



Bloomfield Public Library  
9 Church Street  
Bloomfield, NY 14469  
[www.blomfieldpubliclibrary.org](http://www.blomfieldpubliclibrary.org)

## **Required Annual Professional Development Policy**

Adopted: 12/15/24

Bloomfield Public Library supports continuous learning so that all staff maintain the skills and knowledge needed to provide high quality service. All employees are required to complete annual professional development as outlined below. Employees are required to track compliance and provide evidence to the director.

### **Required Annual Trainings**

1. **Sexual Harassment Prevention Training:** All employees must complete the New York State compliant Sexual Harassment Prevention Training each calendar year as required by NY State Law.
2. **Technology Training Related to Job Responsibilities:** Employees must demonstrate ongoing proficiency with technology required for their position. This includes integrated library system functions, digital resources, devices, software, and any emerging tools used by the library. As required by NYS Minimum Standards for Libraries.
3. **Data Security and Patron Privacy Training:** Employees must complete annual training on protecting patron confidentiality, safeguarding personal data, following library privacy policies, and recognizing digital security risks.

### **Annual Continuing Education Goals**

As part of the annual evaluation process, each employee will identify professional development goals for the upcoming year. These goals must relate to their current responsibilities, future responsibilities they wish to take on, or skill areas that support library operations. Staff are expected to take ownership of these goals. The director will ensure that reasonable opportunities or resources are available to support them.

### **Completion During Work Hours**

All required training and approved continuing education activities must be completed on work time during normal working hours. If a training is only available outside regular hours, the director will consider adjusted scheduling so that the work time requirement is met.

### **Additional Annual or Biennial Trainings**

The director may assign additional training based on job duties, legal requirements, or operational needs. These may include:

- Workplace safety and emergency procedures.
- Customer service and de-escalation skills.
- Accessibility and ADA compliance training.
- Collection handling and preservation.

- Youth services best practices.
- Ethics and conflict of interest training.

### **Completion and Documentation**

Employees must complete required trainings within the timeframe established by the director. Proof of completion will be kept in each employee's personnel file.

### **Failure to Comply**

Failure to complete required professional development may result in corrective action, up to and including suspension until training is complete.