

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

NOTICE OF MEETING

BOARD OF TRUSTEES

Wednesday, November 20, 2024
Greenspan Board Room – Adriance Memorial Library
93 Market Street, Poughkeepsie, NY
Meeting Will Run From 7:00 p.m. until 8:15 p.m.

Trustees Reviewing Warrants: Blazek and Fitzgibbons
(all other trustees are asked to arrive by 6:45pm to assist with check signing)

- I. Call to Order, Roll Call, Approval of the Agenda (*D. Blazek*)
 - II. Public Comment on Agenda Items
 - III. Board Education: None Planned
 - IV. Minutes of Previous Meeting(s)
 - A. October 23, 2024 (*T. Lawrence; #112024 – 1*)
 - V. Financial Report(s)
 - A. October 2024 (*R. Gillis; #112024 – 2*)
 - B. Approval of Monthly Warrant and Transfers (*R. Gillis; #112024 – 2.1; to be distributed at the meeting*)
 - VI. Operational Reports
 - A. Administrative Report and Statistics (*Staff; #112024 – 3*)
 - B. President's Report (*D. Blazek*)
 - C. Board Committee Reports (*Committee Chairs; #112024 – 3.3*)
 - D. Friends of PPLD (*N. Vazquez*)
 - VII. Board Action
 - A. Personnel Actions (*T. Lawrence; #112024 – 4; to be distributed at the meeting*)
 - B. Unfinished/Old Business
 - C. New Business
 1. Approval of Revised Policies: Personnel Policies (*M. Fitzgibbons; #112024 – 5*)
 2. Approval of Updated Employee Handbook (*C. Hogg; #112024 – 6*)
 3. Approval of Revised Policy: Patron Code of Conduct (*M. Fitzgibbons; #112024 – 7*)
 4. Approval of 2025 Operations Schedule (*T. Lawrence; #112024 – 8*)
 - VIII. Open Comment
 - A. Board Comment
 - B. Public Comment on General Library District Affairs
- Adjournment

NEXT MONTH'S SCHEDULED MEETING(S)

Regular Monthly Meeting: Wednesday, December 18, 2024; 7:00 p.m.
Greenspan Board Room – Adriance Memorial Library

MINUTES OF MEETING
Poughkeepsie Public Library District
Minutes of Meeting of October 23, 2024

Trustees Present

- Dianne Blazek
- Sean Eagleton
- Patricia Ferrer
- Moira Fitzgibbons
- William Hogg
- Jonathan McPhee
- Mary Moore
- Deborah Nichols
- James Nurre
- Patricia Ryan
- Laurel Spuhler

Staff Present

- Bonny Algozzine, Secretary to the Director
- Janet Bogenschultz, Asst. to the Director
- Kristin Charles-Scaringi, Head of Borrower & Tech Services
- Alison Francis, Youth Outreach Coordinator
- Jeffrey Giancarlo, Building Services Manager
- Rebecca Gillis, Business Manager
- Tom Lawrence, Library Director
- Nicholas MacDermott, Human Resources Officer
- Daniel Minunni, Building Services Manager
- Michele Muir, Development Officer
- Bruce Sullivan, Network Analyst
- Kira Thompson, Head of Adult Services
- John Torres, Head of Youth Services
- Beth Vredenburg, Head of Branch Services

Other Guest(s)

- Chris Morgan
- Amy Smith

FPPLD Representatives Present

- Norma Vazquez, President

I. Call to Order, Roll Call, Additions to the Agenda

- **Call to Order:** At 7:00 p.m., President Blazek called the meeting to order.
- **Roll Call:** Eight (8) Trustees were present at time of roll call at 7:47 p.m.
- **Additions/Changes to the Agenda:** Operational Reports were moved to the top of the agenda.
- **Move/Seconded:** Spuhler, Eagleton.
- **VOTE:** 8 – 0 – 0

II. Public Comment on Agenda Items: None.

III. Board Education: None.

IV. Approval of Previous Record/Meeting(s)

A. September 25, 2024 (PPLD Document #102324 – 1)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of September 25, 2024.
- **Moved/Seconded:** Fitzgibbons, Moore.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 0

V. Approval of Financial Actions

A. September 2024 Financial Activity Report (PPLD Document #102324 – 2)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of September 2024 Financial Activity as presented.
- **Moved/Seconded:** Ryan, Hogg.
- **Discussion:** Gillis reported on warrant summaries and donations received. Some discussion ensued.
- **VOTE:** 8 – 0 – 0

B. Approval of Monthly Warrant (PPLD Document #102324 – 2.1)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the following warrants for immediate payment:

Vouchers 68670 to 69958 in Warrant 20241024 totaling \$347,968.62

And that the following warrants have been paid and inspected after the fact, in compliance with established policy of the Board of Trustees:

Vouchers 69753 to 69803 in Warrant 20241016 totaling \$156,754.33

- **Moved/Seconded:** Moore, Nichols.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 0
- **Next Month’s Warrant Review:** Nurre & Blazek

VI. Operational Reports

A. Administrative Reports & Statistics (PPLD Document #102324 – 3)

- Lawrence reported on: Big Read; school visits with authors; programming at SPD; Shannon Butler’s programs; Sweet Honey in the Rock; Phantom of the Opera; Cassie Bailey and the rest of the PIO’s hard work on the new calendar program; Teen programs; Day of the Dead altars; Holiday family photo booth; FDR library programs; Coat giveaway; funding from the Friends; statistics; digital content, and Little Libraries.
- Thompson shared about: SPD programs; new Technology Instructor; and Consulate on Wheels.
- Charles-Scaringi reported on: new Library Clerks and other staffing changes.

B. President’s Report: Rebecca Edwards offered space at Town Hall for a Community Bookshelf and suggested giving air time to the Library District on the Town’s cable TV channel for a purpose to be defined at a later date.

C. Board Committee Reports (PPLD Document #102324 – 3.3)

1. **Board Development & Policy Committee:** Chairperson Fitzgibbons reported on committee discussions on: reviewing policies; candidates for the Board; officers for committee chairs; and climate survey.
2. **Finance Committee:** Lawrence reported on committee discussions on: a quarterly schedule of transfers from CM Fund to General Fund.

D. Friends of PPLD: President Vazquez reported on: September sales; Holiday sale preparations; vintage science fiction book; discount for Veterans; Audit Committee work; Gail Brittain’s retirement lunch; Adriance Honors; and books to schools.

VII. Board Action

A. Personnel Actions: (PPLD Document #102324 – 4)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the following personnel actions:

Employee Name/Number	Civil Service Title	Type of Action	Effective Date(s)	Salary
Terry Konrath	Library Clerk (PT)	Resignation	10/4/2024	N/A
Rukshah Haque	Library Clerk (PT)	Probationary Appointment	10/21/2024 (Corrected)	\$22.42/hr
Paris Newmaster	Library Clerk (PT)	Probationary Appointment	10/22/2024 (Corrected)	\$22.42/hr
Maya Schubert	Library Clerk (PT)	Probationary Appointment	10/21/2024	\$22.42/hr
Employee 4800		FMLA Leave of Absence (Unpaid)	10/1/2024-11/4/2024	N/A

- **Moved/Seconded:** Eagleton, Spuhler.
- **Discussion:** MacDermott explained each of the actions. Some discussion ensued.
- **VOTE:** 8 – 0 – 0

B. Unfinished/Old Business: None.

C. New Business:

1. Proposed Revisions to 2024 Budget (PPLD Document #102324 – 5)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the proposed revisions to the Poughkeepsie Public Library District’s 2024 budget as presented in PPLD Document #102324 – 5A.
- **Moved/Seconded:** Ryan, Nichols.

- **Discussion:** Lawrence commented on some budget items. Some discussion ensued.
- **VOTE:** 8 – 0 – 0

VIII. Open Comment

A. Board Comment: None.

B. Public Comment: Morgan thanked the Board for allowing them to audit the meeting.

Adjournment

- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Eagleton, Fitzgibbons.
- **Discussion:** None.
- **VOTE:** 8 – 0 – 0
- **Time of Adjournment:** 8:11 p.m.

The next regular monthly meeting of the Board of Trustees will be Wednesday, November 20, 7:00 p.m. at Adriance Memorial Library, 93 Market Street, Poughkeepsie, NY. Warrant review will begin at 6:15 p.m.

Sincerely,

Thomas A. Lawrence, Clerk to the Board of Trustees
Poughkeepsie Public Library District



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Report of October 2024 Financial Activity

MOVED that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of October 2024 Financial Activity.

Motion	Moved	_____
	Seconded	_____
Result of Action	In Favor	_____
	Against	_____
	Abstaining	_____

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Typical Balance Sheet Term Explanations

ASSETS

A	12010	General Fund Operating: General Fund checking account
A	12020	General Fund Payroll: General Fund Payroll account
A	12023	General Fund Money Market: Where we keep all our general fund money (unless it is in a CD to earn more interest)
A	12040	Credit Card Transactions: Where our credit card activity is recorded
A	12051	Flex 125 Money Market: Where we keep employee's FSA125 contributions. Monies are transferred to the payroll checking account when paid out as reimbursements
A	12100	Petty Cash: \$450 at Adriance and \$200 at Boardman Road on hand for small out of pocket expenses; these are tracked in MUNIS; also, \$200 on hand at Adriance for making change for the registers
A	12101	Cash in Machines: Money in the SAM kiosks. It also includes the balances in the registers
A	13800	Accounts Receivable: This is entered at year end if revenue we didn't receive is still expected to be received
A	13910	Due From Other Funds: Money due from one of the other funds; could be retirement money from the CM fund for BTOP payrolls, money from the V fund for debt service, etc.

LIABILITIES

A.	26000	Accounts Payable: Outstanding obligation for goods received
A	26012	Payroll Liabilities: Entered at year end for salaries earned in this year to be paid next year
A	26020	Flex125 Exchange: Contributions and payments for Flexible Spending Accounts flow through this account
A	26021	Benefits Exchange: Where we book money paid by employees for benefits they pay for
A	26030	General Fund Exchange: Money received that is not ours to be paid out (i.e. retirement overpayments, other library payments received by our library over \$25)
A	26300	Due To Other Funds: Money owed to one of the other funds; could be retirement money from the CM fund for BTOP payrolls, money from the V fund for debt service, etc.
A	26370	State Retirement Accrual: The NYS Employee Retirement System (NYSERS) payment due in February that is accrued so far this fiscal year
A	26510	Accrued Interest Payable: Entered at year end. The interest owed on debt service accrued last year that will be paid in June of this year

FUND BALANCE

A	35100	Budgeted Revenues: The budgeted amount of revenues expected to be received for the year. The figure comes from the approved budget or approved budget modifications during the year
A	35210	Encumbrances (+PYCF*): Total of all open purchase orders from this year as well as all encumbered salaries and open purchase orders from last year that we carried forward
A	35220	Expenditures (+PYCF*): What we have spent so far this year – it includes things from prior year that were carried forward and paid this year
A	38210	Encumbrance Reserve (+PYCF*): Part of the budgeted money to be spent that is already committed to be spent
A	38670	Compensated Absences Reserve: Where we book the activity incurred when paying departing employees for earned absences
A	39090	Unreserved Fund Balance: Money that has no claim to it or otherwise reserved for a designated purpose
A	39110	Fund Balance (Start of Year: This figure does not change until the prior year is closed. It is the amount of our fund balance at the close of the prior year
A	39600	Appropriations Budget (+ PYCF*): This year's budget to spend plus prior year rollover.
A	39800	Revenues Received: The actual revenue received to date

*PYCF – Prior Year Carry Forward

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Report of September 2024
Financial Activity – Narrative Report

General Fund (Fund A; \$2,921,565)

- Receipts for the month totaled \$334,654 which included \$276,639 from Central Library Development, \$2,247 in library charges, \$4,536 in interest, and \$44,400 in donations. Of the donations, \$43,850 was given by the Friends of the Poughkeepsie Public Library District in support of various programs that have taken place this year.
- Disbursements for the month totaled \$1,015,600 which included \$598,434 in salary and benefit expenses.
- Reserve funds held within the General Fund include:
 - Irma Davis Fund \$285,831
 - McCalley Fund 52,000
 - Swartz Fund 71,665

Special Revenue Fund (Fund CM; \$691,897)

- Receipts for the month totaled \$1,774 which included \$1,390 in interest.
- The receipts for the month also reflect a net decrease of \$3,221 in the Wojtecki account.
- Sub-fund totals include:
 - Norman and Jeannie Greene Fund \$366,339
 - Occhialino Fund 51,500
 - Lund Fund 25,000

Capital Fund (Fund H; \$35,278)

- Receipts for the month included minimal interest.
- Sub-fund totals are:
 - Designated Gifts and Grants (DGG Fund) \$87
 - Cash from Obligations – BOND Proceeds 517

Permanent Funds (Fund PN; \$504,323)

- The PN Fund represents the permanent funds (endowment funds) managed by the Library District. Interest yields, which represent the expendable portion of the endowment, are booked in the CM (Special Revenue) Fund, but appear as due to other funds until transferred. Amounts on the balance sheet may differ because of interest that is not yet transferred.
- Current sub-fund principal balances are:
 - Slonaker Trust \$2,775
 - Levinsohn Trust 1,000
 - Wojtecki Trust 368,461
 - Schwartz Fund 10,965
 - Lamont Fund 50,000
 - Dobo Fund 37,048

Debt Service Fund (Fund V; \$444,415)

- Receipts for the month included interest of \$1,574.
- Disbursements for the month included an interest only debt service payment of \$42,000 on the City of Poughkeepsie 2009 library bonds.

GENERAL FUND YEAR-TO-DATE
EXPENSE REPORT OCTOBER 2024

FOR 2024 10

JOURNAL DETAIL 2023 12 TO 2023 12

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
21 Salaries	4,802,699	4,721,054	3,952,132.32	393,196.62	716,320.64	52,601.04	98.9%
22 Equip & Capital Outl	137,250	148,470	44,336.70	8,687.52	12,276.06	91,857.24	38.1%
30 Materials	498,476	601,942	386,985.00	64,629.96	16,273.69	198,683.29	67.0%
32 Information Services	71,000	63,500	44,383.65	15,270.00	7,469.88	11,646.47	81.7%
50 Operations	1,533,464	1,785,937	1,246,658.45	225,933.22	204,816.17	334,462.32	81.3%
51 Automation	142,306	126,966	122,887.81	60,645.50	.00	4,077.69	96.8%
91 Employee Benefits	2,484,634	2,536,086	2,199,514.33	205,236.97	185,497.32	151,074.22	94.0%
92 Debt Service	1,341,676	1,341,676	656,587.50	42,000.00	.00	685,088.50	48.9%
GRAND TOTAL	11,011,505	11,325,630	8,653,485.76	1,015,599.79	1,142,653.76	1,529,490.77	86.5%

** END OF REPORT - Generated by Rebecca Gillis **

Poughkeepsie Public Library District



ACCOUNTS PAYABLE WARRANT REPORT 20241016

Warrant Summary

WARRANT: 20241016 10/15/2024
 DUE DATE: 10/15/2024

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A	A00000	General Fund Expenses A .7410.000.00.54530 .A204	Rental-Staff Parking(274.70 703.60
A	A00000	General Fund Expenses A .7410.000.00.54530 .A222	Rental-Staff Parking	800.00 1,900.00
A	A00000	General Fund Expenses A .7410.000.00.54530 .A224	Rental Of Quarters-Po	1,114.25 661.45
A	A00000	General Fund Expenses A .7410.000.00.54692 .	Other Oper-Water	246.00 217.88
A	A00000	General Fund Expenses A .7410.000.00.54694 .	Other Operational Exp	665.00 -565.00
A	A00000	General Fund Expenses A .7410.000.00.54694 .C814	Other Oper Exp-Bookmo	485.00 -760.00
A	A00000	General Fund Expenses A .7410.000.00.54710 .	Vehicle Operations	188.60 1,809.84
A	A00000	General Fund Expenses A .7410.000.00.59060 .	Medical Insurance	125,286.99 86,353.96
A	A20000	Building Services A .7410.200.00.54370 .	Professional Svcs: Bl	704.60 15,856.45
A	A20000	Building Services A .7410.200.00.54693 .	Other Oper-Trash	672.61 308.00
A	A71000	Adriance Memorial Lib A .7410.710.00.54310 .	Telephone Adriance	919.24 -897.99
A	A71000	Adriance Memorial Lib A .7410.710.00.54320 .	Internet Adriance	2,974.00 -2,348.00
A	A71000	Adriance Memorial Lib A .7410.710.00.54500 .	Fuel & Utilities AML	11,295.43 -35,711.20
A	A73000	Boardman Road Branch A .7410.730.00.54310 .	Telephone Boardman	144.75 320.00
A	A73000	Boardman Road Branch A .7410.730.00.54320 .	Internet Boardman	1,000.00 -845.28
A	A73000	Boardman Road Branch A .7410.730.00.54500 .	Fuel & Utilities -Boa	4,231.03 -24,596.00
A	A74000	Sadie Peterson Delany A .7410.740.00.54320 .	Internet SPD Branch	124.99 -247.94
A	A74000	Sadie Peterson Delany A .7410.740.00.54320 .A203	Internet SPD Branch (1,745.17 -6,020.00
A	A74000	Sadie Peterson Delany A .7410.740.00.54530 .A203	RENTAL OF QUARTERS -	3,881.97 -901.80
FUND TOTAL			156,754.33	
WARRANT SUMMARY TOTAL			156,754.33	
GRAND TOTAL			156,754.33	

Poughkeepsie Public Library District



ACCOUNTS PAYABLE WARRANT REPORT 20241024

Warrant Summary

WARRANT: 20241024 10/24/2024
 DUE DATE: 10/24/2024

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A	A	General Fund	A .0000.000.00.26021 .	Benefits Exchange 4,192.52
A	A	General Fund	A .0000.000.00.26030 .	General Fund Exchange 387.31
A	A00000	General Fund Expenses	A .7410.000.00.54300 .	Supplies: Office & Li 586.29 4,265.87
A	A00000	General Fund Expenses	A .7410.000.00.54340 .	PR & Printing 357.82 6,081.71
A	A00000	General Fund Expenses	A .7410.000.00.54351 .	Cont Ed: Local 203.65 -47.87
A	A00000	General Fund Expenses	A .7410.000.00.54356 .	Mileage Reimbursement 25.00 -471.46
A	A00000	General Fund Expenses	A .7410.000.00.54360 .	Sierra/Encore Service 10,921.50 4,077.69
A	A00000	General Fund Expenses	A .7410.000.00.54370 .	Professional Svcs: Ge 480.00 1,908.07
A	A00000	General Fund Expenses	A .7410.000.00.59045 .	Life Insurance 696.44 -8,100.00
A	A00000	General Fund Expenses	A .7410.000.00.59050 .	Unemployment Pool 1,066.31 -1,066.31
A	A00000	General Fund Expenses	A .7410.000.00.59061 .	Medicare B Reimbursm 5,136.20 -7,011.10
A	A10000	Administration	A .7410.100.00.54292 .A125	PRG MAP Passes 250.00 -660.00
A	A10000	Administration	A .7410.100.00.54370 .	Professional Svcs: Ad 800.00 400.00
A	A11100	CLDA Reimbursable	A .7410.111.00.54100 .A211	CBA Books - Digital 8,000.00 54,626.00
A	A11100	CLDA Reimbursable	A .7410.111.00.54130 .A211	Serials: Digital 25,000.00 0.00
A	A11100	CLDA Reimbursable	A .7410.111.00.54291 .	CLDA Databases 10,000.00 7,500.00
A	A11100	CLDA Reimbursable	A .7410.111.00.54360 .	Sierra/Encore Service 49,724.00 15,582.00
A	A11100	CLDA Reimbursable	A .7410.111.00.54370 .	ILL Charges (CLDA) 6,087.00 0.00
A	A11100	CLDA Reimbursable	A .7410.111.00.54694 .	CLDA Delivery Charges 88,622.00 0.00
A	A20000	Building Services	A .7410.200.00.54300 .	Supplies: Custodial 1,443.41 4,582.86
A	A20000	Building Services	A .7410.200.00.54370 .	Professional Svcs: BI 4,308.00 15,856.45
A	A20000	Building Services	A .7410.200.00.54390 .	RR&M General 240.16 3,695.60
A	A20000	Building Services	A .7410.200.00.54520 .A251	Building Repairs: ADR 20,790.00 55,468.94
A	A20000	Building Services	A .7410.200.00.54523 .	Grounds Maintenance 880.00 1,722.00
A	A20000	Building Services	A .7410.200.00.54691 .	Operations: HVAC MEP 7,381.80 340.92
A	A20300	Greene Services	A .7410.203.02.54100 .	Books, Greene 12,261.96 43,803.34
A	A20300	Greene Services	A .7410.203.02.54292 .	PRG Greene 63.52 69.83
A	A20300	Greene Services	A .7410.203.02.54292 .A211	PRG Greene, Virtual P 128.15 460.52
A	A30000	Advancement Services	A .7410.300.00.54292 .A101	PRG Big Read 17,189.03 -15,434.41
A	A30000	Advancement Services	A .7410.300.00.54300 .	Supplies: Advancement 630.20 -1,195.11
A	A30000	Advancement Services	A .7410.300.00.54370 .	Professional Svcs: Ad 7,650.00 -4,396.15
A	A41000	Adult Services	A .7410.410.00.54291 .	Databases: Adult Serv 5,270.00 12,334.35
A	A41000	Adult Services	A .7410.410.00.54292 .	PRG Adult Services 1,350.18 1,782.63
A	A41000	Adult Services	A .7410.410.00.54292 .A214	PRG Spanish 763.29 2,910.02
A	A41000	Adult Services	A .7410.410.00.54292 .A252	PRG Library of Things 30.00 514.17
A	A42000	Technical Services	A .7410.420.00.54300 .	Supplies: Technical S 138.65 2,072.46
A	A43000	Borrower Services	A .7410.430.00.54292 .	PRG Extension Service 4.07 895.16
A	A43000	Borrower Services	A .7410.430.00.54300 .	Supplies: Borrower Se 1,599.87 8,728.76
A	A44000	Collection Service	A .7410.440.00.54100 .	Books 118.68 13,848.47
A	A44000	Collection Service	A .7410.440.00.54100 .A211	Books: Digital 14,591.66 -36,284.80

Report generated: 10/23/2024 14:00:05
 User: Trina Blomquist (tblomquist-martinez)
 Program ID: apwarrnt

Poughkeepsie Public Library District



ACCOUNTS PAYABLE WARRANT REPORT 20241024

A	A44000	Collection Service	A .7410.440.00.54110 .	Video & Films	1,304.69	17,616.18
A	A44000	Collection Service	A .7410.440.00.54120 .	Music & Audio	2,720.84	18,836.02
A	A44000	Collection Service	A .7410.440.00.54370 .	Collections Agency Fe	302.90	2,718.00
A	A45000	Youth Services	A .7410.450.00.54292 .	PRG Youth Services	372.45	2,220.05
A	A45000	Youth Services	A .7410.450.00.54292 .A218	PRG Pok Book Festival	105.00	0.00
A	A45000	Youth Services	A .7410.450.00.54292 .A233	Programming - Youth (675.65	2,634.81
A	A45000	Youth Services	A .7410.450.00.54292 .A237	PRG Operation Warm	12,816.00	184.00
A	A46000	Young Adult Services	A .7410.460.00.54130 .	Serials: Young Adult	99.23	99.69
A	A46000	Young Adult Services	A .7410.460.00.54292 .	PRG Young Adult Servi	707.20	245.80
A	A50000	Business Office	A .7410.500.00.54370 .	Professional Svcs: Bu	8,263.10	-9,190.05
A	A60000	Information Tech	A .7410.600.00.52800 .	FF&E IT	8,687.52	-368.84
A	A60000	Information Tech	A .7410.600.00.54390 .	RR&M Information Tech	513.11	2,064.58
A	A71000	Adriance Memorial Lib	A .7410.710.00.54131 .	Newspapers: ADR	386.50	1,704.32
A	A71000	Adriance Memorial Lib	A .7410.710.00.54310 .	Telephone Adriance	26.84	-973.59
A	A71000	Adriance Memorial Lib	A .7410.710.00.54320 .	Internet Adriance	287.00	-2,348.00
A	A71000	Adriance Memorial Lib	A .7410.710.00.54320 .A235	Internet Adriance Hot	760.20	-6,322.06
A	A73000	Boardman Road Branch	A .7410.730.00.54131 .	Newspapers: BRD	146.40	351.21
A	A73000	Boardman Road Branch	A .7410.730.00.54500 .	Fuel & Utilities BRD	50.32	-24,596.00
A	A74000	Sadie Peterson Delany	A .7410.740.00.54292 .	PRG SPD	375.00	4,125.00
				FUND TOTAL	347,968.62	
				WARRANT SUMMARY TOTAL	347,968.62	
				GRAND TOTAL	347,968.62	

GENERAL FUND YEAR-TO-DATE
REVENUE REPORT OCTOBER 2024

FOR 2024 10

JOURNAL DETAIL 2023 12 TO 2023 12

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
41001 Real Property Tax	8,154,668	8,154,668	8,154,668.00	.00	.00	100.0%
41003 Real Property Tax Debt Servic	1,241,676	1,241,676	1,241,676.36	.00	-.36	100.0%
42082 Library Charges	20,000	23,276	23,174.77	2,247.12	101.23	99.6%
42401 Interest Earnings	45,000	75,000	82,648.80	4,535.59	-7,648.80	110.2%
42705 Donations	150,000	105,000	51,247.40	44,400.16	53,752.60	48.8%
42752 Annual Appeal	30,000	26,500	26,500.00	.00	.00	100.0%
42753 Donations in Kind	81,983	81,983	68,319.10	6,831.91	13,663.90	83.3%
42760 Grants	50,000	50,000	.00	.00	50,000.00	.0%
42771 Payment in Lieu of Taxes	173,000	340,005	340,005.33	.00	-.33	100.0%
42777 E-Rate Income	65,000	116,217	29,543.86	.00	86,673.14	25.4%
42800 Miscellaneous Income	10,000	24,232	24,231.77	.00	.23	100.0%
43840 Central Library Development	265,613	265,613	276,639.00	276,639.00	-11,026.00	104.2%
43842 Local Library Incentive	23,906	23,906	21,141.00	.00	2,765.00	88.4%
45031 Transfers In	745,659	745,659	790,713.06	.00	-45,054.06	106.0%
GRAND TOTAL	11,056,505	11,273,735	11,130,508.45	334,653.78	143,226.55	98.7%

** END OF REPORT - Generated by Rebecca Gillis **

Poughkeepsie Public Library District



BALANCE SHEET FOR 2024 10

FUND: A General Fund			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
A	12010	Gen. Fund Operational Checking	102.03	3,346.62
A	12020	Gen. Fund Payroll Checking	-5.29	343.42
A	12023	Gen. Fund Money Market	-582,736.01	1,492,034.55
A	12040	Credit Card Transactions	781.30	2,036.08
A	12051	Flex 125 Money Market	164.50	3,805.27
A	12100	Petty Cash	207.67	14,728.94
A	12101	Cash in Machines	.00	502.00
A	12300	Cash Special Reserves	605.61	285,830.69
A	12400	Cash Special Reserve: Swartz	151.84	71,665.11
A	13501	Grants Receivable	.00	15,165.56
A	13910	Due From Other Funds	-42,000.00	1,032,106.59
TOTAL ASSETS			-622,728.35	2,921,564.83
LIABILITIES				
A	26000	Accounts Payable	.00	-8,107.27
A	26020	Flex125 Exchange	-156.21	-3,286.04
A	26021	Benefits Exchange	322.00	10,017.79
A	26030	General Fund Exchange	350.31	-1,702.66
A	26100	State Retirement Exchange	.00	533,493.00
A	26300	Due To Other Funds	.00	146,959.96
A	26370	State Retirement Accrual	-58,749.77	-1,018,428.80
TOTAL LIABILITIES			-58,233.67	-341,054.02
FUND BALANCE				
A	35100	Budgeted Revenues	212,230.00	11,273,735.00
A	35210	Encumbrances (+ PYCF)	-619,093.79	1,177,081.31
A	35220	Expenditures (+ PYCF)	1,015,615.80	8,653,501.77
A	38210	Encumbrance Reserve (+ PYCF)	619,093.79	-1,177,081.31
A	38670	Compensated Absences Reserve	.00	-47,000.00
A	39090	Unreserved Fund Balance	-13,617.85	464,901.61
A	39110	Fund Balance Start of Year	.00	166,086.87
A	39600	Appropriations (+ PYCF)	-198,612.15	-11,325,630.29
A	39800	Revenues Received	-334,653.78	-11,130,508.45
A	39915	Assign for future prgrms	.00	-635,597.32
TOTAL FUND BALANCE			680,962.02	-2,580,510.81
TOTAL LIABILITIES + FUND BALANCE			622,728.35	-2,921,564.83

BALANCE SHEET FOR 2024 10

FUND: CM Special Revenue Fund			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
CM	12000	Special Revenue Funds	4,989.90	657,859.89
CM	12020	CM Payroll Checking	.00	275.08
CM	13910	Due From Other Funds	-3,215.61	33,762.00
TOTAL ASSETS			1,774.29	691,896.97
LIABILITIES				
CM	26300	Due To Other Funds	.00	-620,190.87
TOTAL LIABILITIES			.00	-620,190.87
FUND BALANCE				
CM	35210	Encumbrances	.00	.39
CM	35220	Expenditures	.00	790,713.06
CM	38210	Reserve For Encumbrances	.00	-.39
CM	39110	Fund Balance Unreserved	.00	-361,092.78
CM	39800	Revenues	-1,774.29	-501,326.38
TOTAL FUND BALANCE			-1,774.29	-71,706.10
TOTAL LIABILITIES + FUND BALANCE			-1,774.29	-691,896.97

BALANCE SHEET FOR 2024 10

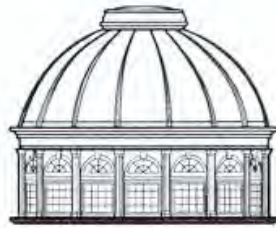
FUND: H Capital Project Fund			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
H	12010	Checking (Capital 23213)	.00	38.83
H	12044	Designated Gifts & Grants	.00	86.82
H	12200	Cash From Obligations	1.09	516.57
H	13502	Discount Pledge Receivable	.00	.30
H	13910	Due From Other Funds	.00	34,635.79
	TOTAL ASSETS		1.09	35,278.31
LIABILITIES				
H	26000	Accounts Payable	.00	-.40
H	26300	Due To Other Funds	.00	-58,098.21
	TOTAL LIABILITIES		.00	-58,098.61
FUND BALANCE				
H	35100	Estimated Revenues	.00	252,715.39
H	39110	Fund Balance Unreserved	.00	22,832.81
H	39600	Appropriations	.00	-252,715.39
H	39800	Revenues	-1.09	-12.51
	TOTAL FUND BALANCE		-1.09	22,820.30
	TOTAL LIABILITIES + FUND BALANCE		-1.09	-35,278.31

BALANCE SHEET FOR 2024 10

FUND: PN Permanent Fund			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
PN	12011	CD Slonaker Trust	.00	2,771.48
PN	12012	Lamont Fund	.00	50,000.00
PN	12013	Levinsohn Trust	.00	1,003.52
PN	12014	Wojtecki Trust	-3,215.61	385,925.46
PN	12015	Schwartz Fund	.00	10,964.91
PN	12201	Dobo Fund	.00	37,047.81
PN	13910	Due from other funds	.00	16,611.74
TOTAL ASSETS			-3,215.61	504,324.92
LIABILITIES				
PN	26300	Due to other funds	3,215.61	-25,507.07
TOTAL LIABILITIES			3,215.61	-25,507.07
FUND BALANCE				
PN	39110	Library Trust Permanent Funds	.00	-478,817.85
TOTAL FUND BALANCE			.00	-478,817.85
TOTAL LIABILITIES + FUND BALANCE			3,215.61	-504,324.92

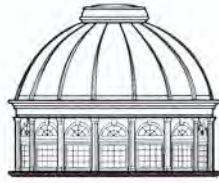
BALANCE SHEET FOR 2024 10

FUND: V Debt Service Fund			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
V	12230	Cash, Res Bond Indebtedness	-40,426.47	729,106.62
V	13910	Due From Other Funds	.00	-284,691.45
	TOTAL ASSETS		-40,426.47	444,415.17
LIABILITIES				
V	26300	DUE TO OTHER FUNDS	42,000.00	-275,588.48
	TOTAL LIABILITIES		42,000.00	-275,588.48
FUND BALANCE				
V	39090	Budg Fund Balance Unreserved	.00	-19,281.00
V	39110	Fund Balance Unreserved	.00	-134,065.82
V	39800	Revenues	-1,573.53	-15,479.87
	TOTAL FUND BALANCE		-1,573.53	-168,826.69
	TOTAL LIABILITIES + FUND BALANCE		40,426.47	-444,415.17



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Administrative Reports & Statistics



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

LIBRARY DIRECTOR REPORT – NOVEMBER 2024

Significant Service Changes, Challenges or Accomplishments

- **Big Read:** The Big Read is over! Congratulations to Michele Muir, Development Officer, for her outstanding work coordinating this year's reading celebration. You can find the particulars of the program in her Manager Report further on in these Administrative Report and Statistics.
- **Annual Performance Reviews:** Managers are working their way through the annual reviews of departmental staff. The target completion date is Thanksgiving.
- **Manager Retreat:** In anticipation of the New Year, the Business Manager, the Human Resources Officer, and I are organizing a manager retreat on Friday, December, 6. During that time, we will discuss organizational matters to ensure commonality of approaches to departmental staff throughout the Library District.

Service and Program Highlights

- See attached statistics for a review of the metrics we track related to materials checkout and other services and programs.
- See attached manager reports for recent activity.

Outreach and Professional Development

- Last call We are tracking well to have mandated library trustee education completed by December 31. For those who still need to get their two-hour minimum done, please do so now.

Collection Development

- Collection development continues as per usual.

Buildings

- Boardman Road: Nothing of note to report.
- Adriance: Staff are reviewing quotes for the replacement chillers at Adriance. This is a big ticket item with some urgency related to it.

Staffing

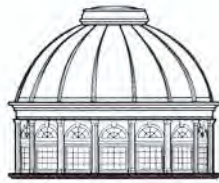
- See Personnel Actions, if applicable.

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Comparative Circulation Statistics: 2024 to 2023 to 2022

	Current Year: 2024				Previous Year: 2023				Compare: '24 to '23		Previous Year: 2022				Compare: '24 to '22	
	Oct	% of Total	YTD	% of Total	Oct	% of Total	YTD	% of Total	Change	% Change	Oct	% of Total	YTD	% of Total	Change	% Change
Adult Fiction	5,947	27.52%	61,481	27.90%	6,055	27.55%	58,859	26.63%	2,622	4.45%	5,790	25.75%	57,485	26.71%	3,996	6.95%
Adult Non-Fiction	3,796	17.57%	37,295	16.92%	3,691	16.80%	36,873	16.69%	422	1.14%	3,795	16.88%	36,925	17.16%	370	1.00%
Fiction - Juvenile	6,276	29.04%	61,516	27.92%	5,733	26.09%	59,375	26.87%	2,141	3.61%	5,499	24.45%	53,741	24.97%	7,775	14.47%
Non-Fiction - Juvenile	1,439	6.66%	14,838	6.73%	1,455	6.62%	14,634	6.62%	204	1.39%	1,278	5.68%	12,716	5.91%	2,122	16.69%
Periodicals	167	0.77%	1,705	0.77%	226	1.03%	1,695	0.77%	10	0.59%	293	1.30%	1,841	0.86%	-136	-7.39%
Periodicals - Juvenile	27	0.12%	362	0.16%	21	0.10%	258	0.12%	104	40.31%	25	0.11%	299	0.14%	63	21.07%
Print Subtotal	17,652	81.69%	177,197	80.41%	17,181	78.18%	171,694	77.70%	5,503	3.21%	16,680	74.18%	163,007	75.74%	14,190	8.71%
Microforms	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
ILL	3	0.01%	38	0.02%	8	0.04%	51	0.02%	-13	-25.49%	5	0.02%	51	0.02%	-13	-25.49%
Soundrecordings	447	2.07%	4,564	2.07%	531	2.42%	5,509	2.49%	-945	-17.15%	680	3.02%	6,489	3.02%	-1,925	-29.67%
Videorecordings	2,743	12.69%	31,413	14.26%	3,572	16.25%	36,288	16.42%	-4,875	-13.43%	4,042	17.97%	38,184	17.74%	-6,771	-17.73%
Media	3	0.01%	48	0.02%	1	0.00%	11	0.00%	37	0.00%	1	0.00%	4	0.00%	44	0.00%
Software	11	0.05%	147	0.07%	12	0.05%	90	0.04%	57	63.33%	5	0.02%	65	0.03%	82	126.15%
Equipment/Realia	54	0.25%	690	0.31%	49	0.22%	533	0.24%	157	29.46%	28	0.12%	240	0.11%	450	187.50%
Suppressed Items	58	0.27%	292	0.13%	32	0.15%	230	0.10%	62	26.96%	24	0.11%	233	0.11%	59	25.32%
Videorecordings - Juvenile	367	1.70%	3,711	1.68%	400	1.82%	4,333	1.96%	-622	-14.35%	558	2.48%	4,349	2.02%	-638	-14.67%
Audiorecordings - Juvenile	24	0.11%	324	0.15%	50	0.23%	631	0.29%	-307	-48.65%	79	0.35%	794	0.37%	-470	-59.19%
Media - Juvenile	247	1.14%	1,812	0.82%	124	0.56%	1,493	0.68%	319	21.37%	214	0.95%	1,324	0.62%	488	36.86%
Software - Juvenile	0	0.00%	119	0.05%	16	0.07%	121	0.05%	-2	-1.65%	12	0.05%	83	0.04%	36	43.37%
Non-Print Subtotal	3,957	18.31%	43,158	19.59%	4,795	21.82%	49,290	22.30%	-6,132	-12.44%	5,648	25.12%	51,816	24.08%	-8,658	-16.71%
Total	21,609		220,355	100.00%	21,976		220,984		-629	-0.28%	22,487		215,217		5,532	2.39%

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
Library District Use Statistics - 2024

COLLECTION USE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Physical Items	21,337	20,850	22,366	21,797	20,568	20,938	25,237	23,613	21,856	21,609	0	0	220,171
Digital Content	11,018	10,082	11,395	10,444	10,836	11,140	11,235	11,068	10,729	11,073	0	0	109,020
PopUpLibrary	0	5	67	9	3	0	0	0	0	0	0	0	84
Total	32,355	30,937	33,828	32,250	31,407	32,078	36,472	34,681	32,585	32,682	0	0	329,275
PATRON HOLDS PROCESSED	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	3,989	3,580	3,615	3,345	3,071	3,059	3,484	3,266	3,364	3,375	0	0	34,148
Boardman Road	2,739	2,229	2,214	2,292	2,098	1,916	2,420	2,153	2,208	2,091	0	0	22,360
Sadie Peterson Delaney	77	92	66	71	56	67	77	73	81	61	0	0	721
Total	6,805	5,901	5,895	5,708	5,225	5,042	5,981	5,492	5,653	5,527	0	0	57,229
REFERENCE QUERIES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	974	1,323	1,373	1,286	779	897	1,011	825	867	992	0	0	10,327
Boardman Road	58	178	95	196	104	81	79	63	42	123	0	0	1,019
Sadie Peterson Delaney	14	6	34	130	47	31	44	46	42	40	0	0	434
Spanish Language Assistance	50	31	65	35	38	43	26	37	67	76			468
Total	1,096	1,538	1,567	1,647	968	1,052	1,160	971	1,018	1,231	0	0	12,248
ONLINE RESOURCES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Database Usage	5,717	5,614	4,937	5,091	5,270	4,821	4,780	3,384	5,563	3,346			48,523
Calendar Hits - EventKeeper	4,722	6,323	6,062	5,581	6,230	5,788	4,810	5,245	NA	NA			44,761
Calendar Hits - Recite Me	870	649	404	451	387	424	356	290	376				4,207
Website Views	31,171	32,629	48,633	34,470	31,093	31,858	32,191	31,171	28,877				302,093
Total	42,480	45,215	60,036	45,593	42,980	42,891	42,137	40,090	34,816	3,346	0	0	399,584
PUBLIC COMPUTER & WIFI USE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	4,872	4,432	4,173	3,987	4,497	4,587	5,014	4,647	3,996	4,997	0	0	45,202
Boardman Road	1,544	1,343	1,436	1,442	1,355	1,490	1,528	1,555	1,657	1,192	0	0	14,542
Sadie Peterson	35	55	56	74	51	44	42	82	17	33	0	0	489
Total	6,451	5,830	5,665	5,503	5,903	6,121	6,584	6,284	5,670	6,222	0	0	60,233
PUBLIC FAX ASSISTANCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	132	127	138	160	162	142	134	132	135	132	0	104	1,498
Boardman Road	0	2	1	0	1	0	0	0	0	0	0	0	4
Sadie Peterson Delaney	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	132	129	139	160	163	142	134	132	135	132	0	104	1,502
NOTARY SERVICES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	73	77	63	73	75	66	110	82	77	85			781
PROGRAM SESSIONS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Library District	187	254	227	252	226	189	232	191	216	216			2,190
Community Engagement	0	0	3	5	1	1	7	11	2	15			45
Non-Library District	8	9	16	15	13	18	11	16	8	13			127
Exams Proctored	28	31	26	22	17	19	20	22	13	13			211
MAP Passes	21	35	49	45	70	82	104	134	77	NA			617
Rover Bookmobile Stops	6	7	10	10	8	9	7	14	17	14			102
Total	250	336	331	349	335	318	381	388	333	271	0	0	3,292
PROGRAM ATTENDANCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Library District	1,982	2,552	4,129	3,772	2,840	3,131	2,925	2,958	2,484	1,671			28,444
Community Engagement	0	0	58	455	28	16	297	9,485	1,325	71			11,735
Non-Library District	73	118	80	140	125	714	102	110	43	85			1,590
Drop-In Room Use (Adriance)	90	97	156	104	102	92	84	85	100	124			1,034
Rover Bookmobile	72	109	253	416	178	242	191	443	1,112	634			3,650
Total	2,217	2,876	4,676	4,887	3,273	4,195	3,599	13,081	5,064	2,585	0	0	46,453
GENERAL ATTENDANCE (2024)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	13,275	13,964	15,376	15,661	13,717	13,753	15,660	14,131	13,248	15,237	0	0	144,022
Boardman Road	9,639	10,046	10,382	10,666	9,811	10,268	11,018	10,873	9,821	16,958	0	0	109,482
Sadie Peterson Delaney	173	279	260	410	256	252	161	223	152	376	0	0	2,542
Total - 2024	23,087	24,289	26,018	26,737	23,784	24,273	26,839	25,227	23,221	32,571	0	0	256,046
GENERAL ATTENDANCE (2023)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Adriance	12,786	13,293	14,933	13,820	14,565	14,024	14,700	15,402	12,481	14,716	13,657	11,481	165,858
Boardman Road	7,789	8,633	9,887	8,870	8,832	10,019	9,560	10,629	8,847	10,999	12,161	8,754	114,980
Sadie Peterson Delaney	400	330	256	222	257	215	252	174	104	385	245	248	3,088
Total - 2023	20,975	22,256	25,076	22,912	23,654	24,258	24,512	26,205	21,432	26,100	26,063	20,483	283,926



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

MANAGER'S MONTHLY REPORT

Manager Name and Title: Alison Francis, Youth Outreach Coordinator

Department: Youth Services Outreach

Time Period of Report: October 2024

Focus Activity: Kindergarten Readiness Activities

Intended Outcome(s) of Focus Activity: To provide early literacy activities for young children and their families for them to engage in together, to practice and enhance literacy skills for school readiness or to enhance pre-existing early literacy skills.

Manager Observations of Activity and Outcomes: A year and a half ago, Director Tom Lawrence tasked me with creating kindergarten readiness stations appropriate for the public library setting as a way for young children to practice and enhance their early literacy skills and readiness for school.

In preparation, I researched examples from other public libraries that offer these activities as well as met and spoke with a reading teacher in one of the local elementary schools for some guidance on what skills to focus on and what activities to provide in the boxes.

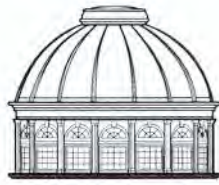
Because as a public library we are not tasked with explicit teaching, these are self directed activities that focus on school readiness domains including: pre-math, pre-writing, and social emotional interactions. Activities include: puppets, puzzles, pegs for sorting and counting, letter and number tracing, flannel boards with accompanying books, and paper cutting, to name a few. These pre literacy activities help children practice early numeracy, writing, development of vocabulary and narrative skills, all skills they will need for school success.

Each activity is in a box on a table in the Adriance Children's room where families can help themselves to use during their time in the library. Each box lists the contents and the early literacy skills that the activity focuses upon.

Impact of Activity: The activities have been very popular with families of young children. Because of their success, we now are offering them at the Boardman Road branch. Boxes will be rotated between the two branches every 3 - 4 months.

Date of Report: 11/4/2024





POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

MANAGER'S MONTHLY REPORT

Manager Name and Title: Michele Muir, Development Officer

Department: Advancement

Time Period of Report: October 2024

Focus Activity: By the Numbers: Big Read 2024 Successes (to date!)

Intended Outcome(s) of Focus Activity: To recognize, celebrate and remember the 60th anniversary of the Civil Rights Act. To offer a balance of programming and a selection of books that properly suited our Library and that could be heavily promoted within an adequately-sized budget, and include more integrated staff participation.

Manager Observations of Activity and Outcomes: Books Selected

- Five hundred copies of the keynote book, *The Sun Does Shine*, and its YR counterpart were purchased and provided to schools and borrowed by the community. Multiple copies were made available by digital borrowing. Thirteen books were selected for three audiences, adult, teens and "little" readers. More than 2,000 books were distributed.

Public Programming Participation: Nine public programs were offered:

- Opera Talk & Performance: Marian Anderson
- Foundations of a Movement: Black Americans and Civil Rights
- Redlining in Poughkeepsie; Personal Stories from Black Leaders
- Eleanor Roosevelt and Civil Rights
- the documentary John Lewis: Good Trouble
- Activism-Inspired Art
- and two anchor programs:
 - Anthony Ray Hinton on his book, *The Sun Does Shine*
 - Sweet Honey in the Rock in concert at the Bardavon

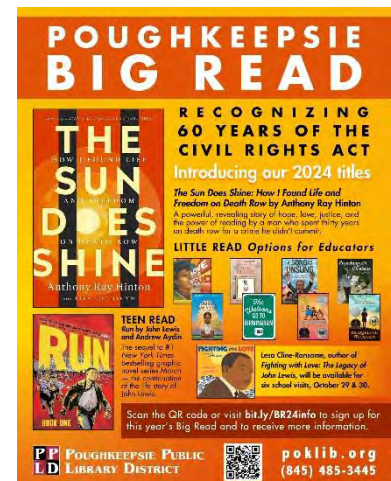
Total attendance for these 9 events was about 1,150.

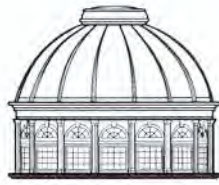
Library and Book Club Participation:

- Five libraries and Book Clubs received copies of our keynote book.

School Participation (a total of 29 school buildings):

- Arlington
- Dutchess BOCES
- Hyde Park
- Poughkeepsie
- private schools (Catholic Schools, Oakwood Friends School)
- Spackenkill
- SUNY New Paltz





POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

MANAGER'S MONTHLY REPORT

- Wappingers

Author Visits

- Andrew Aydin, author with John Lewis of *Run, Book One* made three school visits which included four schools, totaling about 500 students
- Lesa Cline-Ransome, author of *Fighting with Love*, will visit 7 classrooms and auditoriums in mid-November

In-School Residency Programs

- Two five-day residencies were delivered by The Art Effect.
- "The Sun Does Shine" was held for five 11th grade PHS classes featuring Digital Animation.
- "A Song for the Unsung" was held for eleven 6th grade Haviland Middle School classes featuring Podcasting & Video Production.

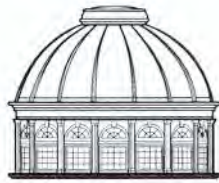
Total number of students served was about 300.

Professional Development for Teachers and Community Members

- Forty-two teachers and community members attended the day-long lecture and workshop, "Understanding through Empathy – Teaching Stories of the Civil Rights Struggles" conducted by The Art Effect.

Impact of Activity: Within weeks after the Big Read ends, we will be asking for feedback and further participation from the groups and staff involved, and will finalize our numbers. But at this time, I believe we have been successful.

Date of Report: 11/7/2024



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

MANAGER'S MONTHLY REPORT

Manager Name and Title: Beth Vredenburg Head of Branch & Extension Services

Department: Branch and Extension Services

Time Period of Report: October/November 2024

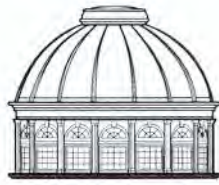
Focus Activity: SPD programming

Intended Outcome(s) of Focus Activity: Careful and continuing consideration of SPD programming leading to quality sustainable programming and more patronage of the library.

Manager Observations of Activity and Outcomes: The programs held at SPD and in the FPC auditorium for Big Read were relatively well attended. A few patrons who attended programs at the SPD mentioned to me that they were glad more events were being held in the library and hoped to see more. The staffing and planning of these programs continue to be a work in progress, and the extra programming for a third branch continues to be unresolved. Youth programming there requires availability of librarians to be able to add more programs to their schedule. We have been able to start and maintain a bilingual family story time which we will monitor and evaluate at the end of this programming cycle. I will continue to work with community organizations to establish more regular programming as well. Working with the Mid-Hudson Discovery Museum has brought about a partnership and a regularly scheduled science program once a month.

Impact of Activity: More discussion about program planning for the new year at SPD is on my agenda.

Date of Report: 11/7/2024



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

MANAGER'S MONTHLY REPORT

Manager Name and Title: Gary Killmer, Network Analyst

Department: Information Technology

Time Period of Report: October 1st-31st

Focus Activity: All of PPLDs Technology is up and running as expected. Began planning of updated Microsoft Office rollout based on availability of licenses. Assisted in transition from Eventkeeper to Library Calendar. Converted Hotspots that are used for Rover to Static IP's so that the desktop version of Sierra can be used instead of web client which had limited printing functionality. Began 2 factor authentication implementation to greatly increase email security. Assisted Administration with IP address restrictions for UKG. Time Clock installations.

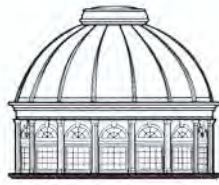
Intended Outcome(s) of Focus Activity: Each of these activities provides better security or service to patrons or staff by tightening processes, removing bottlenecks, upgraded software

Manager Observations of Activity and Outcomes: Two factory authentication implementation is much more secure when it comes to Gmail security.

The Microsoft office update will be beneficial to staff and presenters that need a more modern experience Static IP's allows a much better Sierra printing experience by Rover Staff

Impact of Activity: The changes and updates have helped staff and patrons better utilize their time while working at or visiting the library.

Date of Report: 11/12/2024



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

MANAGER'S MONTHLY REPORT

Manager Name and Title: Kristin Charles-Scaringi, Head of Borrower & Technical Services

Department: Borrower & Technical Services

Time Period of Report: September to October 2024

Focus Activity: Fully staffing circulation desks at branches, bookmobile, etc.

Intended Outcome(s) of Focus Activity: Provide patrons with reliable customer service

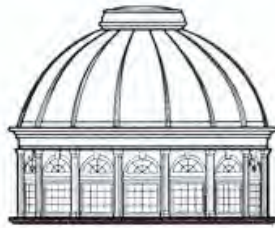
Manager Observations of Activity and Outcomes:

- Borrower Services: In September, I interviewed candidates for part-time clerk positions with the new Human Resources Officer. We were able to hire three new clerks, including two who already work in the Mid-Hudson Library System. Toward the end of October, the new clerks started and have been a welcome addition to the staff. Our supervising library clerks worked very hard to add the new clerks to the schedule and begin training. The flexibility of our staff has been important to make sure we provide good customer service to our patrons.
- Technical Services: I have sent out a form to staff in the department who have off-desk responsibilities to get an update on what tasks everyone is responsible for. I will be meeting with the staff members and the supervising library clerk in charge of Technical Services to make sure all tasks are assigned and to determine if any tasks need to be assigned. We had a number of changes in this side of the department, so it's a good time to reevaluate.

•
 The end of the year is fast approaching, so we are preparing for that.

Impact of Activity: The Borrower & Technical Services Department continues to work together to make sure our patrons' needs are met at the circulation desk.

Date of Report: 11/13/2024



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Board Committee Reports

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Minutes and Actions

Meeting: Personnel Committee		Date: Monday, November 4, 2024
Attendance		
<u>Trustees Present</u>	<u>Staff Present</u>	<u>Guest(s) Present</u>
<input checked="" type="checkbox"/> Dianne Blazek <input checked="" type="checkbox"/> Moira Fitzgibbons <input checked="" type="checkbox"/> Chip Hogg, Chair <input checked="" type="checkbox"/> Jim Nurre <input checked="" type="checkbox"/> Patricia Ryan <input checked="" type="checkbox"/> Laurel Spuhler	<input checked="" type="checkbox"/> Tom Lawrence, Library Director <input checked="" type="checkbox"/> Nick MacDermott, Human Resources Officer <input type="checkbox"/> Rebecca Gillis, Business Manager <input type="checkbox"/> CSEA Negotiating Team	<input type="checkbox"/> Melissa Knapp, TDWPM <input type="checkbox"/> Jordan Rider., CSEA
Minutes Prepared By: T. Lawrence		

The meeting convened at 6:30 pm in the Greenspan Board Room at Adriance Memorial Library.

1. **Business Items:** The Committee discussed the following:
 - **Personnel Policies:** The Committee review the comments and recommendations from counsel and upon their agreement with them, recommended that the policies be forwarded to the Board of Trustees for approval at their November meeting.
 - **Update on 2025 – 207 Collective Bargaining Agreement:** Lawrence and MacDermott reviewed areas of the draft CBA that need clarification and/or editing before the final document goes to print and distribution. They are both working with CSEA to resolve these issues and, if necessary, will ask for an addendum at the December trustee meeting.
 - **Employee Handbook:** The Committee agreed with counsel’s recommendation to move some personnel policies into the Employee Handbook in favor of them remaining as free-standing policies. Lawrence advised the Committee that in most instances, the language of the policy is what would be used in the Handbook.
 - **General HR Matters:** MacDermott and Lawrence briefed the Committee on a variety of HR issues being addressed currently.

2. **Items Forwarded to the Board of Trustees for Approval:**
 - Personnel policies.

3. **Upcoming Agenda Items:**
 - Leadership transition planning.
 - 2025 CSEA-exempt salary recommendations.
 - Organizational climate survey.

The meeting adjourned at 7:25 pm.

Next Scheduled Committee Meeting Date

TBD

Greenspan Board Room, Adriance Memorial Library
(date, time, and location subject to change)

New Business Fact Sheet

Approval of Action on Policies: Personnel Policies

Recommended By

Board Development & Policy Committee

Current Situation

The Board Development & Policy Committee has completed its review of all Library District personnel policies and recommends that the full Board of Trustees take action as outlined in Action Requested below.

Action Requested

MOVED that the Board of Trustees of the Poughkeepsie Public Library District approve revisions or confirm the following policies:

- #4101 – Hiring
- #4102 – Performance Evaluations
- #4103 – Grievances
- #4104 – Flex 125 Plan
- #4105 – Alcohol
- #4107 – Employment Practices
- #4108 – Volunteers
- #4109 – Name Tags
- #4011 – Travel
- #4012 – Opioid Overdose Prevention
- #4014 – Pandemic Policy
- #4015 – Exposure Control

Motion

Moved _____
Seconded _____

Result of Action

In Favor _____
Against _____
Abstaining _____

Hiring

The Board of Trustees is responsible for the fiscal management of the Library District including salaries of staff and administration. The following policy governs the hiring Library District employees:

1. The Board of Trustees hires the Executive Director, within the guidelines established by Civil Service Law and the *Rules for Classified Civil Service in Dutchess County* (latest edition).
2. The Board of Trustees, upon the recommendation of the Executive Director, hires all other staff within budgetary guidelines established by the Board of Trustees, Civil Service Law, the *Rules for Classified Civil Service in Dutchess County* (latest edition), and the agreement by and between the Poughkeepsie Public Library District and CSEA, Local 1000 AFSCME, AFL-CIO, Unit #6675, Dutchess County Local 814 (most current agreement).
3. If the Executive Director wishes to create new permanent positions during the budget year, Board of Trustees approval shall be required prior to any hiring action. Student Pages and part-time summer employees are excluded from this requirement.

Performance Evaluations

~~Each employee shall receive a performance evaluation at least annually. More frequent evaluations may be required as determined by the employee's supervisor.~~

~~Annual evaluations are to be completed by December 1 of each year for all employees. Evaluation of the Library Director shall be on a timetable established at the reorganization meeting of the Board of Trustees in January.~~

~~The Labor Management Committee shall, in accordance with applicable collective bargaining agreements, develop an evaluation form for use in annual performance evaluations for staff, excluding those positions that are CSEA exempt.~~

Policy to be rescinded. We will defer to the statement on performance reviews found in the Employee Handbook, which is modeled on this policy statement..

Grievances and Staff Complaints

For staff covered by collective bargaining, grievances about work hours, work area, scheduling or any other such difficulty with the conditions of achieving their job, should be referred to their union representative following the course of action detailed in their union contract.

For staff not covered by collective bargaining, grievances and complaints about terms and conditions of employment shall be made in writing within fifteen (15) working days of the event giving rise to the grievance or complaint. The written complaint shall be filed with the President of the Board **and** taken to the Executive Committee for such determination or action as is deemed appropriate. Such action or determination shall be final and shall not be reviewable in ~~any other forum~~ **internally**.

All written complaints or grievances will be kept confidential **to the extent feasible**.

~~The Board of Trustees may consult and, if needed, retain legal counsel at the earliest appropriate time during and grievance.~~

Flex 125 Plan

The Poughkeepsie Public Library District offers employees access to a Flex 125 Plan. **A Flex 125 plan is a type of Section 125 plan that allows employees to pay for qualified expenses with pretax income. It is also known as a cafeteria or flexible spending account (FSA).** The plan has been developed to offer the fullest tax advantages to all employees, except to employees in high school. To ensure the fullest protection of confidential information and proper administration, the Library District shall observe the following policy:

1. The Plan Administrator shall be responsible for ensuring the confidentiality of Flex 125 Plan records. Such information shall be kept separately from personnel files in a separate locked cabinet. The retention schedule for this information shall be in accordance with the latest IRS guidelines.
2. The Library District shall not discriminate based on any information obtained during the implementation or routine operation of the plan.
3. All employee requests for qualified reimbursement shall be honored in a timely manner.
4. Funds obtained by the Library District during the operation of the program shall be separately banked and accounted for.
5. After April 1 of each plan year, all unexpended funds shall revert to the Flex 125 Fund as administered by the Library District.
6. If an employee terminates employment before the end of the year, that employee is responsible for repayment to the plan of medical expenses reimbursed in excess of plan contributions.

Alcohol/Substance Abuse

~~In order to ensure a safe work environment for employees and patrons and to provide the most effective delivery of services, the use, sale, distribution or purchase of controlled substances or alcoholic beverages on or in Library District property is strictly prohibited. Violations of this prohibition will be referred to the police for prosecution where appropriate.~~

~~If a supervisor has reasonable suspicion to believe an employee is consuming or under the influence of alcohol or a controlled substance during work hours then the Assistant Director or Executive Director shall be contacted immediately.~~

~~The responding administrator shall immediately meet with the employee in question. If the administrator concurs with the Supervisor's findings the employee will be instructed to leave the premises immediately. The employee will be discouraged from driving from the premises and an emergency contact will be notified to pick up an employee when appropriate.~~

~~The Executive Director must be notified as soon as possible after the removal of an employee for violation of this policy. The Executive Director will provide written notice to the employee advising of the actions taken, including the violation of this policy, and make a supervisory referral to the Employee Assistance Program. The notice shall indicate that another violation of this policy may result in termination of employment for cause.~~

~~At the discretion of the Executive Director, any additional infractions of the Alcohol and Substance Abuse Policy shall be grounds for the employee's termination for cause.~~

~~The Library District recognizes that alcohol abuse and substance abuse is a potentially fatal disease. Employees so affected are encouraged to seek voluntary treatment programs, such as those available through the Employee Assistance Program. The Library District further recognizes the rights of those in qualified treatment programs as guaranteed by the Americans With Disabilities Act.~~

Rescind policy. Defer to Employee Handbook.

Employment Practices

~~The Library District observes all federal and state laws and contractual obligations relating to employment of all personnel. Additionally, the Library District complies with the hiring policies and procedures as stipulated by the Dutchess County Office of Civil Service in its *Rules for the Classified Civil Service in Dutchess County*. The *Rules* are available at the Library District's Administrative Office during normal business hours. The Library District is an Equal Opportunity Employer (EOE);~~

~~The Library District negotiates an agreement with CSEA Local 1000 AFSCME, Dutchess County Local #814, Unit 6675. This agreement articulates the following for employees covered by the agreement: salaries, benefits, working conditions, and basic procedures. The current agreement is available at the Library District's Administrative Office during normal business hours.~~

~~The Library District hires minors who are in possession of valid working papers.~~

~~The Library District uses volunteers for a variety of support purposes consistent with contractual obligations.~~

Counsel recommends that the policy be rescinded as the matter is covered in the Employee Handbook.

Volunteers

The Library District is committed to providing an array of volunteer opportunities and to integrating the work of volunteers into Library District activities. However, the Library District will accept volunteer services only in areas that fall within its mission and goals.

The Administration shall develop and maintain a comprehensive plan that articulates the following, as they relate to the Library District:

- Background and benefits of volunteer services
- Categories of volunteer services
- Principles governing volunteer services
- Typical work performed by volunteers
- General guidelines for administering volunteer services

Designated Volunteer Services Coordinator(s) shall provide an annual written report describing the use of volunteers, the level of success the program has had in the year, and the total number of hours worked by volunteers.

The Personnel Committee shall review the volunteer plan at least bi-annually to assure compliance with Library District mission and goals.

Name Tags

Enabling patrons and other staff members to identify staff from other individuals in the library is an important element of good service. Therefore, all employees of the Library District are required to wear identification in the form of name tags. Name tags are provided for all staff members. Each employee is given two name tags. Broken name tags are replaced at no cost. Employees are charged a replacement cost for lost name tags.

Name tags will include the employee's photo. ~~as well as the employee's first name, last name, both first and last name, or another name by which the employee is generally known to the public.~~ **Employees may designate their preferred name for their name tag.** An employee may request that their name tag state "Library Staff" instead of a name. An employee must verbally identify themselves correctly; however, if a patron asks the employee's name. Staff members who feel threatened by a patron may refuse to provide a name and must file an Incident Report to their supervisor.

Travel

The Library District recognizes the importance of a knowledgeable staff and encourages their growth and development through participation in educational and training opportunities. Staff members have a goal to continue to develop themselves professionally to enhance their excellence as library staff and to fulfill their roles as members of the professional library community. Attendance at and participation in professional library functions is recognized as beneficial to both the Library District and to the public it serves.

Funds are provided each year to support training and conference expenditures. The Board of Trustees authorizes the Library Director to approve travel expenditures related to these expenditures.

Guidelines

1. Prior approval by both the supervisor and the Library Director is required before staff may make arrangements for attending any conference. Staff will complete **Request for Employee Conference Travel** and submit it to their supervisor with sufficient time for consideration and necessary approvals but not less than 45 days prior to the scheduled event.
2. With permission granted and a budget estimated approved, the employee may begin making arrangements for travel. Early bird registration is preferred as it is often offered at a reduced price. Pre and post conference workshops can often be a useful educational tool but must be requested as part of the initial approval process. Expenses that are typically funded by the Library District include, but are not limited to the following:
 - a. Registration fees
 - b. Hotel accommodations (usually at one of the conference hotels unless a less costly and appropriate hotel is available within a safe walking distance from the conference venue; in this instance, the Library District will only support the cost equal to the established government rate as found [here](#)). Employees are to use [NYS ST-129 Exemption Certificate](#) for overnight accommodations in New York State in order to avoid local sales tax.
 - c. Mileage allowance (at the prevailing IRS rate).
 - d. Taxi expenses
 - e. Meal expenses on a per diem basis (as found [here](#)).

The Library District does not fund the following expenses (in addition to others not considered essential to the safe travel and well-being of the employee):

- a. In-room movies
 - b. Alcoholic beverages
 - c. Personal services
 - d. Medication
3. In the instance where attendance at a conference or training is for one day only and manageable as a day trip, the Library District funds registration, mileage, and a mid-day meal. The partial-day meal per diem is found [here](#). The Library District will have the final say as to whether a day trip is reasonably managed or whether an overnight

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**Policy #4111**

accommodation will be funded.

4. ~~Upon return from conference travel, the employee must submit all expenses on **Employee Report of Travel Expenses and Claim for Payment** and any various additional forms as required with required documentation (receipts) attached.~~
5. ~~Improper costs or costs listed previously as ineligible for reimbursement are the responsibility of the employee. A check for these expenses must accompany the **Employee Report of Travel Expenses and Claim for Payment** or the employee may face a deduction of wages earned equal to the amount of unauthorized expenses.~~
6. ~~Employees are reminded that travel funds are provided by public tax dollars and should be used wisely.~~
7. ~~Prior to the payment of claims made for travel, the Board of Trustees will review the claim and approve the payment at a regularly scheduled meeting of the Board of Trustees.~~

Policy rescinded and transferred to the Employee Handbook.

Opioid Overdose Prevention

The Board of Trustees recognizes that many factors, including the use and misuse of prescription painkillers, can lead to the dependence on and addiction to opiates, and that such dependence and addiction can lead to overdose and death among the general public, including library patrons and staff. The Board wishes to minimize these deaths by the use of opioid overdose prevention measures.

The Library District will permit volunteer, unlicensed library personnel who have received the requisite NYSDOH-approved training to administer intranasal Naloxone on-site during business hours in the event of a known or suspected opioid overdose. The Library District will get its Naloxone from such NYSDOH-registered program free of charge.

The Library District will also maintain a log of trained library personnel and will report all occurrences of Naloxone administration to the Dutchess County Department of Behavioral & Community Health.

Pandemic Policy

If there is a serious infectious disease outbreak, the Library District must plan for staff being unable to report to work. In addition, during a pandemic, businesses, social organizations or schools may be required to take unique measures to help slow the spread of the illness including closing down by order of local public health officials. Other public health measures may include limiting or canceling social and public gatherings, requiring quarantines and/or other social distancing measures. Recovery from a pandemic may be slow, as compared to a natural disaster or some other physical crises. It is important to ensure that core business activities of the Library District can be maintained for several weeks or more with limited staff and reduced hours due to a pandemic.

Definitions

“Pandemic Plan” A pandemic plan differs from a general emergency preparedness policy or procedure. With an emergency preparedness policy, there is an assumption that staff will return to the building, or begin rebuilding, almost immediately after the event or crisis (such as after a fire or storm, or if there is a utility shortage). If there is a serious infectious disease outbreak, recovery may be slow and limited staff, services, and hours may be necessary for several weeks or more.

“Pandemic” A disease epidemic occurs when there are more cases of that disease than normal. A pandemic is a worldwide epidemic of a disease and may occur when a new virus appears against which the human population has no immunity.

“Employees” and “Staffing Level” For the purposes of this policy in the sections *Minimum Staffing Level*, *Prioritization of Services*, and *Responsibility for Library District Operations*, the terms employees and staffing level pertain to permanent part time and permanent full time Library District staff.

Library District Closure

The Library District will close due to pandemic in the event that a mandate order or recommendation for closure is issued by public health or government officials on the local, county, or state level.

At the discretion of the Library Director or by action of the Board of Trustees, Library District may close, reduce its operating hours, or limit services temporarily (e.g. programming) in the event that there is not sufficient staff to maintain basic Library District service levels.

In the event of closure, it is imperative that appropriate plans are in place for the following:

- procedures to meet payroll obligations
- communication procedures to keep staff informed
- due dates and holds pickup dates for Library District materials will be adjusted so that no overdue charges are assessed and holds do not expire on dates in which the Library District is closed
- the exterior book drop will be kept open and cleared periodically as long as possible

School Closure Due to Pandemic

In the event that any local school district is closed due to pandemic illness, the Library District will remain open unless one of the aforementioned requirements for closing are also met. However, all Library District programs and special events will be canceled on any day in which any or all of Poughkeepsie City School District or Spackenkill Union Free School District schools are closed due to pandemic-related illness.

Should school be canceled due to a pandemic, non-circulating children's materials will be removed from public areas during the duration of the school closure to minimize spread through surfaces frequently touched by children. Kits will be placed into storage and temporarily unavailable for circulation. Disinfecting and/or cleaning procedures issued by public health officials will be followed as possible.

Minimum Staffing Level

Minimum staffing level for a temporary period of time is defined as the equivalent of typical Saturday staffing during all open hours with a maximum 7-hour workday and 35-hour workweek per employee, including available part-time employees. An inability to maintain this temporary minimal level or a necessity to maintain this temporary minimal level for more than five consecutive days will result in reduced hours or closing the Library District.

The level of excused absence of Library District staff will determine the ability to carry out services and maintain open hours. Phases may include:

- cancellation of all programs, special events, and meeting room reservations
- minimum staffing level for a temporary period of time; employees may be reallocated and have shifts reassigned and lengthened to provide coverage
- reduce open hours if number of employees falls below temporary minimum levels
- close the Library District for one or more days if number of employees further declines or only minimum level can be met for five or more days.

If the Library District is open, employees are expected to report to work on time as scheduled, excluding any excused absences consistent with established leave policy. In the event of closure and healthy Library District employees are sent home, those employees shall be compensated for their regularly scheduled hours.

Communication

In the event of closure necessitated by pandemic, effective communication about any reduction in services or open hours is of the utmost importance. Standard communication protocols will be used.

Prioritization of Services

If reduced staffing, open hours, or services are required, employees shall perform priority responsibilities that most directly impact patrons prior to any other work tasks.

Priority responsibilities shall follow this order:

- direct patron assistance: check out; issuing Library District cards; computer and reference

- assistance;
- facility and collection supervision/safety.
- patron related-tasks: check in; incoming delivery; shelving.
- workflow tasks: holds processing; materials processing
- essential services: payroll; processing bills for payment; Library District Board meetings.

Individual responsibilities outside of those described shall be completed after these prioritized tasks, if time permits, performing those duties with a deadline or significant impact first. Employees should consult with the Library Director or designated administrative authority to determine staffing area assignment and which individual work tasks should take priority, or in the event that they feel a responsibility not listed here requires urgent attention.

Employee Absences

The Library District leave policies and practices shall be followed in the event of a pandemic outbreak, or as amended by the Board of Trustees in response to specific situations.,

Responsibility for Library District Operations

If, for any reason, the Library Director is unable or unavailable to perform the responsibilities and decisions outlined in this policy, administrative authority for this policy and all Library District operations shall follow the established Chain of Command.

Exposure Control Program**General**

The Board of Trustees' policy governing infection control in the Poughkeepsie Public Library District is based on guidelines from the New York State Department of Health, State Education Department, State Labor Department (Public Employee Safety and Health) guidelines and Federal Department of Labor Guidelines (Occupational Safety and Health Administration) that requires employers to write an exposure control plan, to provide training, and offer **access to the Hepatitis B vaccine protocol** to employees at risk.

Good Samaritan Acts are not covered by these guidelines and the Library District is not responsible for any exposure that occurs while performing such Acts. Good Samaritan Acts include, but are not limited to, the following:

- A. administering first aid to a staff member or the general public
- B. administering CPR/AED to a staff member or the general public
- C. spill clean-up of blood/body fluids resulting from illness or injury to a staff member or the general public

Only job titles listed in the Exposure Control Program and specifically assigned these duties are to perform them.

Screening: Bodily Fluids

- A. Not applicable.

Screening: Virus

- A. During period of pandemic, epidemic, or other local health emergency, all staff will complete a Daily Health Assessment prior to entering the work place. Data collection during such screening will be kept confidential. **The Library District will review any guidelines or protocols recommended by the state or federal authorities relating to the pandemic, epidemic, or local health emergency and advise employees on the proper course of action.**

Exposure Determination: Bodily Fluids - Classification By Job Title And Duties

The following list of job classes and exposure risks represents the most likely type of exposure possible in the Library District environment.

- A. Head Custodian/Custodian/Custodial Worker: direct contact with blood/body fluids while performing maintenance duties
- B. Librarian I/II - Youth Services: direct contact with blood/body fluid of children unaccompanied by parent, legal guardian, or caregiver injured or ill during programming activities duties prior to arrival of Head Custodian/Custodian/Custodial Worker
- C. Librarian I/II/III - Supervisors: direct contact with blood/body fluids while performing initial maintenance duties prior to arrival of Head Custodian/Custodian/Custodial Worker

Exposure Determination: Viruses - Classification By Job Title And Duties

The following list of job classes and exposure risks represents the most likely type of exposure possible in the Library District environment.

- A. All Classifications – All Departments: direct contact with patrons or co-workers demonstrating symptoms of a contagious virus.

Medical Recommendations

A. Exposure to Blood/Bodily Fluids

The Library District will provide the Hepatitis B vaccination program to all custodial staff within ten days of employment. The Library District will make available post-vaccination to other employees upon an employee report of any incident where such will be required to control infectious disease.

Employees who elect to receive or who decline the vaccination regimen must complete the Consent/Waiver Form for Hepatitis B Vaccination. (Form G). If an employee wishes to be tested for prior immunity for Hepatitis B, the employee assumes the cost of the necessary test(s). The physician administering the regimen will explain its risks and benefits to the employee and complete the applicable section of the Form.

The signing of the waiver by an at-risk employee who is declining immunization will not relieve the Library District of the requirement to provide the vaccine at a later date if requested by an employee.

The Library District will also **make accessible** any booster doses recommended at a future date for the duration of active employment with the Library District.

B. Exposure to Viruses

All staff are required to absent themselves from work when ill. In the event that staff report to work sick or during their shift present with viral symptoms, they will be immediately isolated from the rest of the staff. Upon an initial evaluation, which may include the taking of their temperature and the asking of health-related questions, the individual may be requested to leave work immediately and seek medical attention.

C. Exposure Incidents

Any person involved in a blood/body fluid or virus exposure incident must report the incident as soon as possible. The appropriate form is found at <http://staff.poklib.org/wp-content/uploads/2020/05/Exposure-Incident-Report-5-13-20-2.pdf>.

Any person involved in a blood/body fluid or virus exposure incident will be referred to their personal physician for medical counseling, evaluation, and possible treatment.

Methods of Compliance - Engineering and Work Practice Controls

Standard Operating Procedures (SOPs) for blood/body fluid clean up and sanitizing after an exposure incident to a virus as described in Appendices A-2 through A-5 will be followed.

Materials and protective equipment will be provided, with training, to all employees. SOPs pertinent to each area will be available in an easily retrieved manner.

Materials and protective equipment will be provided to implement and sustain an effective control program in the public library environment.

Responsibilities

A. Program Administrator (Library Director or Human Resources Officer)

A qualified person will be designated to coordinate, implement, and provide education and training for all employees. This designated person will have on-going education in order to keep current in regard to any new regulations, medical updates, or other pertinent information.

In addition, this person will be responsible for the medical management program for the Library District. These responsibilities include:

1. coordinating the education program concerning exposure to blood borne pathogens and viruses
2. coordinating the availability of the HBV vaccination for employees, as needed
3. insuring the confidentiality of employees' medical records
4. informing the Administrative Office of additions to the OSHA Illnesses and Injuries log

B. Head Custodian/Custodian/Custodial Worker

The custodial staff will be the first response team for incidents, when possible. They will assume the responsibility of responding in a timely and professional fashion to any situation dealing with the spill of blood/bodily fluids.

C. Supervisors

The supervisors are responsible for insuring that their staff have easy access to personal protective equipment and that such is used as necessary when handling blood/bodily fluids or during periods of viral contagion. Supervisors are to determine if the incident requires a response from custodial staff and to insure that, if such is needed, it is handled in a timely manner to meet the safety needs of their staff. Supervisors at sites without on-site custodial staff are the first response team for that site. If emergency services are required, supervisors are to use prescribed Library District policy. Supervisors are required to complete a Blood/Body Fluids Incident Form (<http://staff.poklib.org/wp-content/uploads/2020/05/Exposure-Incident-Report-5-13-20-2.pdf>) or to instruct involved staff to complete the form and submit it to the Administrative Office within 24 hours.

D. All Other Staff

Staff are responsible for following all procedures relating to this policy.

Training

The Library District will provide training for all staff upon initial assignment for all new employees.

The training will include:

- an explanation and an accessible copy of related OSHA standards
- a general explanation of the epidemiology and symptoms of blood borne and viral diseases

- an explanation of the mode of transmission of blood borne pathogens and viral diseases
- an explanation of the Exposure Control Plan and an accessible copy of that Plan
- an explanation of the methods for recognizing tasks and activities that may involve exposure
- an explanation of work practices, engineering controls and personal protective equipment selection and use
- complete information on the Hepatitis B vaccine
- information on the appropriate actions to take and person to contact in an emergency
- incident reporting and follow up
- signs and labels used

Biomedical/Infectious Waste

For small amounts of non-regulated waste, custodial staff will double bag and dispose of waste as described in Appendix A - 4, Item #4. As defined by New York State Department of Environmental Conservation, non-regulated waste includes sanitary napkins, razors, gauze and band aids used under normal circumstances.

Biomedical/infectious waste will be disposed of by responding emergency services crew.

Labeling

Large quantities of biomedical/infectious waste will be red-bagged and disposed of by the emergency services crew.

Program Evaluation

The Program Administrator will review the Infection Control Program, training, implementation and all other procedures on an annual basis.

Appendix A – 1: General Guidelines For Infection Control

These guidelines and procedures should be followed by all staff at all times to eliminate and minimize transmission of all infectious disease.

Handwashing - Handwashing is the single most important procedure for preventing transmission of infectious organisms. Proper handwashing procedures follow:

1. Use soap and warm running water. Soap suspends easily removable soil and micro-organisms, allowing them to be washed off. Dispenser-style liquid soap is recommended.
2. Wet hands thoroughly under warm running water and dispense soap into wet hands.
3. Rub and scrub hands together for approximately 25 seconds to work up a lather.
4. Scrub knuckles, back of hands, nails and between fingers.
5. Rinse hands under warm running water. Running water is necessary to carry away debris and dirt.
6. Use paper towels to thoroughly dry hands.
7. After drying hands, use the towel to turn off the faucet.
8. Discard paper towels into appropriate plastic lined waste receptacle.
9. Allow sufficient time for handwashing:
 - after using the toilet
 - before meals, snacks and preparing food
 - after handling soiled garments, menstrual pads, soiled diapers
 - after blowing nose
 - after touching potentially contaminated objects, soiled materials, etc.
 - after removing disposable gloves
 - after contact with blood or other body fluids

The Library District must assure convenient and accessible handwashing facilities for all staff. Handwashing materials should always be available: dispenser-style liquid soap, paper towels, and plastic lined baskets for disposal.

When handwashing facilities are not available a waterless antiseptic hand cleaner should be used. The manufacturer's recommendations for the product should be followed.

Additional ways to control infections are as follows:

1. Cover mouth when coughing or sneezing.
2. Dispose of used tissues in plastic-lined waste receptacle.
3. Keep fingers out of eyes, nose, mouth.
4. Stay home when sick. i.e., fever, diarrhea, vomiting, excessive sneezing, coughing.
5. Dry feet after taking a shower.
6. Refrain from sharing personal care items. i.e. combs, brushes, makeup, razors, toothbrushes.
7. Cover open, draining lesions.
8. Maintain updated immunizations.
9. Refrain from sharing eating utensils, drinking cups or water bottles.

Appendix A – 2: Clean-Up Materials

Blood/body fluid clean up-materials will be readily accessible in every Library District location. These materials will be packaged into a readily accessible container.

Clean-up materials include:

1. Disposable latex gloves
2. Disposable paper towels
3. Sanitary absorbent material
4. Zip lock plastic bags
5. Alcohol towelettes
6. Gauze pads
7. Band-Aids - assorted sizes

Materials for areas requiring sanitizing will be held and maintained by custodial staff.

Appendix A – 3: Standard Operating Procedures (SOPs): Clean-Up**Blood Borne Pathogens**

1. If an accident involving a blood/body fluid spill occurs, the individual should be encouraged to tend to his/her own injury. Staff in the immediate area should notify a custodian. On the occasions that custodial staff are not available, follow the blood/body fluid procedures listed below:
 - a. wear disposable latex gloves and disposable towels/clean gauze for each injury
 - b. any blood-stained first aid supplies should be placed in a sealable plastic bag
 - c. follow proper glove removal procedures and place in a sealable plastic bag
 - d. wash hands thoroughly with soap and water using proper procedures
2. Wear disposable latex gloves whenever faced with a situation involving blood/body fluid. When disposable latex gloves are not available or unanticipated contact occurs, hands and all other affected areas should be washed with dispenser soap and water immediately after contact.
3. While wearing gloves, clean and disinfect all soiled, washable surfaces (i.e., tables, chairs, floors) immediately, removing soil before applying a disinfectant.
 - a. use paper towels or tissues to wipe up small soiled areas; after the spill is removed, use clean paper towels and soap and water to clean area
 - b. apply sanitary absorbent agent for larger soiled areas; after the spill is absorbed, vacuum or sweep up materials; immediately discard materials in sealable plastic bag
 - c. disinfect area with an EPA-approved disinfectant according to manufacturer's instructions
4. Clean and disinfect soiled rugs, carpets, and upholstered furniture immediately.
 - a. apply sanitary absorbent agent, let dry and vacuum; discard material in a sealable bag
 - b. apply a sanitary shampoo with a brush or an extractor and re-vacuum; discard material in a sealable bag
 - c. spray with an EPA-approved disinfectant according to manufacturer's instructions
5. Clean equipment and dispose of all disposable materials:
 - a. soiled tissues and flushable waste can be flushed in a toilet; discard paper towels and vacuum bag or sweep into plastic bag, seal and dispose of according to procedure
 - b. rinse broom and dustpan in disinfectant solution after removing debris
 - c. soak mop in disinfectant solution for a minimum of twenty minutes and rinse thoroughly
 - d. used disinfectant solution should be promptly poured down a drain
 - e. remove disposable gloves and discard in a sealable plastic bag; avoid touching skin with soiled gloves
 - f. wash hands thoroughly with soap and water using handwashing procedures.
 - g. plastic bags containing contaminated waste should be secured and disposed of daily according to procedure
 - h. store all disinfectants in safe areas inaccessible to patrons
 - i. all staff should take precautions to prevent injuries by needles, razor blades, broken glass, and any other sharp instruments for devices that have potential for penetrating the skin; a tool such as pliers, forceps or tweezers should be used to pick up sharp items.

Viruses

1. If an area requires sanitizing due to exposure from an individual presenting with viral symptoms, the area will be sanitized with an agent meeting the current criteria of the EPA as being effective against viruses. Responding staff will conduct sanitizing in accordance with the directions for use provided by

the manufacturer. Staff will wear gloves and, if desired, a mask while sanitizing the area. Mask and glove removal will be done in accordance with current infection control standards.

Appendix A – 4: Standard Operating Procedures (SOPs): Head Custodian/Custodian

1. Gloves: Latex, rubber or vinyl gloves must be worn when cleaning restrooms and for other activities where custodians may come in contact with blood/body fluids during regular or emergency cleaning tasks. Household rubber gloves can be used. However, they should be discarded if they are peeling, cracked or discolored or if they have punctures, tears or other evidence of deterioration.
2. Mop Water: Generally, mop water should be changed when the mop is not visible through the solution. Mop water must be changed after is has been use to clean blood/body fluid spills. Dirty mop water should be carefully poured down the drain to prevent spilling or splashing onto clean areas. After use, mops should be soaked in a disinfectant solution for twenty minutes.
3. Restroom Cleaning: Floors, toilets and sinks of all restrooms should be cleaned and disinfected daily with an EPA-approved disinfectant. Toilet paper, paper towels and dispenser soap should be restocked on a daily basis. Busy restrooms should be checked throughout the day and restocked when necessary. Overflowing toilets or blocked drains should be placed “out of service” until repaired and cleaned. These repairs should be given high priority.
4. Garbage and waste receptacle: All garbage cans and waste paper baskets should have plastic liners and must be changed daily. Plastic liners should be tied as part of that removal and disposal process. Any plastic liner that contains blood/body fluid waste should be double bagged and then discarded in the normal trash.
5. Disinfectant: Select an intermediate level disinfectant which will kill vegetative bacteria, fungi, tubercle bacillus, and virus. Select an agent that is registered with the US Environmental Protection Agency (EPA) for use as a disinfectant in places of public assembly (such as schools or other public buildings). Use all products according to the manufacturer’s instructions. Agents should belong to one of the following classes of disinfectants:
 - a. sodium hypochlorite (1:10 dilution of household bleach); this solution must be made fresh for each use; effective against HIV and Hepatitis B
 - b. ethyl or isopropyl (70% - 90%)
 - c. quarternary ammonium germicidal detergent solution (2% aqueous solution)
 - d. iodopher germicidal detergent (500 ppm available iodine)
 - e. phenolic germicidal detergent solution (1% aqueous solution)
6. Frequently wash hands in accordance with outlined procedure (Appendix A) and especially after removing gloves.
7. When responding to an incident resulting in a blood/body fluid spill, follow SOP for Clean-Up (Appendix A-3). Adherence to the SOP is critical for decreasing transmission of infectious disease.

Appendix A – 5: Standard Operating Procedures (SOPs): Librarian I/II - Youth Services,
Librarian I/II/III - Supervisors

Staff in these job classes should always direct or help an individual involved with blood/body fluid incident to care for him/herself with minimal contact to the staff person. However, there are situations when a staff person will need to intervene and provide assistance that requires contact. Staff should always implement a barrier between him/herself and the individual in need of assistance, using clean materials or gloves. In most instances, staff should not be expected to clean up the blood/body fluid spill or the environment. Custodial staff should be called for clean up.

When staff intervene and implement “universal precautions” they do so from an informed, voluntary response under the Good Samaritan Act and should use prudent public health protective procedures.

On the occasions that custodial staff are not available, follow the blood/body fluid procedures listed below:

- a. wear disposable latex gloves and disposable towels/clean gauze for each injury
- b. any blood-stained first aid supplies should be placed in a sealable plastic bag
- c. follow proper glove removal procedures and place in a sealable plastic bag
- d. wash hands thoroughly with soap and water using proper procedures
- e. immediate notify custodial staff

Keep other staff and patrons from the area of blood/body fluid spill until the areas is cleaned and disinfected.

Report incident to the Administrative Office following the procedures of Appendix Form F.

Appendix A – 6: Documentation of an Incident of Exposure

Documentation is extremely important as a follow-up to any exposure incident. Having a written record of what occurred protects both the employee and employer. It can also aid in identifying unsafe conditions and practices.

Staff are to report an Exposure Incident using the Savannah Reporting System found on the Staff Web Page.

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Policy #4115

Form F: Exposure Incident Report

Name:	Title:	Employee Number:
Address:	Phone (H):	Phone (W)
	Department:	Supervisor:

Date of Incident:

Description of Incident: Briefly describe what happened.

Wounds

- Did the incident involve a wound? yes no
- Did the wound result in visible bleeding? yes no
- Identify the cause of the wound needle human bite
- other sharp instrument (specify):
- other (specify):

Blood/Body Fluid Exposure

- Did the individual's blood/body fluids come in contact with your body? yes no
- What was the substance to which you were exposed? not exposed blood
- feces emesis (vomit)
- sputum sexual fluids
- If the substance was anything other than blood, was there any blood in the fluid? not exposed yes
- no unknown
- What part of your body was exposed to the substance? (check all that apply) none mouth
- eyes ears
- skin (specify location):
- other (specify):

Duration of exposure:

- If the exposure was to your skin, was your skin bruised in any way? yes no
- What was the condition of your skin in the immediate area of exposure? no abrasion(s) acne
- dermatitis cracks due to dry skin
- unhealed cuts or scratches
- other (specify):
- Which of the following procedures/PPE were being used at the time of the incident? (check all that apply) no PPE
- wounds/cuts covered with bandages
- mask
- gloves
- glasses/goggles
- other (specify):

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

Policy #4115

- After exposure, what first line intervention did you perform on yourself? (check all that apply)
- nothing
 - washed hands and exposed area
 - changed clothes
 - flushed eyes/rinsed mouth
 - showered
 - other (specify):

Supervisor notified as follows:

Medical Intervention: In the event of contact with blood and/or body fluid it is suggested that you discuss the following with your health professional:

- a. HBV antibody or previous vaccination status for HBV
- b. the need for HBV/HIV antibody testing

Virus Exposure

Where was the exposure? staff area public area

When and how was the area sanitized? With which product?

How were sanitizing materials discarded?

Return this completed form to the Administrative Office within 24 hours of exposure.

Employee Signature

Date

Supervisor Signature

Date

This form maintained for duration of employment plus 30 years.

Form G: Consent/Waiver Form for Hepatitis B Vaccination

I understand the benefits and risks of Hepatitis B vaccination. I understand that I must receive at least three intramuscular doses of vaccine in the arm over a six-month period to confer immunity. However, as with all medical treatment, there is no guarantee that I will become immune or that I will not experience an adverse side effect from the vaccine.

Hepatitis B vaccine will be made available at no charge to employees who are qualified under this policy .

I have had an opportunity to ask questions and all my questions have been answered to my satisfaction. I believe that I have adequate knowledge upon which to base an informed consent.

I understand that pre-vaccine blood testing for immunity is available at my own cost.

I understand that participation is voluntary and my consent or refusal of vaccination does not waive any employment rights. In addition, I can withdraw from the vaccination regimen at any time.

- I wish to be tested for prior immunity for Hepatitis B before proceeding with the vaccination.
- I grant permission for _____ to administer the three doses of Hepatitis vaccine.
- I understand that due to my occupational exposure to blood/body fluids I may be at risk of acquiring Hepatitis B. I have been given the opportunity to be vaccinated with Hepatitis B vaccine at no charge to myself. However, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine I continue to be at risk of acquiring Hepatitis B. If in the future, I continue to have occupational exposure to blood/body fluids and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination regimen at no charge to me.
- I decline to be immunized at this time. In the event of an accidental exposure, I will report the incident immediately to the Administrative Office and consult with my health care provider regarding post-exposure prophylaxis.

Date

Signature

To be Completed by Administering Physician

I certify that I have explained the reasonable risks and benefits of Hepatitis B vaccine to _____ *(insert name of patient)* in a manner which permits the patient to make a knowledgeable decision.

New Business Fact Sheet
Approval of Revised Employee Handbook

Recommended By Personnel Committee

Current Situation Administration, counsel, and supervisory staff have completed their review of the Library District's Employee Handbook and recommends it for full consideration by the Board of Trustees.

Action Requested **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District approve the revised Employee Handbook as reflected in PPLD Document #112024 – 6A.

Motion Moved _____
Seconded _____

Result of Action In Favor _____
Against _____
Abstaining _____

Poughkeepsie Public Library District Employee Handbook

Table of Contents

No.	Policy	Effective/ Revised Date	Page
INTRODUCTION			
020	Employee Welcome Message	11/20/2024	1
040	Introductory Statement	11/20/2024	2
051	Employee Acknowledgement Form	11/20/2024	3
060	Patron Relations	11/20/2024	4
080	Staff Orientation	11/20/2024	5
EMPLOYMENT			
101	Nature of Employment	11/20/2024	6
102	Employee Relations	11/20/2024	7
103	Equal Employment Opportunity	11/20/2024	8
104	Business Ethics and Conduct	11/20/2024	9
105	Hiring of Relatives	11/20/2024	10
107	Immigration Law Compliance	11/20/2024	11
108	Conflicts of Interest	11/20/2024	12
110	Outside Employment	11/20/2024	13
112	Non-Disclosure	11/20/2024	14
114	Disability Accommodation	11/20/2024	15
116	Job Posting	11/20/2024	16
EMPLOYMENT STATUS & RECORDS			
201	Employment Categories	11/20/2024	17
202	Access to Personnel Files	11/20/2024	19
203	Employment Reference Checks	11/20/2024	20
204	Personnel Data Changes	11/20/2024	21
205	Introductory Period	11/20/2024	22
208	Employment Applications	11/20/2024	23
209	Performance Evaluation	11/20/2024	24
210	Job Descriptions	11/20/2024	25
212	Salary Administration	11/20/2024	26
214	Medical Information Privacy	11/20/2024	27
EMPLOYEE BENEFIT PROGRAMS			
301	Employee Benefits	11/20/2024	29
302	Personal Benefits	11/20/2024	30
303	Vacation Benefits	11/20/2024	31
304	Family Care Benefits	11/20/2024	32
305	Holidays	11/20/2024	33
306	Workers' Compensation Insurance	11/20/2024	34
307	Sick Leave Benefits	11/20/2024	35
308	Cancer Screening	11/20/2024	37
309	Rights of Nursing Mothers	11/20/2024	38
310	Funeral Leave	11/20/2024	39
311	Leave for Blood Donation	11/20/2024	40
312	Jury Duty	11/20/2024	41
313	Witness Duty	11/20/2024	42
314	Continuation of Benefits (COBRA)	11/20/2024	43
315	Educational Assistance	11/20/2024	44
316	Military Leave	11/20/2024	45
317	Health Insurance	11/20/2024	46
318	Life Insurance	11/20/2024	47
319	Pension Plan	11/20/2024	48
320	Deferred Compensation Plans	11/20/2024	49
324	Employee Assistance Program	11/20/2024	50
326	Flexible Spending Account (FSA)	11/20/2024	51
332	Community Services	11/20/2024	52
TIMEKEEPING/PAYROLL			
401	Timekeeping	11/20/2024	53
403	Paydays	11/20/2024	54

Poughkeepsie Public Library District Employee Handbook

405	Employment Termination	11/20/2024	55
409	Administrative Pay Corrections	11/20/2024	56
410	Pay Deductions and Setoffs	11/20/2024	57
WORK CONDITIONS & HOURS			
501	Safety	11/20/2024	58
502	Work Schedules	11/20/2024	60
503	Use of Social Media	11/20/2024	61
504	Use of Phone and Mail Systems	11/20/2024	62
505	Smoking	11/20/2024	63
506	Rest and Meal Periods	11/20/2024	64
507	Overtime	11/20/2024	65
508	Use of Equipment and Vehicles	11/20/2024	66
510	Emergency Closings	11/20/2024	67
512	Business Travel Expenses	11/20/2024	68
514	Visitors in the Workplace	11/20/2024	69
516	Computer and Email Usage	11/20/2024	70
517	Internet Usage	11/20/2024	72
518	Workplace Monitoring	11/20/2024	75
522	Workplace Violence Prevention	11/20/2024	76
526	Cell Phone Usage	11/20/2024	77
LEAVES OF ABSENCE			
601	Leaves of Absence	11/20/2024	78
602	Family and Medical Leave	11/20/2024	79
EMPLOYEE CONDUCT & DISCIPLINARY ACTION			
701	Employee Conduct and Work Rules	11/20/2024	81
702	Drug and Alcohol Use	11/20/2024	82
703	Non-Discrimination	11/20/2024	83
704	Sexual Harassment	11/20/2024	84
704P	Complaint Procedure	11/20/2024	86
705	Attendance and Punctuality	11/20/2024	87
707	Personal Appearance	11/20/2024	88
708	Return of Property	11/20/2024	90
709	Resignation	11/20/2024	91
712	Solicitation	11/20/2024	92
714	Progressive Discipline	4/15/2024	
718	Problem Resolution	11/20/2024	93
722	Work Place Etiquette	11/20/2024	95
723	Driving Library District Vehicles	11/20/2024	96
MISCELLANEOUS			
802	Recycling	11/20/2024	97
806	Suggestion Program	11/20/2024	98
INDEX			99

Poughkeepsie Public Library District Employee Handbook

This page intentionally blank.

WELCOME

Welcome to employment with the Poughkeepsie Public Library District!

We believe that every employee helps to make the Library District successful and we hope that you will be proud to be a member of our team.

The Handbook describes many of our employment policies and practices. It also outlines many of the programs and benefits available to eligible employees.

The Handbook will answer many questions you may have about your employment at the Library District. We suggest that you become familiar with it as soon as possible.

You are required to complete an acknowledgement form (found on page 3 but printed separately for signature) and submit it to the Administrative Office no later than three (3) days after receipt of this booklet.

We hope that your experience here will be challenging, enjoyable, and rewarding.

Sincerely,

Thomas A. Lawrence, Library Director
Poughkeepsie Public Library District

INTRODUCTION

This employee handbook will give you important information about working at the Library District. The policies in the handbook explain many of the benefits of working here. The handbook also explains what we expect of you and tells you about many of our employment practices. This handbook is not intended to supersede any applicable collective bargaining agreements.

However, this employee handbook cannot cover every situation or answer every question about policies and benefits at the Library District. Also, sometimes we may need to change the handbook. PPLD reserves the right to add new policies, change policies, or cancel policies at any time. If we make changes to the handbook, we will tell you about the changes.

EMPLOYEE ACKNOWLEDGEMENT FORM

I, _____ have received a copy of the employee handbook issued by the Poughkeepsie Public Library District and understand and agree that I am to review this Handbook in detail and should consult the Administrative Office if I have any questions that are not answered in the handbook.

I understand and acknowledge that there may be changes to the information, policies, and benefits in the handbook. I understand that the Library District may add new policies to the handbook as well as replace, change, or cancel existing policies and that all such changes will become binding on me immediately upon issuance by the PPLD. I understand that I will be told about any handbook changes and I understand that handbook changes can only be authorized by the Library District's Board of Trustees.

I understand and acknowledge that this handbook is not a contract of employment or a legal document. I have entered into my employment relationship with PPLD voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or PPLD can terminate the relationship at any time, subject to the provisions of federal law, state law and/or any applicable collective bargaining agreement.

I have received the handbook and I understand that it is my responsibility to read and follow the policies contained in this handbook and any changes made to it.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____

PATRON RELATIONS

Our patrons are very important to us. Every employee represents the Library District to patrons and the public. Our patrons judge all of us by how we treat them. One of the highest priorities at the Library District is to help any customer or potential customer. Nothing is more important than being courteous, friendly, prompt, and helpful to all patrons.

We will provide patron relations and services training to all employees who have frequent patron contact. If a patron wants to make a specific comment or a complaint, you should direct the person to the Administrative Office for appropriate action. Your contacts with the public, your telephone manners, and any communications you send to the patrons reflect not just on you but also on the professionalism of the Library District. Good patron relations can build greater loyalty and increased community support.

080 Employee Orientation

The Library District provides new employees with an orientation designed to acquaint them with the policies and practices of the Library District in order to become a "smart" employee at the very beginning.

The orientation process will vary, depending on job specification and duties. However, all new staff will have a period of time to be oriented to the following issues, including but not limited to:

- Library District policies and procedures, including those related to patron confidentiality, ethical practices in library services, and sexual harassment awareness
- Library District organization and specifically the department into which a new employee is hired or transferred
- a tour of Library District facilities
- **orientation to the Library District's communication services (telephones and Internet)**
- an introduction to staff
- an orientation to Library District personnel practices and policies
- **a separate orientation to membership in CSEA, the Library District's labor organization**
- a review of professional ethics and responsibilities

It is critical that new employees fully complete all necessary paperwork prior to the commencement of employment.

The Library District's management team has developed an orientation checklist of important topics to be covered during an employee's initial period of employment. The employee's initial supervisor is to ensure that all necessary orientation occurs and that the completed checklist is placed in the employee's personnel file.

101 Nature of Employment

You are now an employee of the Poughkeepsie Public Library District and most terms of employment are governed by Civil Service Law and a collective bargaining agreement. Your union representative can inform you of matters concerning CSEA, the union of record at the Library District. If you have questions about Dutchess County Civil Service, you may either present your inquiry to the Administrative Office or contact Civil Service directly.

The policies in this handbook are not intended to create a contract. The policies should not be construed to constitute contractual obligations of any kind or a contract of employment between the Library District and any employee. The provisions in the handbook have been developed at the discretion of management and, for the most part, may be amended or cancelled at any time, at the sole discretion of the Library District.

These provisions replace all other existing policies and practices, except those set forth in the CBA or any other rights established through collective bargaining, and may not be changed or added to without the express written approval of the Board of Trustees of the Library District.

102 Employee Relations

We believe that the work conditions, wages, and benefits we offer to Library District employees are competitive with those offered by other employers in this area. The conditions, wages, and benefits are detailed in the current collective bargaining agreement. If you have concerns about work conditions or compensation, we strongly encourage you to express these concerns openly and directly to your supervisor.

Our experience has shown that when employees deal openly and directly with management, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that the Library District fully demonstrates its commitment to employees by responding effectively to employee concerns.

As the Library District's employees have already chosen third party representation, we affirm our commitment to retaining positive relationships with all existing bargaining units.

103 Equal Employment Opportunity

To give equal employment and advancement opportunities to all people, we make employment decisions at the Library District based on each person's performance, qualifications, and abilities. The Library District does not discriminate in employment opportunities or practices on the basis of race, color, creed, religion, sex, gender identity or expression, national origin, age, disability, sexual orientation, military or veteran status, alienage, citizenship status, ethnicity, marital status, predisposing genetic characteristics, familial status, status as a victim of domestic violence, or any other characteristic protected by law.

Our Equal Employment Opportunity policy covers all employment practices, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

If you have a question about any type of discrimination at work, talk with your immediate supervisor or the Administrative Office. You will not be punished for asking questions about this. Also, if we find out that anyone was illegally discriminating, that person will be subject to disciplinary action, up to and including termination of employment.

104 Ethics and Conduct

We expect Library District employees to be ethical in their conduct. It affects our reputation and success. The Library District requires employees to carefully follow all laws and regulations, and have the highest standards of conduct and personal integrity.

Our continued success depends on our patrons' trust. Employees owe a duty to the Library District and our patrons to act in ways that will earn the continued trust and confidence of the public.

As an organization, the Library District will comply with all applicable laws and regulations. We expect all employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and not do anything illegal, dishonest, or unethical.

Each employee is to review the Resource Sharing Standards of the Mid-Hudson Library System, as modified from time-to-time. These standards address a variety of issues related to proper use of the bibliographic and patron databases shared by the 66 members of the Mid-Hudson Library System. These Standards are available from your supervisor.

Additionally, the Board of Trustees has adopted, as policy, the American Library Association's Code of Ethics, as modified from time to time. Staff are to become familiar with this Code and to observe it at all times. The Code can be found at the American Library Association website or ask your supervisor for a copy.

If you use good judgment and follow high ethical principles, you will make the right decisions. However, if you are not sure if an action is ethical or proper, you should discuss the matter openly with your supervisor. If necessary, you may also contact the Administrative Office for advice and consultation.

It is the responsibility of every Library District employee to comply with our standard of library ethics and conduct. Employees who ignore or do not comply with this standard may be subject to disciplinary action, up to and including possible termination of employment.

105 Familial Relationships in the Workplace

Our policy is that an employee may not directly work for a relative or supervise a relative. The Library District reserves the right to take action if an actual or potential conflict of interest arises involving relatives who are in positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions. There may also be situations where there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct reporting relationship or authority involved. In that case, we may separate the employees by reassignment.

If you are in a close personal relationship with another employee, we ask that you avoid displays of affection or excessive personal conversation at work.

107 Immigration Law Compliance

The Library District is committed to employing only people who are United States citizens or who are aliens legally authorized to work in the United States. We do not illegally discriminate **because of a person's citizenship or national origin.**

Because we comply with the Immigration Reform and Control Act of 1986, every new employee at the Library District is required to complete the Employment Eligibility Verification Form I-9 and show documents that prove identity and employment eligibility.

If you leave the Library District and are rehired, you must complete another Form I-9 if the previous I-9 with the Library District is more than three years old, or if the original I-9 is not accurate anymore, or if we no longer have the original I-9.

If you have questions or want information on the immigration laws, contact the Administrative Office.

108 Conflicts of Interest

All Library District employees are required to adhere to the standards of conduct governing a number of areas, including but not limited to the following: confidential information, disclosure of interest in legislation or Library District contracts, investments in conflict with official duties, private employment or services, future employment and consulting services. Annually, each employee is required to disclose to Administration any relevant or potential conflicts

Conflicts of Interest: No Library District employee shall have any interest, financial or otherwise, direct or indirect or engage in any business or transaction or professional activity or incur any obligation of any nature which is in substantial conflict with the proper discharge of his/her duties in the public interest.

General Standards:

- No Library District employee shall accept other employment which will impair his/her independence of judgment in the exercise of his/her official duties.
- No Library District employee shall accept employment or engage in any business or professional activity which will require him/her to disclose confidential information which he/she has gained by reason of his/her official position or authority. Additionally, no Library District employee may disclose confidential information acquired by him in the course of his/her official duties or use such information to further his/her personal interests.
- No Library District employee shall directly or indirectly solicit any gift, or accept or receive any gift having a value of \$75.00 or more, whether in the form of money, service, loan, travel, entertainment, hospitality, thing or promise that could be reasonably inferred to influence him/her in the performance of his/her official duties.
- No Library District employee shall engage in any transaction as representative or agent of the Library District with any business entity in which he/she has a direct or indirect financial interest that might reasonably tend to conflict with the proper discharge of his/her official duties.
- Each Library District employee shall abstain from making personal investments in enterprises which he/she has reason to believe may be directly involved in decisions to be made by him/her or which will otherwise create substantial conflict between his/her duty in the public interest and his/her private interest.

110 Outside Employment

You may hold an outside job as long as you can satisfactorily perform your Library District job and the job does not interfere with our scheduling demands.

We hold all employees to the same performance standards and scheduling expectations regardless if they have other jobs. In order to remain employed at the Library District, we may ask you to alter an outside job if we determine that it is impacting your performance or your ability to meet our requirements, which may change over time.

You may not have an outside job that is a conflict of interest with the Library District. Also, you may not get paid or get anything in return from a person outside the Library District in exchange for something you produce or a service you provide as part of your Library District job.

112 Non-Disclosure

It is very important to the Library District that we protect our confidential business information, especially patron transaction and personal information. Confidential information includes, but is not limited to, the following examples:

- computer processes, programs, and passwords
- patron information, both personal and financial
- fellow employee information, both personal and financial

You may be asked to sign a non-disclosure agreement as a condition of your employment.

It is important to remember that non-disclosure of information is as important in the library as it is out of the library. Ethical conduct related to how information is discussed and shared among fellow employees is required at all times.

If you improperly disclose confidential business information, you will be subject to disciplinary action, up to and including termination of employment. This applies even if you do not get any benefit from releasing the information.

114 Disability Accommodation

The Library District is committed to complying fully with the Americans with Disabilities Act (ADA). We are also committed to ensuring equal opportunity in employment for qualified persons with disabilities. We conduct all our employment practices and activities on a non-discriminatory basis.

Our hiring procedures have been reviewed and they provide meaningful employment opportunities for persons with disabilities. When asked, we will make job applications available in alternative, accessible formats. We will also give assistance in completing the application. We only make pre-employment inquiries regarding an applicant's ability to perform the duties of the job.

Reasonable accommodation is available to an employee with a disability when the disability affects the performance of job functions unless making the reasonable accommodation would result in an undue hardship to the Library District. We make our employment decisions based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists. We make all types of leaves of absence available to all employees on an equal basis. Such leaves require the approval of the Board of Trustees.

The Library District is also committed to not discriminating against any qualified employee or applicant because the person is related to or associated with a person with a disability. The Library District will follow any state or local law that gives more protection to a person with a disability than the ADA gives.

We are committed to taking all other actions that are necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and any other applicable federal, state, and local laws.

116 Job Posting

Our job posting practices gives you the opportunity to show your interest in open jobs and to advance within the Library District according to your skills and experience. All job openings are distributed to all staff by email. Job openings will be posted on the Library District's web site for 10 days.

To apply for an open position, submit an application to the Administrative Office. List your job-related skills and accomplishments on the application. Also tell how your education and your work experience here or elsewhere make you qualified for the new job.

Applications are available in the Staff Room, in the Administrative Office, and on the Library District's web site.

We encourage you to talk with your supervisor about your career plans. We also encourage supervisors to support your efforts to gain experience and advance within the Library District.

After you apply for a job, your supervisor may be contacted for information about your performance, skills, and attendance. Any staffing limitations or other circumstances that might affect a possible transfer may also be discussed.

Job posting is a way to inform you of open jobs. It is also a way for the Library District to find out about qualified and interested applicants. In addition to posting, the Library District may use other recruiting sources to fill open jobs.

Regardless of jobs posted, all appointments to Library District employment are subject to approval by the Board of Trustees and consistent with Dutchess County Civil Service protocols.

201 Employment Categories

It is important that you understand the definitions of the employment classifications at the Library District and know your classification. Your employment classification and status helps determine what benefits you are eligible for. Regardless of status or category, all employment in the Library District is regulated by the *Rules for Classified Service in Dutchess County*, latest revised edition. See your supervisor for the latest edition.

In terms of Civil Service, the following classes of employees are used in the Library District:

- Competitive Class: where most full-time and hourly appointments are made from a list of certified eligible candidates as created by Dutchess County Civil Service
- Non-Competitive Class: where all part-time and full-time appointments are made without the need of a list of certified eligible candidates
- Labor Class: where select full- and part-time appointments are made without the need of a list of eligible candidates

All full-time and hourly employees as well as many part-time employees are hired from the Competitive Class. It is important for employees to remain aware of applicable Civil Service tests (and the dates of those tests) needed to be on a particular list.

Additionally, Civil Service has the following types of employment available to the Library District:

- Provisional: employees are appointed to the competitive class prior to a test and subsequent canvass of a list of certified eligibles for the position
- Probationary: employees who are in their position (either competitive or non-competitive) for not less eight (8) nor more than twenty-six (26) weeks.
- Permanent: employees who have been appointed and have fulfilled their probationary period

In consideration of Civil Service, full-time employees have a 35-hour work week. Hourly appointed employees are allowed to work up to a 35-hour. Part-time employees may only work a maximum of 17.5 hours per week.

Occasionally, the Library District will use temporary or seasonal workers. Use of these employment classifications is also covered by the *Rules for Classified Service*.

In terms of representation, all but five employee classifications are represented by the local unit of CSEA. The positions exempt from representation are:

- Library Director
- Assistant Director
- Business Manager
- Secretary to the Library Director
- Student Library Workers (employees in school or are homeschooled and are under the age of 19).

In consideration of the collective bargaining agreement with CSEA, employees generally work full-time or part-time. Competitive hourly appointments are made with the intention of easing the employee transition to full-time, should such a vacancy occur.

If you have questions or are not sure what your employment classification is, see your supervisor.

202 Access to Personnel Files

The Library District keeps personnel files on all employees. The personnel files include the job applications and related hiring documents, training records, performance documentation, salary history, and other employment records.

Personnel files are the property of the Library District. Because personnel files contain confidential information, the only people who can see them are people with a legitimate business reason.

If you wish to review your own file, contact the Administrative Office. You may need to give advance notice if you wish to see your file. You may review your file only when a representative of the Library District is present. You are entitled to union representation during this review.

203 Employment Reference Checks

To ensure that individuals who join the Library District are well qualified and have a strong potential to be productive and successful, it is the policy of the Library District to check the employment references of all applicants.

The Administrative Office will coordinate the response to all reference check inquiries from other employers. Responses to such **inquiries will be limited to factual information that can be substantiated by the Library District's records.** No other employees or departments are permitted to give business references for Library District employees.

204 Personnel Data Changes

It is important that the Library District have certain personal information about you in our records. You need to tell us as soon as there is a change to your mailing address, telephone numbers, educational accomplishments, and other related information. In the event your eligibility for benefits changes, we will also need to know of your marital status and dependents' information. We also need to have information about who to contact in case of an emergency. To change your personal information or if you have questions about what information is required, contact the Administrative Office.

205 Probationary Period

The Library District has a probationary period for new employees. During this period, we will evaluate your work habits and abilities to make sure that you can perform your job satisfactorily. The probationary period also gives you time to decide if the new job meets your expectations.

The probationary period for all new and rehired employees runs for twenty-six (26) weeks after their hire date. If you are promoted or transferred within the Library District, you will be asked to complete a secondary probationary period of the same length when you start the new position.

New employees receive a performance review between Week 16 and 18 of their probationary period. Satisfactory job performance is required in order to gain permanent appointment.

If you are absent for a significant amount of time during your probationary period, the length of the absence will automatically extend the probationary period. We may also seek permission from Civil Service to extend the probationary period if we decide it was not long enough to evaluate your performance. This could happen either during or at the end of the period.

If you go through a secondary probationary period because of a promotion or transfer, and it appears that you are not performing satisfactorily in the new job, you may be removed from the new job. If this happens, you are generally allowed to return to your former job or to a comparable job for which you are qualified.

When employees satisfactorily complete the first probationary period, they are assigned to the “permanent” employment classification.

Your benefits will be available to you during your probationary period as allowed by the collective bargaining agreement and Civil Service law.

208 Employment Applications

We rely on the accuracy of the information you put on your employment application. We also expect that you and your references give accurate and true information during the hiring process and employment. If we find that any information is misleading, false, or was left out on purpose, we may reject an applicant from further consideration. If the person was already hired, it could result in termination of employment.

It is critical that new employees fully complete all necessary paperwork prior to the commencement of employment.

209 Performance Plans and Review

Each employee shall receive a performance evaluation and plan review at least annually. More frequent evaluations may be required as **determined by the employee's supervisor.**

Annual evaluations reviews are to be completed by December 1 of each year for all employees. Evaluation of the Library Director shall be on a timetable established at the reorganization meeting of the Board of Trustees in January.

The Labor Management Committee shall, in accordance with applicable collective bargaining agreements, develop an evaluation form for use in annual performance evaluations for staff, excluding those positions that are CSEA exempt.

210 Job Specifications

We try to have accurate Civil Service job classifications for all jobs at the Library District. A job classification includes the following sections: job information; job summary (gives a general overview of the job's purpose); essential duties and responsibilities; supervisory responsibilities; qualifications (includes education and/or experience, language skills, mathematical skills, reasoning ability, and any certification required); physical demands; and work environment.

We use the job specifications to help new employees understand their jobs and their responsibilities. We also use duties statement to identify the requirements of a specific job, set up the hiring criteria, set standards for employee performance evaluations, and establish a basis for making reasonable accommodations for individuals with disabilities.

The Administrative Office and the hiring manager prepare a duties statement when a new position is created within a certain job specification. We review existing duties statement and request changes to them by Civil Service when a job changes. You can help by making sure that your job specification and duties statement are accurate and describe your job duties.

Your job specification and duties statement do not necessarily cover every task or duty that you might be assigned. You may be assigned additional responsibilities as necessary but related to your job specification. If you have questions or concerns about your job description, contact the Administrative Office.

You will receive a copy of your most current Civil Service job specification (or duties statement) with your annual review. Note that the title of the job specification may vary from your Library District job title, but the duties should be consistent with both.

212 Salary Administration

Salaries are administered in two ways at the Library District. The first is through the terms of the current collective bargaining agreement to represented employees. The second is to those employees not covered by the collective bargaining agreement. Those employees have their salaries determined annually by the Board of Trustees.

214 Medical Information Privacy

This section describes how health information about you may be used and disclosed and how you can get access to this information. If you have any questions, ask the Business Manager.

The Library District is committed to keeping our employees' personal information private. This also applies to our health plans that are covered by state or federal law, for example health benefit plans, dental plan, vision plan, employee assistance plan (EAP), and Flex 125 plan. We will refer to all of these plans as the Benefit Plans.

The Benefit Plans are required by federal and state law to protect the privacy of your health information and other personal information, and to provide you with notice about our policies and protections. When the Benefit Plans use or disclose your protected health information, the Benefit Plans promise to respect the privacy of that information.

The Benefit Plans will not use your protected health information or disclose it to others without your permission, except for reasons as allowed by law.

The Benefit Plans may also disclose your protected health information when necessary to file claims with other insurance carriers.

The Benefit Plans will not use or disclose your protected health information for any purpose other than the purposes described in this policy without your written permission. You may take back an authorization that you have previously given by sending a written request to the Business Manager, but not about any actions the Benefit Plans have already taken.

The Benefit Plans may disclose protected health information about you to a relative, a friend or any other person you identify, provided the information is directly relevant to that person's involvement with your health care or payment for your care. For example, if a family member or a caregiver calls us with knowledge of your protected health information, we may confirm it or answer questions about it. You have the right to stop or limit this type of disclosure by contacting the Business Manager. If you are a minor, you also may **have the right to block your parents' access to your protected health information, if permitted by state law.**

You have the right to additional restrictions on who can see your protected health information. While the Benefit Plans will consider all requests for restrictions carefully, they are not required to agree to a requested restriction.

You have the right to confidential communications about your protected health information. While the Benefit Plans will consider reasonable requests carefully, the Benefit Plans are not required to agree to all requests.

You have the right to see and copy your protected health information. If you ask for copies, the Benefit Plans may charge you copying and mailing costs.

You have the right to make corrections to your protected health information. If your doctor or another person created the information that you want to change, you should ask that person to change the information.

If you want to make any of the requests listed above, you must contact the Business Manager.

If you want more information about your privacy rights, do not understand your privacy rights, are concerned that the Benefit Plans have not respected your privacy rights, or disagree with a decision that the Plans made about who can see your protected health information, you may contact the Business Manager. You may also file written complaints with the Secretary of the U.S. Department of Health and Human Services. We will not take any adverse action against you if you file a complaint with the Secretary of Health and Human Services or the Business Manager.

301 Employee Benefits

The Library District gives eligible employees many benefits. Some benefits are required by law and cover all employees. The legally required benefits include Social Security, Workers' Compensation, and New York State disability.

The primary factor in determining your eligibility for benefits is whether you are a full-time or part-time employee. For represented employees, the list of benefits is covered in the collective bargaining agreement. For employees not represented by a collective bargaining agreement, most economic and leave benefits in the agreement are extended to them. One notable exception is the sick bank. Participation in the sick bank is limited to represented employees. Student Library Workers are not eligible for employee benefits.

You may have to pay part or all of the cost for some benefits but the Library District fully pays for many of them. We calculate that the benefits we give to a regular full-time employee cost us approximately 30 - 35 percent of the employee's pay. When you think about your total pay at the Library District, be sure to also count how much we pay toward your benefits. Annually, the Library District will provide each employee with a Total Compensation Report which will include a forms of compensation to the employee, both salary and benefits.

302 Personal Leave Benefits

All full-time employees, including provisional and probationary, will be allowed three (3) days of personal leave in one (1) calendar year, at such time as the employee requests subject to the approval of the Department Head.

No more than two (2) personal days will be used in the first six (6) months of employment.

Unused personal leave shall be converted to sick leave.

Personal leave time shall be **pro-rated for part-time employees. Employees hired on or after October 26, 2022, must work a minimum of seventeen and a half hours per week in order to be eligible for personal leave.**

Personal leave shall be taken in accordance to the terms established in the most current collective bargaining agreement.

303 Vacation Benefits

The Library District offers vacation time off with pay to most employees.

The amount of paid vacation time you receive each year depends on how long you have been working and in accordance with the most current collective bargaining agreement.

Upon date of hire, you begin to earn paid vacation time according to the schedule in this policy. Vacation is scheduled based on protocols established in the Collective Bargaining Agreement. However, single vacation days require only 7 days advance notice. **All vacation is scheduled and approved based on the Library District's operational needs.**

You will be paid for vacation time off at your base pay rate as of the time of the vacation.

We encourage you to use your available paid vacation time for rest and relaxation. No more than an employee's annual vacation allocation may be carried at any given time without written permission from the Library Director. Vacation leave shall be taken in accordance to the terms of the current collective bargaining agreement.

If your employment terminates, you will be paid for any unused vacation time that has been earned through your last day of work.

304 Family Care Benefits

We have family care assistance programs to help parents who work at the Library District. Full-time and part-time employees are eligible for the family care assistance programs.

These are short descriptions of the family care assistance programs we may have available. For more information about these programs, contact the Administrative Office.

- Cafeteria Plan/Flexible Spending Account: Employees choose benefits (including child care) from a list of options and contribute a part of pretax salaries to a child care account. This option allows employees to minimize the federal tax they must pay on child care dollars.
- Flextime Scheduling: Employees may request the opportunity to vary their work schedules (within employer-defined limits) to better accommodate family responsibilities.
- Sick Leave Benefits: Employees may use accrued sick leave benefits in the event of their own illness or the illness of an immediate family and/or household member.
- Telecommuting: Employees who receive advance approval to do so may work out of their homes on certain days to accommodate their family care arrangements. This benefit is very limited as most employees need to be onsite to fulfill their work responsibilities. If you wish to be considered for a temporary telecommuting option, please refer to Policy #4116 - Telecommuting.

305 Holidays

The Library District gives time off to all employees on the following paid holidays:

- New Year's Day (January 1)
- Martin Luther King, Jr. Day (third Monday in January)
- Presidents' Day (third Monday in February)
- Memorial Day (last Monday in May)
- Juneteenth (June 19)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Columbus Day (second Monday in October)
- Veterans' Day (November 11)
- Thanksgiving Eve (close at 5:00 p.m.)
- Thanksgiving (fourth Thursday in November)
- Day after Thanksgiving
- Christmas Eve (December 24)
- Christmas (December 25)
- New Year's Eve (December 31; close at 12:30 p.m.)
- Floating Holidays: The Library District grants each eligible employee two floating holidays which are to be used by December 1.

If a paid holiday falls on a weekend, the holiday is observed in accordance with the collective bargaining agreement.

The collective bargaining agreement requires that the Library District be closed at 5:00 p.m. Friday and all day Saturday and Sunday of both Memorial Day and Labor Day Weekends. These are not considered paid holidays.

In establishing its annual operations schedule, the Board of Trustees may opt to close the Library District on Sundays, such as Easter or Sundays in August. These closures are not paid holidays.

Eligible employees will be paid for holiday time off. If you are eligible, your holiday pay will be calculated at your straight-time pay rate as of that holiday multiplied by the number of hours you would normally have worked that day.

If you are eligible for paid holidays and on the holiday you are on a paid absence, such as vacation or sick leave, you will get holiday pay instead of the paid time off pay you would have received.

We will count holiday paid time off as hours worked when calculating overtime.

Employees may not use personal time adjacent to a paid holiday or holiday exception time off.

306 Workers' Compensation Insurance

The Library District provides a comprehensive workers' compensation insurance program to our employees. This program does not cost you anything. Workers' compensation covers only work-related injuries and illnesses.

The workers' compensation program covers injuries or illnesses that might happen during the course of your employment that require medical, surgical, or hospital treatment. Subject to legal requirements, workers' compensation insurance begins after a short waiting period, or if you are hospitalized, the benefits begin immediately.

It is very important that you tell your supervisor as soon as practicable about any work-related injury or illness, regardless of how minor it might seem at the time. Prompt reporting helps to make sure that you qualify for coverage as quickly as possible and lets us investigate the matter promptly. The Accident Report Form is available on the staff web site (www.poklib.org/staff).

307 Sick Leave/Sick Bank Benefits

The Library District provides paid sick leave benefits to eligible employees, except Student Library Aides, who are temporarily absent due to illness or injury. You will accrue sick leave benefits at the rate of 13 days per year (1 day per full month of service; 2 such days in December).

Eligibility and use protocols are detailed in the collective bargaining agreement (Article XIV).

If you cannot report to work because of an illness or injury, you should notify your supervisor or their designee before the scheduled start of your workday, if possible, but not later than 30 minutes after the start of the workday. Do not call your supervisor before 7:00 AM. Your supervisor must also be contacted on each additional day of absence. The following procedure should be used when calling in sick. Keep going until you have reached a live voice:

1. Contact your supervisor at their preferred method of contact. If you are calling in sick for an evening shift, call your supervisor at work.
2. The public service desk in your department.
3. The Administrative Office.
4. The Library Director.

You, or someone on your behalf, are required to make verbal contact with someone in the Library. You may not simply leave a voice message.

If you are absent for four or more consecutive days due to illness or injury, you may be required to give us a doctor's statement that states you are ill or injured, when it began, and when you should be able to return to work.

Unused sick leave benefits will be allowed to accumulate indefinitely and paid in accordance with Article XIV, Section 7 of the collective bargaining agreement for unit members upon retirement, resignation, or termination.

For represented employees, the Library District and CSEA manage a sick bank. The sick bank is established for use by participating employees who are members of the bargaining unit. Participation is voluntary. The purpose of the sick bank is for use of participating employees who have a serious illness or injury which requires them to be out of work, and have exhausted their own available sick time. Terms of participation are detailed in the collective bargaining agreement.

Sick leave benefits are meant to provide income protection in the event you are ill or injured. They may not be used for any other absence. You will not be paid for unused sick leave benefits while you are employed but you will be paid for unused sick leave benefits when your employment terminates, within the limits established by collective bargaining and Civil Service law.

308 Cancer Screening

New York State Civil Service Law (Chapter 7, Article 10, §159-b) entitles all public employees to take up to four (4) hours of paid leave annually for the purpose of obtaining cancer screening with no charge to leave accruals. The screening can include physical exams, blood work, or other testing specifically for the detection of cancer. Travel time is included in the four hour allotment. The Library District will grant Cancer Screening time for more than one screening provided the total time per year does not exceed four (4) hours. Absence beyond the four (4) hours will be charged to available accruals. The leave is not cumulative and expires at the end of the **calendar year. Proof of attendance can either be from a doctor's note or from the form below.**

309 Rights of Nursing Mothers

Employees who are breast feeding will receive time on a daily basis, with either unpaid or paid break time, to express breast milk for their nursing child for up to three years following child birth. The Library District will make a reasonable effort to provide a room or other location in close proximity to the work area where the employee can express milk privately. The Library District is not obligated to ensure the safekeeping of the expressed milk. The Library **[AS1]** will provide employees with a notice of their rights under this provision upon hire, annually, and whenever an employee returns to work following the birth of a child.

310 Bereavement Leave

Bereavement leave with pay, not to exceed five (5) days, per death, shall be allowed in the event of death of a member of a full-time employee's immediate family or household. Bereavement leave shall be prorated for part-time employees. For the purpose of this section members of an immediate family shall be limited to spouse, parents, children, grandchildren, grandparents, brothers, sisters, mother/father –in-law.

311 Leave for Blood Donation

Any employee who works twenty (20) or more hours per week for the Library District is entitled to participate in the donation of blood **during work hours at least two times per year if the blood donation is located on the Library District's worksite. If the blood donation is located off of the Library District's worksite, then the employee will be provided with three (3) hours of unpaid leave.** Proof of appointment/screening may be required by your Supervisor.

312 Jury Duty

The Library District encourages you to fulfill your civic responsibilities by serving jury duty if you get a summons. If you get a jury duty summons, you must present it to the Administrative Office as soon as possible. This will help us plan for your possible absence from work. We expect you to come to work whenever the court schedule permits.

Either you or the Library District may ask the court to excuse you from jury duty if necessary. We may ask that you be relieved from going on jury duty if we think that your absence would cause serious operational problems for the Library District.

All employees serving on jury duty will receive their normal rate of pay while on jury duty and are not able to receive compensation from the judicial system with the exception of reimbursable expenses. Subject to the terms, conditions, and limitations of the applicable plans, the Library District will continue to provide health insurance benefits for the full period of jury duty leave.

Your vacation, sick leave, and holiday benefits will continue to accrue during jury duty leave.

313 Witness Duty

If you get a subpoena to testify in court, the Library District will give you time off to be a witness. If you are summoned to be a witness for the Library District or if we ask you to testify, we will give you time off with pay.

If you have to go to court to be a witness for someone other than the Library District, we will give you time off without pay. You may also use any available paid leave benefits you have, such as vacation, to be paid for any unpaid time off you have to take.

If you need to get time off to be a witness, show the subpoena to your supervisor as soon as you receive it. We expect you to report for work whenever you are not needed in court.

314 Benefits Continuation (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) helps employees and their dependents to continue their health insurance even if they are no longer eligible under our health plan.

There are strict rules about when you can use COBRA. COBRA lets an eligible employee and dependents choose to continue their health insurance when a "qualifying event" happens. Qualifying events include the employee's resignation, termination, leave of absence, shorter work hours, divorce, legal separation, or death. Another qualifying event is when a dependent child stops being eligible for coverage under your health insurance.

If you continue your insurance under COBRA, you will pay the full cost of the insurance at the Library District's group rates plus an administration fee. When you become eligible for our health insurance plan, we will give you a written notice describing your COBRA rights. Because the notice contains important information about your rights and what to do if you need COBRA, be sure to read it carefully.

315 Educational Assistance

Upon one year of employment, the Library District will provide funds in the form of educational assistance for those employees seeking to further their formal education in the area **of their job assignments by providing a reimbursement of up to seventy-five (75%) percent** of tuition cost upon satisfactory completion of the course. Reimbursement shall be provided based upon tuition charged at a SUNY institution for the selected or similar course of study.

Employees will be obligated to up to two (2) years of District service upon the completion of a degree funded through this program or a period of time similar to the duration of subsidized study.

Should the employee receive a promotion **due to their matriculated status and fail to take courses for more than a 12-month continuous** period without prior approval from the Director, then the employee will revert back to their prior classification and at the appropriate reduction of salary.

Written prior approval must be granted by the Library Director before an employee is entitled to such benefits.

As available the District will provide funds and leave time for the purpose of continued professional development, for all employees. Such **activity will be at the discretion of the Director, granted on a case-by-case request, and subject to the availability of funds.**

316 Military Leave

Members of the United States Armed Forces and/or State/County organized reserved units are provided with leave with pay consistent with the provisions of New York State Military Law during ordered military duty including the training period, deployment or active duty of these units for a period of up to 22 workdays or 30 days in a calendar year, whichever is greater.

317 Health Insurance

Our health insurance plan offers medical, vision, and dental benefits to eligible employees and their dependents, with some partially funded by the Library District. Please refer to the current collective bargaining agreement for current terms and conditions. Employees not represented through collective bargaining are typically extended the same health insurance benefit by annual resolution of the Board of Trustees. Student Library Aides, however, are not eligible for this benefit.

The eligible employees can enroll in the health insurance plan, subject to the terms and conditions of the agreement between the Library District and its insurance carrier, upon date of hire.

If you are enrolled in the health insurance plan and change to an employment classification that would make you no longer eligible, you may be able to continue your health care benefits under the Consolidated Omnibus Budget Reconciliation Act (COBRA). See the Benefits Continuation (COBRA) Policy in this handbook for more information.

If you have questions about our health insurance plan, contact the Business Office for more information.

318 Life Insurance

A full-time employee of the District represented by a collective bargaining agreement and under the age of 70 [AS2] shall be provided with a ten thousand (\$10,000) dollar group term life insurance policy for which all premiums are to be paid by the Library District during their period of employment, which benefit shall survive this Agreement.

A full-time employee of the Library District represented by a collective bargaining agreement and age 70 and over shall be provided with a six-thousand five hundred (\$6,500) dollar group term life insurance policy for which all premiums are to be paid by the District during their period of employment, which benefit shall survive this Agreement.

Upon retirement as described under the New York State Retirement and Social Security Law, and for the life of the member, the District will pay the full amount of the premium for each employee for a group term life insurance policy in the amount of five thousand (\$5,000) dollars.

There are more details about our basic life insurance plan in the Summary Plan Description. If you have questions about our life insurance plan, contact the Business Office for more information.

319 Pension Plan

As a local government, the Library District participates in the New York State Retirement System (NYSERS). Full-time employees are required to participate in compliance with New York State Civil Service Law. Part-time employees may opt to participate at full cost to themselves.

All employees of the Library District represented by the CBA who are members of the New York State Retirement System shall be entitled to benefits under Section 75-g of the New York State Retirement Law.

The Library District shall provide Option 41j under the New York State Retirement System regarding unused accumulated sick days.

320 New York State Deferred Compensation - 457 Plan

To be eligible to join our 457 savings plan, you must be 21 years of age or older. You may join the plan upon hire or only during open enrollment periods. When you are eligible, you may participate in the 457 plan subject to all the terms and conditions of the plan.

You choose how much salary, within current IRS allowances, you wish to contribute to the 457 plan.

Your 457 contribution is taken from your pay before the federal and state taxes are calculated for your paycheck. That means that you will pay lower taxes now while you are contributing to the 457 plan. Your 457 account will be taxed when you take money out of it in the future but at that time it is possible that you will pay taxes at a lower rate.

There are more details about our 457 savings plan in the Summary Plan Description. If you have questions about the 457 plan, contact the Business Office for more information.

324 Employee Assistance Program

The Employee Assistance Program (EAP) can help you to solve personal problems that might be affecting your work life or personal life. The EAP offers counseling services to you to help deal with problems such as alcohol or drug abuse, marital or family tensions, financial or legal troubles, and emotional distress related to work or personal concerns. The EAP can help analyze the problem, give counseling and, if necessary, refer you to community or private services for long-term help.

The EAP is confidential and keeps all your information private. The EAP cannot release the information you give them unless you approve it in writing. If you talk with the EAP, it will not be recorded in your personnel file.

There is no charge for you to talk to an EAP counselor because the Library District pays for the EAP. If the EAP counselor thinks that more counseling is needed, the counselor will tell you what other services are available and if the costs will be covered by our health plan. If you get counseling from people outside the EAP, you will be responsible for paying for any costs that are not covered by health insurance.

We encourage you to talk with the EAP if you are having problems or conflicts in your personal or work life. Call 483-5150 or (800) 724-0917 to talk with an EAP counselor.

326 Flexible Spending Account (FSA)/Flex 125 Plan

The Library District provides a Flexible Spending Account (FSA) program to eligible employees who enroll in the program. We will take money from your pay before taxes are calculated. We put the money in your FSA. You can then use the money in your FSA to pay for health care expenses that are not paid by health insurance or dependent care expenses during the plan year. Because we take the FSA contributions from your pay before taxes, there is less tax taken out.

Full-time and part-time employees are eligible to participate in the Flexible Spending Account program.

It is up to you if you want to participate in the Health Care and/or Dependent Care FSA. You must re-enroll each plan year. You decide how much you want to contribute to the FSA by figuring out how much you might need to pay next year for expenses that are covered by the FSA. You may contribute up to the maximum allowed annually as established by the IRS for each type of expense. The Business Office will advise of these limits annually. You can only contribute to the FSA by having the money taken directly out of your pay before taxes. If you do not use all the money in your FSA by the end of the plan year, you will lose that money so you do not want to contribute more than you expect you will need.

There are more details about our Flexible Spending Account program in the Summary Plan Description. If you have questions about the Flexible Spending Account program, contact the Business Office for more information. The Business Office can also give you a worksheet to help you decide how much you should put in the FSA and examples of how you can use your FSA money.

332 Community Service

The Library District encourages participation and support of community service agencies, organizations, schools, and similar groups. However, as a public institution, we are limited in our ability to grant community service time off from work. Therefore, if your selected community service involves time during your normal work hours, you will need to schedule the time with your supervisor and use available leave time.

401 Timekeeping

All employees are responsible for accurately recording the hours they work. The law requires the Library District to keep accurate records of "time worked" in order to correctly calculate employee pay and benefits. "Time worked" means the time employees spend performing their assigned work.

The Library District uses a time clock to manage employees time sheets. You are responsible for accurate punches in upon arrival, out for lunch, back in after lunch, and out upon the completion of your work day.

Before you work any overtime, you must always get advance approval.

Employees must submit their time sheet for approval. The submission process is the employee acknowledgement indicating that the hours submitted are accurate. Each supervisor will review **and approve their employees' time sheets and forward them for processing** by the Business Office.

If an employee fails to review and submit their timesheet for approval, they risk being paid for the time reflected in the time sheet created by the time clock with any corrections to be addressed in a subsequent payroll.

403 Paydays

All employees are paid biweekly on every other Thursday based on an annual salary divided by the number of paydays in the year. Each payment includes pay for all work performed through the end of the previous payroll period.

If a payday falls on a holiday, you will be paid by the last work day before the holiday.

As per collective bargaining, all payroll will be provided through a direct deposit program where each employee shall receive bi-weekly confirmation of said deposit (commonly called Payroll Advice).

405 Employment Termination

There can be many reasons why employment may terminate. The following are some of the most common reasons for termination of employment:

- Resignation - voluntary employment termination initiated by an employee.
- Discharge - involuntary employment termination initiated by the organization.
- Layoff - involuntary employment termination initiated by the organization for non-disciplinary reasons.
- Retirement - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

Your benefits are affected by termination in several ways. All accrued, vested benefits that are due and payable at termination will be paid out. You may be allowed to continue some benefits by paying for them yourself. You will be notified in writing about which benefits you can continue and the limitations and details of how to continue them.

409 Administrative Pay Corrections

The Library District tries to make sure that you are paid correctly and on scheduled paydays. In the instance where you suspect a mistake in your pay, contact the Business Office immediately so that the error can be corrected as quickly as possible.

Errors must be reported within 30 days in order to ensure corrective action. Likewise, the Library District reserves the right to reverse and reclaim incorrect wages within the same timeframe.

410 Pay Deductions

Laws require the Library District to take deductions from your pay. Deductions are money taken from your pay for certain things such as federal, state, and local taxes. The law also requires us to deduct Social Security taxes from your pay. The Library District pays the same Social Security tax to the government, as required by law.

The Library District also offers programs and benefits to eligible employees that are not required by law. You may ask us to deduct money from your pay to cover your payment for these programs.

If you want to know why money was deducted from your paycheck or how your pay is calculated, see the Business Office.

501 Safety

Safety is important at the Library District. We want the Library District to be a safe and healthy place for employees and patrons. The Administrative Office is responsible for implementing, administering, monitoring, and evaluating the safety program. A successful safety program depends on everyone being alert and committed to safety.

We regularly communicate in different ways with employees about workplace safety and health issues. These communications may include staff meetings, bulletin board postings, memos or e-mails, or other written communications.

Employees and supervisors receive ongoing workplace safety training. The training covers possible safety and health hazards as well as safe work practices and procedures to eliminate or reduce hazards. Training focuses on blood-borne pathogens (and its attendant risk management) and safe lifting. Full guidelines are found in departmental "crash boxes," boxes containing materials to address public and staff incidents. Staff are encouraged to review these guidelines at least annually.

The union also has a Health & Safety Committee that is composed of staff representatives from different parts of the Library District. The purpose of the committee is to monitor workplace conditions and to help communications between employees and management about workplace safety and health issues.

Some of the best safety improvement ideas come from employees. If you have an idea, concern, or suggestion on how to improve safety in the workplace, tell your supervisor, another supervisor, or the Administrative Office. We want you to know that you can report any concerns about workplace safety anonymously and without fear of reprisal.

You are expected to obey all safety rules and be careful at work. Using equipment, including chairs with casters, properly as well as proper work ergonomics will help ensure a safe work experience. You must immediately report any unsafe condition to the appropriate supervisor. Material Safety Data Sheets for all cleaning items provided by the Library District are found [on the staff web site or at each of the public service desks at all Library District locations](#). These should be consulted in the event of exposure to solvents and other cleaning agents provided by the Library District.

If you violate the Library District safety standards, you may be subject to disciplinary action, up to and including termination of employment. Violations include causing a hazardous or dangerous situation (such as burning candles), not reporting a hazardous or dangerous situation, and not correcting a problem even though you could have corrected it.

It is very important that you tell the Administrative Office or your supervisor immediately about any accident that causes an injury, no matter how minor it might seem at the time. When you report it quickly, we can investigate the accident promptly, follow the laws, and start insurance and worker's compensation processing.

The Library District has developed a separate Safety and Security Manual that should be consulted from time to time for protocols on how to handle various safety and security issues. [That Manual, too, can be found on the staff web page.](#)

NOTE: Items in red are reminders of administrative tasks to be done.

502 Work Schedules

There are different work schedules at the Library District. Your supervisor will tell you about your work schedule. Your position in the organization will determine what your exact schedule will be but invariably it will require some evenings and weekend assignments, as scheduled to meet the needs of the Library District.

Our staffing needs and work demands may require that we change the starting and ending times of work schedules. We may also need to change the number of work hours that are scheduled each day and week.

Flexible scheduling may be available to employees, depending on their job function. Flextime lets you vary the times you start and end work each day within certain time limits. To have flextime, you and your supervisor must agree on the schedule together. Before we can approve flextime, we will also look at our staffing needs, your performance, and the needs of your job. If you are interested in flextime, talk with your supervisor. All flextime arrangements are reviewed at least annually to determine the continued suitability of the arrangement.

In certain situations, the Library District offers employees a telecommuting option for a brief period of time. Telecommuting is implemented based on Library District Policy #4116 - Telecommuting. If you have a personnel situation that the Library District may be able to accommodate with telecommuting, please contact your supervisor who will review your request and, if deemed appropriate, forward it to the Administrative Office for consideration. All telecommuting requires approval by the Library Director prior to it commencing.

503 Use of Social Media

The social media guidelines are not intended to discourage you from using social media but rather to be clear in the Library District's rights **and responsibilities**. **In today's world just about everything we do online can be traced.** While the Library District does not want to control what is said on personal social media sites, we want to remind you that anti-harassment and ethics policies extend to all forms of communication, including social media.

Therefore, all employees are expected to comply with these social media usage guidelines:

- Use of social media for personal business is discouraged on Library District networks.
- Use of social media for Library District purposes must be approved by Administration.
- **Staff may not use the Library District's logo(s) or name to endorse any product, opinion, cause, or political candidate.**
- Staff are solely responsible for any legal implications or actions in response to their personal social media site.

504 Use of Library District Phone, Mail, and Delivery Systems

The Library District telephones are reserved for business use only. Therefore, you should limit outgoing personal calls, even if they are local calls. If you make excessive personal calls on the Library District business phones, we may require that you pay us for any charges. Outgoing personal calls should be made during breaks, meal periods, and, if your supervisor approves, at other times and not on public desk phones. Staff are encouraged to use their personal cell phones for personal phone calls. There should be no personal long distance calls made from Library District telephones.

Our telephone communications are an important reflection of our image to patrons and the community. Always use proper telephone etiquette. The following are some examples of good telephone etiquette for incoming calls: use the approved greeting, speak courteously and professionally, repeat information back to the caller, and only hang up after the caller hangs up. When using the phones for internal calling, please identify yourself as not all phones have a staff name assigned to them and always announce an outside call that you are forwarding to another staff member.

You may not use the Library District postage or metering for your personal mail, even if you plan to reimburse the Library District the cost of postage. The postage is intended only for official business-related mail.

Staff should not make it the practice to have personal items delivered to the Library District. Those types of deliveries are best left to the home address. If such a delivery is unavoidable, the Library District assumes no responsibility for tracking and keeping delivered goods. Outgoing items for pick-up are allowed as long as they are pre-paid by either a vendor or the staff member. Staff may not use the Mid-Hudson Library System delivery service for personal use.

505 Smoking

The Library District prohibits all smoking and vaping on its property.

506 Breaks and Meal Periods

If you are a full-time employee, you will generally have 2 breaks of 15 minutes in length each workday. When possible, breaks will be scheduled in the middle of the work period before and after the meal period. Staff are reminded that breaks are a privilege and not a right. Breaks may also be modified if there is insufficient staff to assure continued public service. Because breaks are counted and paid as time worked, you must not be absent from your workstation longer than the break allows. If you leave Library District property during your break, please advise your supervisor or staff at a public service desk that you are leaving. Breaks cannot be combined nor can they be used to extend a meal period.

All employees will have one meal period of 60 minutes in length. A meal period is required of any employee scheduled to work more than six (6) hours and when those hours cover the traditional meals of lunch or dinner. Your supervisor will schedule your meal period to accommodate operating requirements. During meal periods, you are not subject to any work responsibilities or restrictions. You will not be paid for meal period time.

Alterations to this policy require the written permission from the Library Director.

As we are a public institution where good public service is critical to our success, staff are reminded to not eat in public areas.

507 Overtime

There may be times when the Library District cannot meet its operating requirements or other needs during regular working hours. If this happens, we may give employees the opportunity to work overtime.

It is our policy that no overtime can be worked without the approval and authorization of the supervisor. We try to distribute overtime assignments fairly among all employees who are qualified to perform the required work, in accordance with the collective bargaining agreement.

Employees will receive overtime pay in accordance with the federal and state wage and hour laws and the collective bargaining agreement. Overtime pay is based on the actual hours worked and is earned after working 40 hours in a given work week. Authorized leave days and/or holidays constitute time worked in calculating overtime.

508 Use of Equipment and Vehicles

Equipment and vehicles essential in accomplishing your job duties are expensive and may be difficult to replace. When you use the Library District's property, you should be careful, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Tell your supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. When you promptly report damages, defects, and the need for repairs, you can prevent deterioration of equipment and possible injury to employees or other people.

See your supervisor if you have questions about your responsibility for maintenance and care of equipment or vehicles you use on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, may result in disciplinary action, up to and including termination of employment.

510 Emergency Closings

There may be times when emergencies, such as severe weather or failures, disrupt normal business operations at the Library District. We may delay opening, close early, or not open at all.

If we decide to close during nonworking hours, we will inform you in the following manner:

- The initial greeting on the **Library District's phone system will indicate if there is a closure or a delay.**
- **The closure or delay information will be posted on the Library District's website.**
- An urgent text alert will be sent from When2Work. You can receive this text notification if you have enabled it in your profile in W2W. If you choose this option, you should make your text notification contact only available to your manager and not to other W2W users.

When we are officially closed due to emergency conditions, you will be paid for your scheduled work hours during the period of closure.

If we delay opening, work schedules may be altered, such as meal and break times. When there is a delayed opening, please consult your supervisor, who may need to modify your schedule.

If we close early, staff will work to established schedules. For example, if we close at 1:00 p.m. and you are scheduled for a 12:00 p.m. lunch, you will leave at 12:00 p.m.

If an emergency closing is not authorized and you do not report for work, you may request to use any available paid time off you have, such as vacation. If you have previously scheduled time off, you will be charged for the time.

512 Travel

The Library District recognizes the importance of a knowledgeable staff and encourages their growth and development through participation in educational and training opportunities. Staff members have a goal to continue to develop themselves professionally to enhance their excellence as library staff and to fulfill their roles as members of the professional library community. Attendance at and participation in professional library functions is recognized as beneficial to both the Library District and to the public it serves.

Funds are provided each year to support training and conference expenditures. The Board of Trustees authorizes the Library Director to approve travel expenditures related to these expenditures.

Guidelines

1. Prior approval by both the supervisor and the Library Director is required before staff may make arrangements for attending any conference. Staff will complete Request for Employee Conference Travel and submit it to their supervisor with sufficient time for consideration and necessary approvals but not less than 45 days prior to the scheduled event.
2. With permission granted and a budget estimated approved, the employee may begin making arrangements for travel. Early bird registration is preferred as it is often offered at a reduced price. Pre- and post-conference workshops can often be a useful educational tool but must be requested as part of the initial approval process. Expenses that are typically funded by the Library District include, but are not limited to the following:
 - a. Registration fees
 - b. Hotel accommodations (usually at one of the conference hotels unless a less costly and appropriate hotel is available within a safe walking distance from the conference venue; in this instance, the Library District will only support the cost equal to the established government rate as found [here](#)). Employees are to use [NYS ST-129 Exemption Certificate](#) for overnight accommodations in New York State in order to avoid local sales tax.
 - c. Mileage allowance (at the prevailing IRS rate).
 - d. Taxi expenses
 - e. Meal expenses on a per diem basis (as found [here](#)).

The Library District does not fund the following expenses (in addition to others not considered essential to the safe travel and well-being of the employee):

- a. In-room movies
 - b. Alcoholic beverages
 - c. Personal services
 - d. Medication
3. In the instance where attendance at a conference or training is for one day only and manageable as a day trip, the Library District funds registration, mileage, and a mid-day meal. The partial day meal per diem is found [here](#). The Library District will have the final say as to whether a day trip is reasonably managed or whether an overnight accommodation will be funded.
 4. Upon return from conference travel, the employee must submit all expenses on Employee Report of Travel Expenses and Claim for Payment and any various additional forms as required with required documentation (receipts) attached.
 5. Improper costs or costs listed previously as ineligible for reimbursement are the responsibility of the employee. A check for these expenses must accompany the Employee Report of Travel Expenses and Claim for Payment or the employee may face a deduction of wages earned equal to the amount of unauthorized expenses.
 6. Employees are reminded that travel funds are provided by public tax dollars and should be used wisely.
 7. Prior to the payment of claims made for travel, the Board of Trustees will review the claim and approve the payment at a regularly scheduled meeting of the Board of Trustees.

514 Visitors in the Workplace

Only visitors who are properly authorized may be in the Library District staff areas. This helps to maintain safety standards, safeguard employee and patron welfare, protect our property and facilities, guard confidential information against theft, and reduce potential distractions and disturbances. In consideration of all staff, visitors should not linger in shared work areas or the Staff Room.

All visitors should enter the Library District through a public entrance. If you have visitors, you are responsible for their conduct and to watch out for their safety.

If you see an unauthorized person in a staff area, notify your supervisor immediately or direct the person to the main entrance.

516 Computer and Email Usage

To help you do your job, the Library District may give you access to computers, computer files, the email system, and software. You should not use a password, access a file, or retrieve any stored communication without authorization. To make sure that all employees follow this policy, we may monitor computer and email usage.

We try hard to have a workplace that is free of harassment and sensitive to the diversity of our employees. Therefore, we do not allow employees to use computers and email in ways that are disruptive, offensive to others, or harmful to morale. We also restrict use of staff equipment to staff only.

At the Library District you may not display, download, or email sexually explicit images, messages, and cartoons. You also may not use computers and email for ethnic slurs, racial comments, jokes of any kind, partisan activities, or anything that constitutes harassment or disrespect. Staff should remember that all email is discoverable in any legal proceeding.

You may not use email to ask other people to contribute to outside organizations, with the exception of charitable non-profit or school organizations. Use of email for political or religious causes is strictly prohibited. Personal use of Library District email is discouraged. There are numerous commercial services which provide free email accounts and staff should use those services.

Your email signature should only contain your name and contact information. There should be no other information in your signature unless approved by Administration. All Library District email must have a signature in the approved format, similar to that outlined below:

Jane Smith, Librarian II
Poughkeepsie Public Library District
93 Market Street
Poughkeepsie, NY 12601
V: (845) 485-3445 x XXXX / F: (845) 485-3789
e-mail: jsmith@poklib.org

The Library District buys and licenses computer software for business purposes. We do not own the copyright to this software or its documentation. Unless the software developer authorizes us, we do not have the right to use the software on more than one computer.

You may only use software on local area networks or on multiple machines according to the software license agreement. The Library District prohibits the illegal duplication of software and its documentation.

If you know about any violations to this policy, notify your supervisor, the Administrative Office or any member of management. Employees who violate this policy are subject to disciplinary action, up to and including termination of employment.

517 Internet Usage

The Library District may provide you with Internet access to help you do your job. This section explains our guidelines for using the Internet. Internet usage is intended for job-related activities but short, occasional personal use is allowed as long as you keep it within reasonable limits. Employees are responsible for exercising good judgment regarding the reasonableness of personal use. Individual departments are responsible for creating guidelines concerning personal use of internet systems.

All Internet data that is written, sent, or received through our computer systems is part of the official Library District records. That means that we can be legally required to show that information to law enforcement or other parties. Therefore, you should always make sure that the business information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and legal.

The equipment, services, and technology that you use to access the Internet are the property of the Library District. Therefore, we reserve the right to monitor how you use the Internet. We also reserve the right to find and read any data that you write, send, or receive through our online connections or is stored in our computer systems.

You may not write, send, read, or receive data through the Internet that contains content that could be considered discriminatory, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person.

Examples of unacceptable content include (but are not limited to) sexual comments or images, racial slurs, gender-specific comments, or other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The Library District does not allow the unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet. As a general rule, if you did not create the material, do not own the rights to it, or have not received authorization for its use, you may not put the material on the Internet. You are also responsible for making sure that anyone who sends you material over the Internet has the appropriate distribution rights.

To protect against computer viruses, only download document from a trusted source.

If you use the Internet in a way that violates the law or the Library District policies, you will be subject to disciplinary action, up to and including termination of employment. You may also be held personally liable for violating this policy.

The following are some examples of prohibited activities that violate this Internet policy:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the organization's time and resources for personal gain
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Sending or posting confidential material or proprietary information outside of the organization
- Violating copyright law
- Failing to observe licensing agreements
- Sending or posting messages or material that could damage the organization's image or reputation
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals or the organization
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Using the Internet for political causes or activities, religious activities, or any sort of gambling
- Jeopardizing the security of the organization's electronic communications systems
- Sending or posting messages that disparage another organization's products or services
- Passing off personal views as representing those of the organization
- Sending anonymous email messages
- Engaging in any other illegal activities

Communications on these systems are not private. Employees should be aware that the data they create on the system remains property of the Library District, and usually can be recovered even though deleted by the user. Despite security precautions, there is absolutely no fail-safe way to prevent an unauthorized user from accessing stored files. The confidentiality of any information stored or transmitted on the System cannot be guaranteed. Furthermore, information that is stored on the system or sent via e-mail may be subject to disclosure pursuant to the New York State Freedom of Information Law.

Employees shall not post, send, transmit, publish, download, upload, copy, print or otherwise disseminate information that is not for Library District-related purposes without prior authorization.

A breach of the terms of this Policy shall result in a referral to appropriate law enforcement officials where the breach involves suspected illegal or criminal activities.

518 Workplace Audits

The Library District may conduct workplace audits to help ensure quality control, employee safety, security, and customer satisfaction.

All computer equipment, services, or technology that we furnish you are the property of the Library District. We reserve the right to audit computer activities and data that is stored in our computer systems. We also reserve the right to find and read any data that you write, send, or receive by computer.

We perform video surveillance of most public areas. We use the surveillance to identify safety concerns, detect theft and misconduct, and discourage and prevent harassment and workplace violence.

You may ask to see information about you that was gathered by workplace monitoring if it might impact employment decisions. We will give you access unless there is an ongoing investigation or a legitimate business reason to protect confidentiality.

Because we are sensitive to employees' legitimate privacy rights, we will make every effort to guarantee that workplace auditing is always done ethically and with respect.

522 Workplace Violence Prevention

The Poughkeepsie Public Library is committed to the safety and security of our employees. Workplace violence presents a serious occupational safety hazard to our staff.

Workplace Violence is defined as any physical assault or act of aggressive behavior occurring where a public employee performs any work-related duty in the course of his or her employment including but not limited to:

- an attempt or threat, whether verbal or physical, to inflict physical injury upon an employee;
- any intentional display of force which would give an employee reason to fear or expect bodily harm;
- intentional and wrongful physical contact with a person without his or her consent that entails some injury; or
- stalking an employee with the intent of causing fear of material harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment.

Acts of violence against any of our employees where any work-related duty is performed will be thoroughly investigated and appropriate action will be taken, including involving law enforcement authorities when warranted. All employees are responsible for: (a) helping to create an environment of mutual respect for each other and for visitors; (b) following all policies, procedures and practices; and (c) for assisting in maintaining a safe and secure work environment.

All incidents of violence or threatening behavior will be responded to immediately upon notification. All personnel are responsible for notifying the contact person designated below of any violent incidents, threatening behavior, including threats they have witnessed, received, or have been told that another person has witnessed or received.

Contact: Tom Lawrence, Library Director
 Nick MacDermott, Humans Resources Officer

Retaliation against an employee who makes a good faith report of violence or other disruptive behavior is strictly prohibited and shall be subject to appropriate corrective or disciplinary measures.

The Library shall work alongside authorized employee representatives in developing and implementing the Workplace Violence Prevention Program, which at a minimum, shall include:

- evaluating the physical environment;
- developing the Workplace Violence Prevention Program; and
- reviewing workplace violence incident reports at least annually to identify trends in the types of incidents reported, if any, and reviewing the effectiveness of the mitigating actions taken.

No one in the Library District shall have in their possession a firearm or other dangerous weapon, instrument or material that can be used to inflict bodily harm on an individual or damage to Library property without specific written authorization from the Library Director, or his/her designee, regardless of whether the individual possesses a valid permit to carry the firearm or weapon.

Additional Library policies related to workplace violence include the Policy #1101 A - Patron Code of Conduct and Policy #4110 - Sexual Harassment Prevention.

526 Cell Phone Usage

The Library District prohibits employees using cell phones for personal matters while they are at public service desks or while driving on Library District business unless an emergency situation arises. If you are driving and need to use a cell phone, you should pull off the road and stop before you text, place a call or talk on the phone.

Regardless of where, please remember to keep your conversations private and quiet.

We provide cell phones to some employees for business use. Employees with cell phones should not use them for personal use. We reserve the right to audit cell phone bills for personal use. The Library District reserves the right to search the contents of these phones. Employees should have no expectation of privacy on their work-issued cell phones.

601 Leaves of Absence

Requests for leave of absence without pay must be made in writing to the Director of the Library District who will refer the matter to the Board of Trustees for a decision. Requests for leave of absence without pay must be made in sufficient time to recruit temporary help to fill the position.

602 Family and Medical Leave Act of 1993 (FMLA)

The Library District provides unpaid family leaves of absence to eligible employees who need to take time off from work duties to meet family obligations that are directly related to childbirth, adoption, or placement of a foster child. Family leave may also be requested to care for a child, spouse, parent or adult child who is incapable of self-care due to a disability with a serious health condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, residential medical care facility, or at home. A serious health condition can also include continuing treatment by a health care provider.

All employees are eligible for medical and family leaves if they have worked for the Library District at least 12 months by the start of the leave, and 1,250 hours in the 12 months preceding the start of the leave. If you think you will need a family leave, give your request to your supervisor at least 30 days in advance of the date the leave would start. This will help us plan for your possible absence. If it is an unexpected situation, make your request as soon as possible.

If you request family leave due to the serious health condition of a child, spouse, or parent, you may be required to submit a health care provider's statement verifying the need for a family leave, the start and expected end dates, and the estimated time required.

An eligible employee may request up to a maximum of 12 weeks of family leave within any 12-month period for certain family and **medical reasons or for any qualifying exigency as defined by law, arising out of a servicemember's active duty status.** However, eligible employees who wish to care for a servicemember who is a member of the Armed Forces, National Guard or Reserves with a serious injury or illness are entitled to a maximum of 26 workweeks of unpaid leave during a single 12-month period to care for the servicemember. You must use any available paid leave you may have, such as vacation or sick leave, during the FMLA leave.

If your spouse is also employed by the Library District, as a couple you may be restricted to a combined total of 12 weeks leave within any 12 month period for childbirth, adoption or placement of a foster child, or to care for a parent with a serious health condition.

Subject to the terms, conditions, and limitations of the applicable plans and the collective bargaining agreement, the Library District will continue to provide health insurance benefits for the full period of an approved family leave.

Your benefits, such as vacation, sick leave, or holiday benefits, will not accrue during a family leave. When you return from leave, the benefits will start accruing again.

Please give us at least two weeks advance notice before you plan to return. When you return from family leave, you will go back to the same job if it is still available. If that job is no longer available, we will place you in an equivalent job that you are qualified for.

603 Childcare Leave

As an extension of the leave allowed under the FMLA, an employee not covered by a collective bargaining agreement may take a total of six months of leave from the date of birth or adoption of a child. This leave shall be unpaid, except that you shall be required to use any paid leave accruals during this six-month period. Upon return to work, you will go back to the same job if it is still available. If that job is no longer available, we will place you in an equivalent job that you are qualified for. Once your FMLA eligible leave has concluded, you may continue your health insurance at your own cost. Please contact the Business Office for further information regarding childcare leave.

[Refer to counsel.](#) [AS3]

701 Employee Conduct and Work Rules

We expect you to follow certain work rules and conduct yourself in ways that protect the interests and safety of all employees and the Library District.

While it is impossible to list every action that is unacceptable conduct, the following lists some examples. Employees who break work rules such as these may be subject to disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Loud and boisterous conversations
- Negligence or improper conduct leading to damage of employer-owned or patron-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas
- Excessive use of cell phones for personal use during work hours, excluding break and meal times
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Unauthorized absence from work station during the workday
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Unauthorized disclosure of confidential information
- Violation of personnel policies
- Unsatisfactory performance or conduct

702 Drug and Alcohol Use

In order to ensure a safe work environment for employees and patrons and to provide the most effective delivery of services, the use, sale, distribution or purchase of controlled substances or alcoholic beverages on or in Library District property is strictly prohibited. Violations of this prohibition will be referred to the police for prosecution where appropriate.

If a supervisor has reasonable suspicion to believe an employee is consuming or under the influence of alcohol or a controlled substance during work hours, then the Human Resources Officer or Library Director shall be contacted immediately.

The responding **administrator shall immediately meet with the employee in question. If the administrator concurs with the supervisor's findings** the employee will be instructed to leave the premises immediately. The employee will be discouraged from driving from the premises and an emergency contact will be notified to pick up an employee when appropriate.

The Library Director must be notified as soon as possible after the removal of an employee for violation of this policy. The Library Director will provide written notice to the employee advising of the actions taken, including the violation of this policy, and make a supervisory referral to the Employee Assistance Program. The notice shall indicate that another violation of this policy may result in termination of employment for cause.

Any additional infractions of the Drug and Alcohol Policy shall be grounds for the employee's termination for cause.

The Library District recognizes that alcohol abuse and substance abuse is a potentially fatal disease. Employees so affected are encouraged to seek voluntary treatment programs, such as those available through the Employee Assistance Program. The Library District further recognizes the rights of those in qualified treatment programs as guaranteed by the Americans With Disabilities Act.

703 Non-Discrimination

The Library District is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, based on an individual's sex, gender identity or expression, race, creed, color, national origin, age, religion, disability, sexual orientation, military or veteran status, alienage, citizenship status, ethnicity, marital status, predisposing genetic characteristics, familial status, status as a victim of domestic violence, or any other legally protected characteristic. As such, the Library District has a strong commitment to providing a work environment conducive to maintaining the dignity of all its workers and encouraging efficient, productive and creative work.

Employees are prohibited from engaging in discriminatory acts. The Library District considers compliance with this discrimination policy to be essential and hereby instructs all of its employees to conduct themselves in accordance with this policy. Employees who believe they have witnessed or been subjected to discrimination in the workplace must promptly report such alleged discrimination in accordance with the complaint procedure set forth below. You can raise concerns and make reports without fear of reprisal or retaliation.

Discrimination may include actions, jokes or comments based on an individual's membership in a protected class or any activity that creates fear, intimidates, ostracizes, psychologically or physically threatens, embarrasses, ridicules, or in some other way unreasonably over burdens or precludes an employee from reasonably performing his or her work.

For Complaint Procedure, see §704P.

704 Sexual Harassment~~[AS4]~~

Sexual harassment is strictly prohibited under the law and Library policy. The Library maintains a detailed policy and complaint procedure regarding sexual harassment, which can be found in Library Policy #4106.

Complaints should be filed using the Library District's Savannah Reporting System, accessible from the Staff Web Page. tr

705 Attendance and Punctuality

We expect Library District employees to be reliable and punctual. You should be at your assigned work area on time and as scheduled. If you cannot come to work or you will be late for any reason, you must notify your supervisor as soon as possible, but no later than 30 minutes after the beginning of your shift. If you cannot reach your supervisor, you are expected to call the Administrative Office, the Circulation Desk, or the Reference Desk.

Unplanned absences can disrupt work, inconvenience other employees, and affect productivity. If you have a poor attendance record or excessive lateness, you may be subject to disciplinary action, up to and including termination of employment.

707 Personal Appearance

Personal appearance means how you dress, how neat you are, and your personal cleanliness standards. Your personal appearance can influence what patrons think about the Library District. Personal appearance can also impact the morale of your co-workers.

During business hours or whenever you represent the Library District, you should be clean, well groomed, and wear appropriate clothes. This is particularly important if your job involves dealing directly with patrons. Generally, the Library District supports business casual as the preferred style of dress. This prohibits the wearing of ripped jeans, fad clothing, and athletic wear. Clothing with discreet advertisements and branding emblems are acceptable.

If your supervisor finds that your personal appearance is inappropriate, you will be asked to leave work and return properly dressed and groomed. If you are asked to leave, you may not be paid for the time you are away from work **[AS5]**. See your supervisor if you are not sure about the correct clothing standards for your job. Building Services staff (Maintenance and Security) are expected to wear Library District-issued uniforms and footwear.

Where necessary, the Library District may make a reasonable accommodation to this policy for a person with a disability.

The following examples should help you understand the Library District personal appearance guidelines:

- Shoes must provide safe, secure footing, and offer protection against hazards. Avoid wearing open-toed shoes.
- Tank tops, tube or halter tops, or shorts may not be worn under any circumstances, unless expressly approved by the Library Director.
- Long hairstyles should avoid interfering with job performance.
- Excessive makeup is not permitted.
- Offensive body odor and poor personal hygiene is not professionally acceptable.
- Perfume, cologne, and other products with strong smells should be used moderately or avoided altogether, as some individuals may be sensitive to strong fragrances.
- Jewelry should not be functionally restrictive, dangerous to job performance, or excessive.
- Facial jewelry, such as eyebrow rings, nose rings, lip rings, and tongue studs, should be discreet.
- Visible excessive tattoos and similar body art should be covered during business hours

708 Return of Property

The Library District may loan you property, materials or written information to help you do your job. You are responsible for protecting and controlling any property we loan you.

You must also return it promptly if we ask. If you stop working at the Library District, you must return all Library District property immediately.

If you do not return our property and if the law allows, we may take money from your regular or final paycheck to cover the cost. We may also take legal action to get back our property.

709 Resignation

Resignation means that you voluntarily terminate your employment at the Library District. If you decide to resign, we would like you to tell us in writing at least 2 weeks before the date you will leave. Although advance notice is not required, you will be helping your co-workers because there will be more time to reassign work and replace you if necessary.

Prior to resignation or retirement, employees are strongly advised to meet with the Business Manager to discuss post-termination issues such as health insurance costs and other benefits.

712 Solicitation

We realize that many employees participate in events and organizations outside work. However, during working time, employees may not solicit for these activities or distribute information about them. Working time does not include lunch periods or breaks. Staff may leave information and products for sale in the staff room. Staff may announce their availability through a staff e-mail.

These are examples of the types of solicitation that we do not allow:

- The collection of money, goods, or gifts for religious groups, except for schools
- The collection of money, goods, or gifts for political groups

We also limit what types of information are posted on our bulletin boards. We display information on the Library District staff bulletin boards that we think is important to employees such as:

- Equal Employment Opportunity statement
- Employee announcements
- Internal memoranda
- Job openings
- Organization announcements
- Workers' compensation insurance information
- State disability insurance/unemployment insurance information

If you want to post something on a bulletin board, first give it to the Administrative Office for approval. If it is approved, the Administrative Office will then post your message.

714 Progressive Discipline

The Library District is bound by both Civil Service Law and collective bargaining in how it addresses disciplinary matters. The following is the guidance to be used by supervisors when employee discipline is necessary.

1. First Occurrence: Supervisor provides verbal counseling on problem.
2. Second Occurrence: Supervisor continues verbal counseling with a follow-up email summarizing the conversation and **recommended corrective actions. The email should note that it will be placed in the employee's personnel file. Copy of email is sent to the CSEA Unit Head and entered into employee's personnel file.**
3. Third Occurrence: Supervisor completes Employee Warning Notice form. Copy of form sent to employee, Unit Head, and **entered into employee's personnel file.**
4. Fourth Occurrence: Meeting scheduled by Library Director to discuss employee issues and consider disciplinary options. Employee is present along with union representation.
5. If discipline is warranted, then action will be taken consistent with Article XXV, Section 2 of the collective bargaining agreement.

All disciplinary matters will be documented and findings shared with the employee and entered into their personnel file. Where **relevant and necessary, the employee's supervisor shall be notified of the findings and how** discipline will be implemented.

All disciplinary matters shall remain confidential.

718 Problem Resolution

The Library District encourages an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from Library District supervisors and management. The Library District tries hard to ensure fair and honest treatment of all employees. We expect supervisors, managers, and employees to treat each other with mutual respect. We encourage employees to give positive and constructive criticism to each other.

If you disagree with the Library District rules of conduct, policies, or practices, you can state your concerns through the problem resolution procedure described in this policy. You will not be penalized, formally or informally, for making a complaint as long as you do it in a reasonable, business-like manner. You will also not be penalized for using this problem resolution procedure.

If a situation occurs when you believe that a condition of employment or a decision that affects you is not fair, you are encouraged to use the following resolution steps. You may stop the procedure at any step.

1. You present the problem to your supervisor after the incident occurs. If your supervisor is unavailable or you believe it would be inappropriate to discuss it with your supervisor, you may present the problem to the Administrative Office or any other member of management.
2. Your supervisor responds to the problem during discussion or after consulting with appropriate management, when necessary. Your supervisor documents the discussion.
3. You present the problem to the Administrative Office if the problem is not resolved.
4. The Administrative Office counsels and advises you, helps you to put the problem in writing, visits with your managers, if necessary, and directs you to the Library Director for a review of the problem.
5. You present the problem to the Library Director in writing.
6. The Library Director reviews and considers the problem. The Library Director informs you of the decision and forwards a copy of the written response to the Administrative Office for your file. The Library Director has full authority to make any adjustment that is determined to be appropriate to resolve the problem.

Problems, disputes, or claims not resolved through the preceding problem resolution steps are subject to mediation. Mediation will be conducted under the Employment Mediation Rules of the American Arbitration Association. If you choose to use mediation to resolve a problem, you will be expected to share the cost of mediation with the Library District. You can get a complete description of the mediation procedure from the Administrative Office.

Not every problem can be resolved to everyone's total satisfaction. However, we believe that honest discussion and listening to each other will build confidence between employees and management and help make the Library District a better place to work.

This section relates to problems, not grievances. A grievance is a violation of the contract and has specific procedures for resolution, as detailed in the CBA.

722 Work Place Etiquette

The Library District can be a better place to work when all employees show respect and courtesy to each other. Sometimes there are problems when employees do not realize that they are bothering or annoying other people. If this happens to you, you should first try to solve the problem by politely telling your co-worker what is bothering you.

In most cases, if you use common sense, the problem can be fixed. We encourage you to keep an open mind. If another employee tells you about something that you are doing that makes it hard for that person to work, try to understand the other person's point of view.

The following are some guidelines and suggestions for how to be considerate of others at work. You will not necessarily be disciplined if you do not follow these suggestions, but the guidelines will help you get along with others. If you have comments or suggestions about workplace etiquette, contact the Administrative Office.

- You are expected to keep your own workspace neat and organized.
- If you use the Staff Room, you are expected to keep it clean. This means washing any dishes used and properly disposing your trash and recyclables.
- Be conscious of how your voice travels, and try to lower the volume of your voice when talking on the phone or to others in open areas.
- Refrain from using staff e-mail to forward jokes as well as partisan messages.
- Communicate by email or phone whenever possible, instead of walking unexpectedly into someone's office or workspace.
- Try to minimize unscheduled interruptions of other employees while they are working.
- Avoid public accusations or criticisms of other employees. Address such issues privately with those involved or your supervisor.
- Be careful not to take or discard others' print jobs or faxes when collecting your own.
- Keep the area around the copy machine and printers orderly and picked up.
- Retrieve print jobs in a timely manner and be sure to collect all your pages.
- Return copy machine and printer settings to their default settings after changing them, including the removal of colored paper.
- Replace paper in the copy machine and printer paper trays when they are empty.

723 Driving Library District Vehicles

From time to time, certain employees whose job classification includes deliveries will be allowed use of Library District-owned vehicles for that purpose. Prior to driving such vehicle(s), the employee will need to complete a Driver Record Release form. The information contained therein will be submitted to our insurance brokers to verify that the employee is eligible to be insured and to legally drive **the vehicle(s)**. **Further, the Library District will make use of New York State's License Event Notification Service (LENS) in** order to remain current with the driving status of those employees authorized to use Library District vehicles.

Under no circumstances will Library District vehicles be made available for personal use.

802 Recycling

We want to help the environment by recycling at the Library District. We are committed to buying, using, and disposing of products and materials in the best ways for the environment.

You should use the special recycling containers when you throw away the following materials:

- computer paper
- white high grade or bond paper
- mixed or colored paper
- newspaper
- corrugated cardboard
- brown paper bags
- aluminum
- tin
- glass
- plastics
- printer cartridges

We also want to reduce the amount of paper and other resources that get used and then thrown away. These are some ways that you can help reduce using up natural resources:

- two-sided photocopying
- routing slips for reports
- minimum packaging
- eliminating fax cover sheets
- reusing paper clips, folders, binders, and manila envelopes
- reusing packaging material
- turning off lights when not in use

Whenever possible, we encourage you to buy products for work that contain recycled or easily recyclable materials.

If you have any questions or new ideas and suggestions for the recycling program, contact the Building Services Department.

806 Suggestion Program

We have a suggestion program at the Library District. All regular employees are eligible to participate in the suggestion program.

A suggestion is an idea that will help the Library District solve a problem, reduce costs, improve operations or procedures, enhance customer service, eliminate waste or spoilage, or make the Library District a better or safer place to work. A suggestion should not just tell about the problem. A suggestion should also not be about co-workers or management either. Instead, a suggestion should include ideas for how to solve or improve the situation.

All suggestions should describe the problem or situation, explain your solution or improvement in detail, and give the reasons why your suggestion should be used. If you have questions or need advice about your suggestion ideas, see your supervisor for help.

Submit your suggestion to the Administrative Office. After it is reviewed, it will be forwarded to the Administrative Council for consideration. As soon as possible, you will be told if your suggestion was accepted or rejected.

This page intentionally blank.

New Business Fact Sheet

Approval of Revised Policy: Patron Code of Conduct

Recommended By

Board Development & Policy Committee

Current Situation

The Board Development & Policy Committee has reviewed the proposed modification to the Library District's Patron Code of Conduct, as has counsel.

Action Requested

MOVED that the Board of Trustees of the Poughkeepsie Public Library District approves the proposed revisions to Policy #1101 – Patron Code of Conduct as reflected in PPLD Document #112024 – 7A.

Motion

Moved _____
Seconded _____

Result of Action

In Favor _____
Against _____
Abstaining _____

Code of Conduct

Welcome to the Poughkeepsie Public Library District. We are proud to partner with our patrons to provide a safe and positive environment for all. In order to provide an appropriate library environment and to ensure constructive use of Library District facilities, materials, and services as well as the safety and personal comfort of all our library patrons and staff, the following Code of Conduct will be in effect at all times. The Code of Conduct extends to social media, including email. Anyone who violates the Code of Conduct may be removed from the library properties and/or prosecuted to the fullest extent of the law.

The Library District has the right to amend the Code of Conduct at any time.

1. This is your public library

Appropriate behavior is required at all times, and patrons shall be engaged in activities associated with the use of a public library. Reasonable quiet is expected, especially in designated study areas. No patron may disturb others using the library.

Misconduct such as the use of foul, offensive or threatening language and gestures; harassment; public drunkenness; use, sale or exchange of alcohol or drugs; gambling; loud talking and laughing; running, pushing, and fighting; and other similar offensive behavior are not allowed on Library District property as well as on Library District social media and email. The Library District has the right to prohibit groups from congregating in the building or on the grounds. In addition, sleeping, staring, stalking, soliciting, loitering, littering, weapons, and damaging property are prohibited.

Using cellular phones, pagers, or other electronic devices in a manner that disturbs others is prohibited.

The use of benches and other areas outside the Library is intended for short periods of time (such as waiting for a ride or meeting someone) and is limited to less than 30 (thirty) minutes.

Adults may use the children's areas when they accompany children or when using the resources only available in that location.

The Library District uses CCTV (closed-circuit TV) to monitor indoor and outdoor areas.

2. Children and the Library District

The Library District cannot assume responsibility for the care and supervision of children. Parents and caregivers of children 9 years old and younger are to remain in the library at all times, including when a child is in a library program. Parents and caregivers are expected to supervise the behavior of their children. In accordance with school attendance laws, and in support of education, children under the age of 16 are not permitted on Library District property during school hours, unless accompanied by a parent, teacher, or legal guardian.

3. Teen Room

Use of the Teen Room requires the submission of a *Teen Room and Computer Use Agreement*, latest revised edition. These are available from the staff in the Teen Room and in the Children's Room.

4. Animals in the Library

Pets are not permitted in the library except for properly identified service animals or for programming purposes.

5. Dress, Personal Hygiene, and Public Health Emergencies

Patrons shall be fully clothed, including footwear.

Patrons whose bodily hygiene is offensive such that it disturbs others shall be required to leave the building.

Patrons shall comply with all rules and regulations established by New York State, Dutchess County, the City and/or Town of Poughkeepsie, and the Library District during periods of public health emergencies or a declared pandemic or epidemic. These rules will be prominently displayed at all library entrances. Patrons unable to medically tolerate wearing a face covering should notify Library District administration.

6. Parking

The parking areas are solely for the use of patrons and staff while they are in the library. Vehicles must park in legal, designated spaces. Violators are subject to having their vehicle booted or towed. Unauthorized overnight parking is not permitted and is also subject to booting.

7. Smoking, Food, and Beverages

In accordance with New York State and local law, the library is a smoke-free establishment and there shall be no smoking, vaping, or juuling on Library District property.

The consumption of food and alcoholic beverages on Library District property is prohibited, unless related to an approved Library District program. Non-alcoholic beverages in covered containers may be consumed. However, all beverages must be clearly visible and identifiable at all times.

8. Pedestrian Safety

For the safety of all patrons and staff, no one may run, skate, or use a skateboard or scooter on Library District property. No one may ride bicycles on the stairs or walkways around the buildings. Bicycles may not be stored inside Library District facilities; racks are provided for storage of bicycles.

9. Library Materials and Equipment

Library materials must be returned on time and in good condition; overdue materials deprive others in need of those materials. Patron accounts over \$25 may be referred to a collection agency.

Use of Library District computers requires a valid Mid-Hudson Library System library card, where the user's name and the name of the library card registration are the same. Access is provided to guests from outside the MHLS service area; inquire at a Service Desk for more information.

A library patron who deliberately alters a library computer database or destroys computer equipment will forfeit all library privileges, will be subject to financial liability for damages, and may be subject to criminal penalties.

A library patron who vandalizes, steals, defaces, or destroys any library material, equipment or building components will forfeit all library privileges, will be subject to financial liability for damages, and may be subject to criminal penalties.

All briefcases, oversized handbags, carryalls, luggage, packages, overcoats, and shopping bags are subject to inspection by library staff or security guards. The storage of personal items in the library or on library grounds is prohibited and personal belongings should not be left unattended.

10. Proper Identification

In the event of violations of this Code, library staff or security guards may request a patron to provide proper identification. Failure to provide such identification may lead to removal from the library.

11. Use of Library Grounds

The public areas of the Library, including both facilities and grounds, are a limited public forum. This policy is for the express purpose of maintaining orderly management and control of all Library grounds to create a safe, respectful, and appropriate environment for all patrons. Engaging in activities that interfere with or restrict patron access to Library facilities or grounds at any time, or are reasonably likely to do so, is not permitted. The following activities are prohibited on Library grounds: 1) distribution of leaflets, flyers, or other written publications; 2) distribution and circulation of petitions to collect signatures; and 3) public demonstration and political speech. Further, public solicitation of funds is prohibited on Library property. All yard signs, other than those approved by the Library, are prohibited on Library property. Signs posted on Library grounds will be removed and disposed of by Library Staff.

Patron concerns about issues raised in this policy should be brought to the attention of the Library District Administration. Thank you for your support as we provide high quality public library experiences for everyone.

New Business Fact Sheet
Approval of 2025 Operational Schedule

Recommended By Library Director

Current Situation Board of Trustees policy requires the Library Director to present a proposed schedule of operations for the year. This schedule is to include the hours of operation and the days of closure.

Action Requested **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District approve the attached 2025 operational schedule as described in PPLD Document #112024 – 8A.

Motion

Moved _____
Seconded _____

Result of Action

In Favor _____
Against _____
Abstaining _____

2025 OPERATIONAL SCHEDULE

The Poughkeepsie Public Library District operates three libraries: the Adriance Memorial Library, the Boardman Road Branch Library, and the Sadie Peterson Delaney African Roots Library. The public hours of operation are as follows:

Adriance Memorial Library	Monday – Thursday: 9 am – 8:30 pm Friday – Saturday: 9 am – 5 pm Sunday: 2 – 5 pm
Boardman Road Branch Library	Monday – Thursday: 9 am – 8:30 pm Friday – Saturday: 9 am – 5 pm
SPD African Roots Branch Library	Monday, Wednesday, Friday: 9 am – 5 pm Tuesday, Thursday: 1 pm – 5 pm Saturday: open on a rotation with programs

By contract with Labor, the Library District will be closed the following days and times:

- New Year’s Day, Wednesday, January 1
- Martin Luther King Day, Monday, January 20
- Presidents’ Day, Monday, February 17
- Memorial Day Weekend, Saturday – Monday, May 24 - 26
- Juneteenth, Thursday, June 19
- Independence Day, Friday, July 4
- Labor Day Weekend, Saturday – Monday, August 30 - September 1
- Columbus Day/Indigenous Peoples Day, Monday, October 13
- Veterans Day, Tuesday, November 11
- Thanksgiving Eve, Wednesday, November 26 (close at 5:00 p.m.)
- Thanksgiving Holiday, Thursday – Friday, November 27 - 28
- Christmas Eve, Wednesday, December 24
- Christmas Day, Thursday, December 25
- New Year’s Eve, Wednesday, December 31 (half-day)

For further scheduled closings, the Administration makes the following recommendations to the Board of Trustees:

Easter Sunday	Sunday, April 20 (unpaid)
Sundays	July 1 – August 31
Staff Development Day	Friday, September 26 (closed to the public; staff works)
Christmas Week	Monday – Tuesday, December 22 – 23 (close at 5:00pm)

In recognition of the Library District’s commitment to diversity, equity, and inclusion, there will be no public meetings and only limited public programming on the following dates:

Good Friday	Friday, April 18
Eid al-Fitr	Sunday, March 30 (after 5:00 pm) all day Monday, March 31
Passover (First Night)	Saturday, April 12 (after 5:00 pm)
Eid al-Adha	Friday, June 6 (after 5:00 pm); all day Saturday, June 7
Rosh Hashanah	Monday, September 22 (after 5:00 pm); all day Tuesday, September 23
Yom Kippur	Wednesday, October 1, (after 5:00 pm); all day Tuesday, October 2