

**The Penn Yan Public Library  
Personnel Policy Manual**

**Adopted 4-16-09**

**Introduction**

The Library in Penn Yan has been serving the public for over 100 years. The present Charter of the Library was received in 1954. The Library is governed by a nine-member Board of Trustees whose primary goals are to continue and enhance the operations of the Penn Yan Public Library and ensure that the services of the Library are provided to our community.

The Board of Trustees welcomes you to the well-trained professional staff of this superior public library.

**Statement of Disclaimer**

This manual contains policies and guidelines adopted by the Board of Trustees of the Penn Yan Public Library. Neither the policies of the Penn Yan Public Library nor the contents of this manual constitute a contract. The Board reserves the right to add, delete, modify and change the policies and guidelines governing the operation of the Library and personnel procedures including the contents of this Personnel Policy Manual at any time.

**Article 6  
Appointment, Evaluation, and Training**

**Section 2- Staff Training and Development**

**2.1** It is important that all library staff be well trained for their jobs. Initial orientation and training are the responsibility of the Director or Director designate.

**2.2** As the skills, techniques, and knowledge required to work in the library evolve, continuous retraining will be needed. Some of this training will occur in-house on an individual basis and in the form of staff meetings. Other training will take place at workshops, conferences, and meetings where staff can learn about the changing library world and talk to, and share with, colleagues from other libraries.

**2.3** Since the library has limited resources for meeting and conference fees and related expenses and staff time is a premium, the Director will decide as fairly as possible, how these resources can best be allocated.

**2.4** Any staff member who is interested in attending a conference or meeting should let the Director know as soon as possible so that individual wishes can be considered.