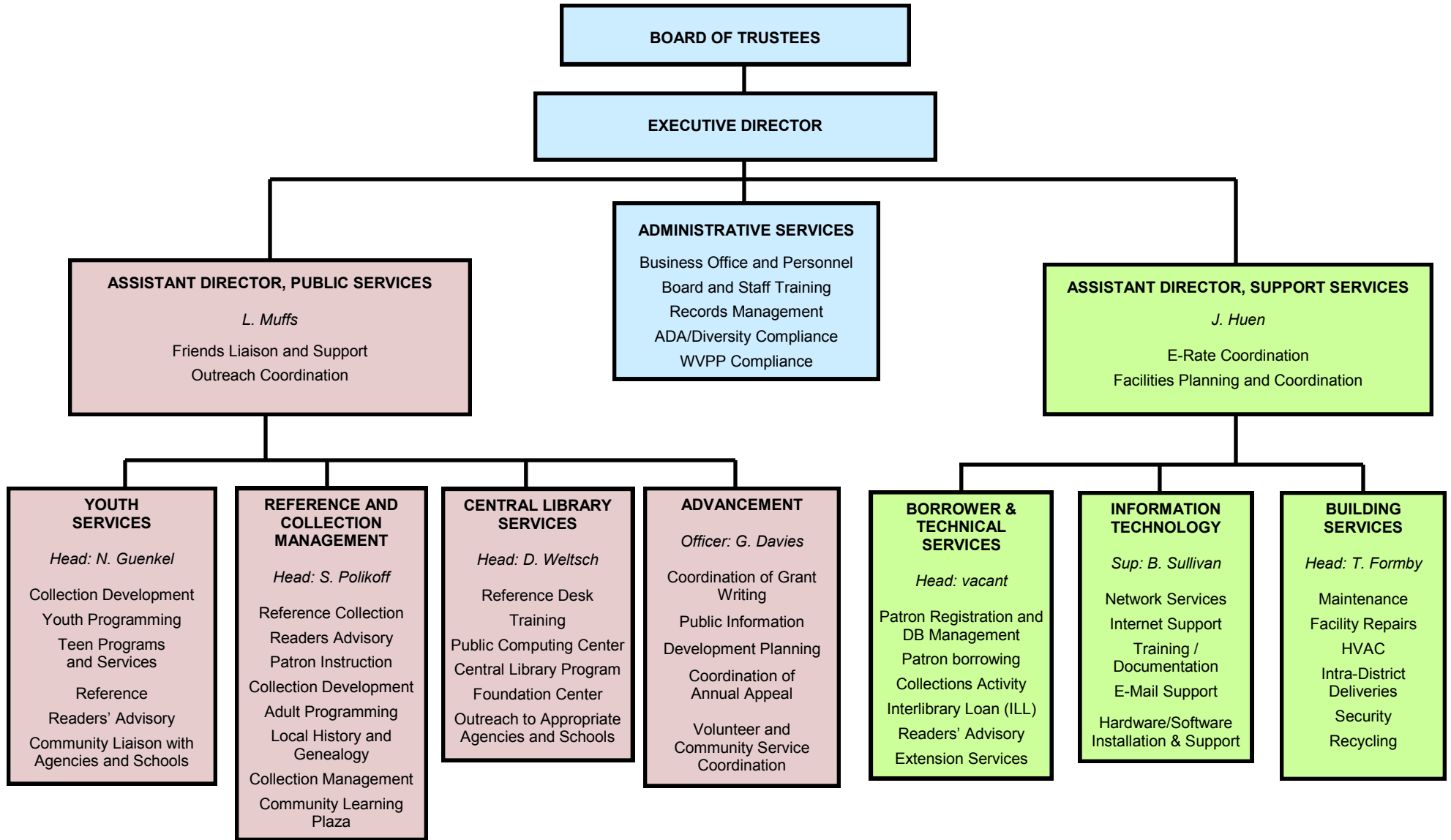


POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Personnel Plan, 2014 - 2016

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT ORGANIZATION CHART





POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

NOTES ON ORGANIZATION

Administrative Services

Thomas A. Lawrence, Library Director

Administrative Services provides all central service functions of the Library District including activity related to personnel, finances, and general administration. Additionally, Administrative Services provides support for all activities of the Board of Trustees, including planning.

Advancement

Gareth Davies, Development Officer

This function is a department of Administration and is responsible for grant writing, public relations, the Annual Fund (including the Annual Appeal), and other issues that pertain to institution advancement in the community.

Reference and Adult Services

Sue Hermans, Head of Reference and Adult Services

Adult Services librarians answer reference questions in person and via email and telephone for patrons of the Poughkeepsie Public Library District, and staff and patrons of member libraries in the Mid-Hudson Library System. Questions range from ready reference to more in-depth queries, which require more staff time and expertise. Adult Services librarians provide information in both print and electronic format, and offer instruction in the use of all resources. Librarians regularly offer classroom instruction on computer use, web searching and the electronic resources offered by the Library.

Adult Services librarians review current titles and carefully develop the library collection to reflect and support the needs of our patrons. Librarians constantly evaluate the collection for out-dated or badly worn materials, and then discard them and purchase updated titles as needed.

The Adult Services department develops and offers a wide variety of adult programming throughout the year. The programs range from book discussions with visiting scholars to informational sessions on a wide range of topics. The Adult Services department offers over 200 programs each year.

Collection Management and Technical Services

Susan Polikoff, Head of Collection Services

Collection Management oversees the selection and acquisition of print and non-print materials for the Library District. The online product, Title Source III, is used to streamline collection development and centralize the acquisitions process. Staff process serials and periodicals, including receiving, updating records, and claiming.

The Technical Services Department receives all materials ordered by the Library District. Activities include receiving materials in the automated system; checking the processing; verifying the cataloging; and entering (linking) the materials into the online database. Invoices are readied for the business office. In cases where materials are received unprocessed (gifts, donations, special collections, etc.), staff is responsible for original cataloging and processing. Technical Services also handles book repair, bindery orders, and discards.

Borrowers' Services

Peggy Sisselman, Head of Borrower Services

The Borrower Services department handles all library material as it is borrowed and returned by the patrons. Patrons are registered by this department and their records are updated and maintained in the Millennium database. They recover fines and replacement costs for late or lost material. Homebound patrons are served by Extension Services staff, also part of this department. Borrowers' Services staff handles the entire "holds" process. They often help patrons place their holds, instructing them in-person or over the phone on how to do this themselves as well. Staff manage the sending of email and telephone notifications to patrons when their holds have come in, send out electronic (and regular mail) overdue notices, and bills for materials that have not come back. These functions are performed at both Adriance Memorial Library and at the Arlington Branch Library. They also perform some basic readers-advisory services, especially at the branch. Full time staff also spend some amount of time in the technical services department.

Inter-Library Loans are handled in this department, for PPLD patrons and patrons from other libraries in the MHLS consortium as well.

Pages and Student Library Workers are in this department and are responsible for shelving all library materials.

Youth Services

Scott Jarzombek, Head of Youth Services

Youth Services librarians provide readers' advisory services and homework support for youth using a variety of materials including books, kits, playaways, audio books, periodicals, DVD and CD's. The Children's Room also maintains a parenting collection with information on parenting issues and learning disabilities in children. Youth have access to word processing, databases and other resources available on the internet throughout the Library District.

Youth Services provides programming, district-wide, for families with children from infancy through Grade 12. The overall goal of programming is to encourage the development of language through oral and written traditions to youth of all ages.

There are a variety of early child-hood programs to achieve this goal including Toddler and Mother Goose story times, Parent/Child Workshop and the Preschoolers' Learning Center. In addition Youth Services conducts library tours for school-aged children as well as programs for youth in the elementary and middle school grades including Tween Spot, Battle of the Books and Teen Reading Buddies.

The Summer Reading Program is an annual event with programs daily throughout the Library District. The goal of the Summer Reading Program is to encourage children to read during the summer months and make their reading experience an enjoyable one. There are weekly cultural events, feature films and CIRC (Canines in Reading Circles) program with certified therapy dogs amongst other programs for youth of all ages.

Youth Services provides Outreach Services at its Preschoolers' Learning Center for preschool-aged children from Community Family Development Daycare and St. Francis' Communication Disorders Department. Youth Services librarians make class visits to schools served by the Library District to promote library

services. In addition the Youth Services Department Head is a member of Dutchess County Children's Services Council and serves on various advisory boards with other community organizations.

Building Services

Tony Formby, Head of Building Services

The purpose of the Building Services department is to assist in the smooth running of the library. This is achieved through regular cleaning, preventive maintenance and service programs that include, but are not limited to:

- Daily delivery runs to the branch library
- Exterior maintenance
- Regular cleaning and waste removal of all the areas
- Set up and take down of all programs presented by the Library District
- Coordinate all security in the Library District. Provide security back up in needed situations
- Building systems monitoring
- Light construction projects such as shelf construction, etc.



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

STAFF DEVELOPMENT PLAN, 2014 - 2016

GENERAL CONSIDERATIONS

Definition of Staff Development

Staff development at the Poughkeepsie Public Library District is any activity or process which improves the capacity of individuals and groups to function professionally. It focuses on personal growth, implementation of Library District goals and policies, and improves the function of the Library District. The ultimate goal of staff development is to positively influence the learning of all staff with the result of a better, customer-focused library.

The Staff Development Plan supports the following tenets:

1. learning for all employees is the center of the Library District's staff development philosophy
2. all patrons have the right to service from a competent and prepared employee
3. every employee has the right to appropriate and quality staff development opportunities

The goal is to create a learning environment where employees are creators, not spectators, in a developmental process driven by service goals. This will allow employees to:

1. reflect on institutional practices
2. engage in collegial dialogue
3. experience the sense of empowerment
4. enjoy life-long learning

All staff development activities will support the Library District's current planning.

Professional development opportunities at the Library District include but are not limited to:

1. workshops
2. round tables
3. online courses and webinars
4. conferences

Expectations

All staff are expected to participate in Staff Development Day and are strongly encouraged to avail themselves of all appropriate professional development activities. It is expected that each employee will participate in a **minimum of ten (10) hours** of staff development each calendar year. Those employees with an MLS are required to complete a **minimum of twenty (20) hours** of staff development each calendar year.

Staff are also encouraged to share information at departmental meetings regarding outside development activities attended. Staff are further expected to complete a program report form (attached) which will be kept on file in their department supervisor's office.

Funding

As a goal, the Library District shall commit one percent (1%) of its annual General Fund budget (excluding debt service) to staff development.

Attendance and Work Day

Staff development activity will be in accordance with the current CSEA contract.

Evaluation

The impact of staff development will be measured by improved quality of service provided to the public.

CURRENT YEAR PLAN ELEMENTS: Plan Elements are modified by November 15 of each year in recognition of shifting staff responsibilities, employee turnover, organization needs, and availability of financial resources.

2011

1. All employees shall have an approved performance plan in place on or before January 1, 2011. The plan will list typical duties and responsibilities as well as specific performance goals for each employee.
2. All employees will have a personal development plan for the year in place no later than March 1, 2011.
3. All employees shall participate in Staff Development Day (September 23, 2011).
4. All employees will meet or exceed the performance rubric for their respective Civil Service Job Classification as identified in the Technical Competencies Plan by December 31, 2011.
5. All supervisors shall identify appropriate staff development goals for subordinate employees as part of the annual review of employee performance plans. This shall be complete no later than December 15, 2011.

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Personnel Plan, 2012 - 2015

indicates new position in September 2014			Library District Departments						
Employee Name	Civil Service Title	Hours Per Week	Admin Services	Adult Services	Youth Services	Borrower Services	Collection Management	Information Technology	
1	Richardson	Account Clerk	35.00	35.00					
2	Baker	Adult Page	17.50			17.50			
3	Murphy	Adult Page	17.50			17.50			
4	Pilat	Adult Page	17.50		17.50				
5	Porter	Adult Page	18.00		18.00				
6	Stefancik	Adult Page	17.50			17.50			
7	Yuan	Adult Page	4.00			4.00			
8	Huen	Assistant Library Director II	28.00	28.00					
9	Muffs	Assistant Library Director II	28.00	28.00					
10	Formby	Building Administrator	37.50						
11	Minunni	Custodian	37.50						
12	new	Custodian	37.50						
13	Van Wassenhove	Custodian	37.50						
14	Wolmuth	Custodian	37.50						
15	Davies, G.	Development Officer	35.00	35.00					
16	new	Head Custodian	37.50						
17	Farrell	Librarian I	17.50		17.50				
18	Hamer-Conroy	Librarian I	35.00		35.00				
19	Haymann-Diaz	Librarian I	5.50		5.50				
20	Jarzombek	Librarian I	3.00		3.00				
21	Mills-Heron	Librarian I	5.50		5.50				
22	Panzer	Librarian I	35.00		35.00				
23	Thompson	Librarian I	17.50		17.50				
24	Harrison	Librarian II	17.50		17.50				
25	Kang	Librarian II	35.00		8.00		27.00		
26	Lucas	Librarian II	35.00		35.00				
27	Matranga	Librarian II	35.00		35.00				
28	Pilkington	Librarian II	35.00			35.00			
29	Santero	Librarian II	35.00		35.00				
30	Sisselman	Librarian II	35.00		35.00				
31	vacant	Librarian II	35.00			35.00			
32	Wenk	Librarian II	35.00		35.00				

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Personnel Plan, 2012 - 2015

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Employee Name	Civil Service Title	Hours Per Week	Admin Services	Adult Services	Youth Services	Borrower Services	Collection Management	Information Technology	
33	Guenkel	Librarian III	35.00			35.00			
34	Polikoff	Librarian III	35.00		10.00		25.00		
35	Weltsch	Librarian III	35.00		35.00				
36	Lovell	Librarian Trainee	17.50			17.50			
37	Morgan	Librarian Trainee	17.50			17.50			
38	Shon	Librarian Trainee	35.00		35.00				
39	Byrne	Library Assistant	35.00		35.00				
40	Corbaton	Library Assistant	17.50		17.50	0.00			
41	Lamoree	Library Assistant	35.00		35.00				
42	Namerow	Library Assistant	35.00		35.00				
43	new	Library Assistant	17.50		17.50				
44	new	Library Assistant	17.50		17.50				
45	Jafaar	Library Clerk	17.50			17.50			
46	Lopez	Library Clerk	17.50			17.50			
47	Overby	Library Clerk	17.50			17.50			
48	Senecal, P.	Library Clerk	17.50			17.50			
49	vacant	Library Clerk	17.50			17.50			
50	Wilson	Library Clerk	17.50			17.50			
51	Wood	Library Clerk	35.00			19.00	16.00		
52	Lawrence	Library Director III	35.00	35.00					
53	Killmer	PC Support Specialist	35.00					35.00	
54	new	PC Support Specialist	17.50					17.50	
55	Rudin	PC Support Specialist	35.00					35.00	
56	Sullivan	Network Analyst	35.00					35.00	
57	Davies, C.	Principal Library Clerk	35.00			12.00	23.00		
58	Lackaye	Principal Library Clerk	35.00			11.00	24.00		
59	Myers	Principal Library Clerk	35.00			25.00	10.00		
60	Ratzlaff	Public Information Officer	21.00	21.00					
61	Hering	Public Information Officer	35.00	35.00					
62	Douglas	Security Guard	20.00						
63	Ho-Sang	Security Guard	20.00						
64	new	Security Guard	20.00						

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Personnel Plan, 2012 - 2015

indicates new position in September 2014			Library District Departments					
Employee Name	Civil Service Title	Hours Per Week	Admin Services	Adult Services	Youth Services	Borrower Services	Collection Management	Information Technology
65	Schaller	Security Guard	20.00					
66	Woodward	Security Guard	20.00					
67	Moore	Senior Account Clerk	17.50	17.50				
68	Algozzine	Senior Clerk Typist	17.50	17.50				
69	Haack	Senior Clerk-Typist	35.00	35.00				
70	Ahlbach	Senior Library Clerk	35.00			35.00		
71	Aldrich	Senior Library Clerk	35.00	35.00				
72	Angara	Senior Library Clerk	17.50			12.50	5.00	
73	Calabrese	Senior Library Clerk	17.50			17.50		
74	Daversa	Senior Library Clerk	35.00			25.00	10.00	
75	Kimma	Senior Library Clerk	17.50			17.50		
76	Lahl	Senior Library Clerk	35.00			19.00	16.00	
77	Merry	Senior Library Clerk	35.00			15.00	20.00	
78	Senecal, J.	Senior Library Clerk	35.00			18.00	17.00	
79	Dean Holmes	Student Library Worker	5.00			5.00		
80	Harvard	Student Library Worker	5.00			5.00		
81	Seo	Student Library Worker	5.00			5.00		
82	Sommerfeldt	Student Library Worker	5.00			5.00		
83	Cooper	Technology Instructor	17.50			17.50		
84	Minnerly	Technology Instructor	15.00		15.00			
85	Short	Technology Instructor	2.00		2.00			0.00
	Total	2137.50	322.00	332.50	382.00	460.50	193.00	122.50
	FTE per Department	61.07	9.20	9.50	10.91	13.16	5.51	3.50

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Personnel Plan, 2012 - 2015

Building Services
37.50
37.50
37.50
37.50
37.50

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Personnel Plan, 2012 - 2015

Building Services
20.00
20.00
20.00

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Personnel Plan, 2012 - 2015

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34	Wenk	Librarian II	35.00		35.00			
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76	Daversa	Senior Library Clerk	35.00			25.00	10.00	
77	Kimma	Senior Library Clerk	17.50			17.50		
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79	Merry	Senior Library Clerk	35.00			15.00	20.00	
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Total		2177.50	322.00	332.50	382.00	460.50	193.00	122.50
FTE per Department		62.21	9.20	9.50	10.91	13.16	5.51	3.50

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Personnel Plan, 2012 - 2015

Building Services
37.50
20.00
20.00
37.50
37.50
37.50
37.50
37.50

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Personnel Plan, 2012 - 2015

Building Services
20.00
20.00
20.00
20.00
365.00
10.43



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

ANNUAL EMPLOYEE REVIEW & PERFORMANCE PLAN ASSESSMENT

EMPLOYEE'S NAME *(Last, First, MI)*

APPRAISAL PERIOD

From:

To:

DEPARTMENT

CIVIL SERVICE CLASSIFICATION

SECTION I PERFORMANCE PLAN DEVELOPMENT, MONITORING AND APPRAISAL

A. Performance Plan Development - Establishes Annual Performance Expectations

[NOTE: The employee's signature does not necessarily mean agreement; only that the plan has been communicated.]

SUPERVISOR'S SIGNATURE

DATE

EXECUTIVE DIRECTOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

B. Probationary/Progress Review - Written narrative required if any deficiencies are noted.

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

C. Annual Review - All elements must be completed in order to generate this Summary Rating.

[NOTE: The employee's signature does not necessarily mean agreement; only that the rating has been communicated.]

Meets Performance Plan with Distinction

Meets Performance Plan

Partially Meets Performance Plan

Minimally Meets Performance Plan

SUPERVISOR'S SIGNATURE

DATE

EXECUTIVE DIRECTOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

PPLD ANNUAL EMPLOYEE PERFORMANCE PLAN ASSESSMENT (continued)

EMPLOYEE'S NAME (Last, First, MI)	APPRAISAL PERIOD	
	From:	To:

SECTION II PERFORMANCE PLAN REVIEW

A. INSTRUCTIONS

All elements of the performance plan are critical. Established plans must support Library District goals and objectives.

All employees will be rated on the General Requirements. In addition, the supervisor, with input from the employee, will develop and establish specific work goals in support of Library District strategic plan. These goals are to be included as elements of the Individual Performance Plan. The performance plan should be signed and dated by the supervisor and the employee in Section I.A. prior to implementation.

Probationary/Progress Review: Supervisors may conduct a progress review, at approximately the midpoint in the appraisal cycle. The supervisor and the employee should sign and date Section I.B. after a probationary/progress review is conducted. If the employee refuses to sign, the supervisor should annotate the form, "Employee declined to sign. Progress review conducted on [date]."

Annual Review: Upon completion of the Annual Review and after the employee has had the opportunity to comment, the supervisor and the employee should sign and date Section I.C. If the employee refuses to sign, the supervisor should annotate the form, "Employee declined to sign. Annual review conducted on [date]."

B. RATING ELEMENTS

A rating of **Good**, **Satisfactory**, or **Needs Improvement** will be assigned to General Requirements (Element #1). Individual Performance Plan (Elements #2 - #6) will be rated as **Met Plan Goals** or **Did Not Meet Plan Goals** (requires Supervisor Comments). A Written Narrative is required but need not be lengthy. Employees are welcome to comment on their own Review and Assessment.

C. GENERAL REQUIREMENTS – ELEMENT #1

INSTRUCTIONS: The supervisor should determine, by marking the appropriate box(es), the areas where the employee performance is not at least satisfactory. Supervisor comments are required to explain any noted deficiency..

<input type="checkbox"/> JOB KNOWLEDGE: understands and effectively utilizes job-related information, technical skills, and procedures
<input type="checkbox"/> QUALITY OF WORK: reliable in following instructions; in accurately completing work with minimum supervision and follow-up
<input type="checkbox"/> INITIATIVE: demonstrates self-reliance and resourcefulness; regularly makes innovative contributions; initiates or accepts additional responsibility
<input type="checkbox"/> ADAPTABILITY & FLEXIBILITY: grasps and adjusts to new ideas, procedures and situations comfortably
<input type="checkbox"/> COMMUNICATIONS SKILLS: clearly and effectively communicates to others through written and oral self-expression
<input type="checkbox"/> WORKING RELATIONSHIPS: willing and successful as a team worker; develops a rapport with others; punctuality
<input type="checkbox"/> PLANNING & ORGANIZATION: determines priorities and maintains a systematic approach in carrying out assignments
<input type="checkbox"/> PROBLEM ANALYSIS & DECISION MAKING: diagnoses problematic situations or conditions; evaluates alternatives; develops and recommends realistic solutions
<input type="checkbox"/> PERSONAL DEVELOPMENT: utilizes opportunities for training and development; displays interest in growth
<input type="checkbox"/> SUPERVISORY: demonstrates leadership traits appropriate to the situation; effective in managing the work of others; inspires cooperation, support, and loyalty; provides opportunity for staff training and development
<input type="checkbox"/> Comments (<i>describe</i>):

- General Requirements (Overall)**
- Good: routinely meets and exceeds job requirements**
 - Satisfactory: routinely meets job requirements**
 - Needs Improvement (routinely fails to meet job requirements; see Comments)**

PPLD ANNUAL EMPLOYEE PERFORMANCE PLAN ASSESSMENT *(continued)*

EMPLOYEE'S NAME <i>(Last, First, MI)</i>	APPRAISAL PERIOD	
	From:	To:

D. INDIVIDUAL PERFORMANCE PLAN – ELEMENTS #2 - #6
(it is expected that there will be between 2 to 4 outcomes listed for each element)

Element #2: Job Knowledge

Plan Goals: Met Plan Goals Did Not Meet Plan Goals

Reviewer Comments:

Element #3: Productivity

Plan Goals: Meets Plan Goals Did Not Meet Plan Goals

Reviewer Comments:

Element #4: Technical Competencies

Plan Goals: Meets Plan Goals Did Not Meet Plan Goals

Reviewer Comments:

Element #5: Interpersonal Skills

Plan Goals: Meets Plan Goals Did Not Meet Plan Goals

Reviewer Comments:

Element #6: Other

Plan Goals: Meets Plan Goals Did Not Meet Plan Goals

Reviewer Comments:

PPLD ANNUAL EMPLOYEE PERFORMANCE PLAN ASSESSMENT *(continued)*

EMPLOYEE'S NAME <i>(Last, First, MI)</i>	APPRAISAL PERIOD	
	From: 1/1/08	To: 12/31/08

WRITTEN NARRATIVE

For probationary review, progress review and/or summary comments. Optional, unless performance needs improvement or multiple plan goals were not met.

EMPLOYEE COMMENTS

Employees are welcome to comment on his or her performance appraisal.

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Personnel and Staff Development Plan: Technical Competencies, 2009 - 2011

PERFORMANCE RUBRIC 0 = no knowledge required 1 = limited knowledge required 2 = basic knowledge required 3 = proficiency required 4 = mastery required	Civil Service Job Classifications in Library District Service																					
	Clerical						Librarian					Administration							IT		Bldg Serv	
	P	LC	Sr LC	PLC	Su LC	LA	LT	I	II	III	LD III	AD II	BM	DO	PIO	CT	AC	Sr AC	NA	PC Sup	BA	C
obtain schedule information, request time off	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
grant time off, create and publish departmental schedules	0	0	0	3	3	0	0	0	0	3	3	3	3	3	0	0	0	0	0	0	3	0
OCLC/ILL	0	0	0	3	2	1	1	1	1	2	2	2	0	0	0	0	0	0	2	2	0	0
OPAC/Request a Title																						
search for requested material	3	3	3	3	3	3	3	3	3	3	3	3	2	2	2	2	2	2	3	3	2	2
identify physical location of found material	3	3	3	3	3	3	3	3	3	3	3	3	2	2	2	2	2	2	2	2	2	2
use OPAC holds system to request delivery of found item(s)	3	3	3	3	3	3	3	3	3	3	3	3	2	2	2	2	2	2	2	2	2	2
Database Searching																						
familiar with databases on the Library District's web page and can refer patrons to appropriate sites	1	2	2	2	2	2	3	3	3	3	2	3	1	1	1	1	1	1	1	1	1	1
Library District Web Site																						
can navigate web site	3	3	3	3	3	3	3	3	3	3	3	3	2	2	2	2	2	2	2	2	2	2
edits page(s) on the web site, depending on job assignment	0	0	0	0	0	0	0	0	3	2	3	3	0	3	2	0	0	0	3	3	0	0
WebMail	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Google Searching																						
basic	3	3	3	3	3	3	3	3	3	3	3	3	2	2	2	2	2	2	2	2	2	2
advanced	0	0	0	0	0	3	3	3	3	3	2	3	1	1	1	1	1	1	1	1	1	1
Telephone																						
basic phone use: answer calls, forward calls to extension or voice mailbox	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
program and make changes to the system	0	0	0	0	0	0	0	0	0	0	3	3	0	0	0	0	0	0	3	3	0	0
HVAC --setting temperatures, calling service	0	0	0	0	2	0	0	0	0	2	3	3	2	0	0	0	0	0	2	2	4	4

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Competency	P	LC	Sr LC	PLC	Su LC	LA	LT	I	II	III	LD III	AD II	BM	DO	PIO	CT	AC	Sr AC	NA	PC Sup	BA	C
Photocopier/Fax --makes copies, receive and send fax transmissions, scan documents to USB drive	2	2	2	2	3	2	2	2	2	3	3	3	3	3	3	3	3	3	4	4	2	2
Public Photocopier --provide basic instruction and can troubleshoot prior to calling for service	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	3	2	2	3	3	3	3
Microfilm Reader/Printer --provide basic instruction and can troubleshoot prior to calling for service	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	3	2	2	3	3	3	3
Book Sensitizer/Desensitizer --basic and proper use	3	3	3	3	3	3	3	3	3	3	3	3	0	0	0	0	0	0	3	3	3	3
Alarm System --can set and clear alarm system, depending upon job title privileges	0	0	0	3	3	0	0	0	0	3	3	3	3	3	0	0	0	0	3	3	4	3
CD Rom Cleaner --can process CDs and DVDs for cleaning and/or repair	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	3	3

KEY

P = Page
Clerk I = Library Clerk
Clerk II = Senior Library Clerk
Clerk III = Principal Library Clerk
Clerk IV = Supervising Library Clerk
LA = Library Assistant
LT = Librarian Trainee
Librarian I = Librarian I

Librarian II = Librarian II
Librarian III = Librarian III
LD III = Executive Director
AD II = Assistant Director
BM = Business Manager
DO = Development Officer
PIO = Public Information Officer
CT = Clerk/Typist (all levels)

AC = Account Clerk
Sr AC = Senior Account Clerk
NA = Network Analyst
PC Sup = Microcomputer Sup Specialist
BA = Building Administrator
C = Custodian