



**Gloversville Public Library
Meeting of the Board of Trustees
58 East Fulton Street
December 17, 2024 at 6 PM**

Attendance/Call to Order

1. Public Comment
2. Accept the Minutes of the:
 - November 19, 2024 Meeting*
3. Treasurer's Report*
4. Warrant List*
5. Budget and Finance Committee Report
6. Foundation Report
7. Friends of the Library Report
8. President's Report
9. Building and Grounds Committee Report
10. Local History Room Committee Report
11. Outreach Committee Report
12. Personnel Committee Report
 - Employee Handbook Revision*
13. Policy Committee Report
14. Program Committee Report
15. Public Relations Committee Report
16. Redistricting Ad Hoc Committee
17. Trustee Search Ad Hoc Committee
18. Library Director's Report
19. Librarians' Reports
20. Old Business
21. New Business
 - Kane and Lekakis Consulting Presentation
 - Change of 2025 vote date*

Adjourn*

Next Meeting: January 21, 2025 at 6 PM

* Motion Required



Minutes of the Gloversville Public Library Board of Trustees Meeting November 19, 2024 at 6 PM

The Gloversville Public Library Board of Trustees held its regular meeting on Tuesday, November 19, 2024. Present were President, Gregory Niforos; Vice-President, Merry Dunn-Brown; Library Director, Valerie Acklin; Vice-President of Finance, Charles Reed; Treasurer, Michael Frank; Richard Carlson; Caren Pepper; Susan Shrader; and Charlotte Will. Also present was recording secretary, Sally Ostrander, and one person (Ms. S) from the public.

Mr. Niforos called the meeting to order at 6 PM.

Mr. Niforos asked for public comments. Ms. S addressed the Board about her experience as a guest reader at story time a couple of weeks ago. She said it was rewarding and suggested that Board members volunteer to be guest readers.

Mr. Niforos congratulated Mr. Frank for acting as the Library's Treasurer for 35 years and for being a mentor to other Board members. The Board presented Mr. Frank with a card.

Mr. Niforos asked for a motion to accept the minutes from the Board meeting of October 15, 2024. Mr. Ms. Dunn-Brown made a motion to accept the minutes with changes noted, seconded by Ms. Shrader. The minutes were approved with a unanimous vote of "aye."

Mr. Frank delivered the Treasurer's Report. He reviewed the receipts and expenses in the General Fund Account for October. He noted that in October the Library received the tax levy funds. Mr. Reed made a motion to accept the Treasurer's Report; seconded Ms. Pepper. The Board approved the motion with a vote of "aye."

Mr. Frank distributed the Warrants List. Time was allowed for Board members to review and discuss various items on the Warrant list. Mr. Reed made a motion to accept, seconded by Ms. Shrader. The Board approved this motion with a vote of "aye."

Mr. Reed stated there was no report from the Budget and Finance Committee. Mr. Frank stated there was no Foundation Report. The Committee will be meeting in early December.

Mr. Niforos presented the Friend's Report on behalf of Ms. LaPorta.

Mr. Niforos presented the President's Report. He said there has been some concern generated by the outcome of the election over the Library's future. Mr. Niforos wants to assure the public that the Library will continue to provide services in accordance with our mission and our policies, to educate, inform, and defend our freedom to read. All are welcome at the Library.

Mr. Carlson presented the Buildings and Grounds Report. He stated that the Atrium dome project is now moving into the bid phase with construction scheduled for the Spring of 2025. In other ongoing projects, Mr. Carlson stated that the security camera project is moving forward with grant applications, and the expectation is that installation will be done in 2026.

Mr. Reed stated there was no Local History Room Committee Report.

Ms. Dunn-Brown delivered the Outreach Committee report. She stated that the Outreach Committee has a table at the Soroptimist Craft Fair at the Gloversville Middle School on Sunday, November 24.

Ms. Shrader presented the Personnel Committee Report. She stated that the Committee has held two meetings to go over the employee handbook and discuss proposed staffing and benefit packages and how these changes would affect the budget.

Mr. Acklin presented the Policy Committee Report. She did the second read for the "Patron Behavior Policy" and the "Computer & Internet Policy." Ms. Dunn-Brown made a motion to adopt the Patron Behavior Policy and the Computer and Internet Policy, seconded by Ms. Will. The motion was approved with a vote of "aye."

Ms. Pepper stated that there was no report from the Program Committee. However, she would like to set up a meeting with Ms. Acklin to discuss a timeline for adding back some of the core programs when funding becomes available.

Valerie Acklin
Library Director

2024-2025
Board of Trustees

Merry Dunn Brown

Richard Carlson

Jonathan Federman

Greg Niforos

Caren Pepper

Charles Reed

Susan Shrader

Charlotte Will

Ms. Will and Mr. Niforos will be meeting regarding the duties of the Public Relations Committee.

Mr. Niforos stated there was nothing to report from the Redistricting Ad Hoc Committee.

Mr. Niforos gave the report for the Trustee Search Ad Hoc Committee and stated that the search for a new Trustee is still ongoing.

Ms. Acklin presented the Director's Report. She recently attended the NYLA conference and provided a summary of the sessions she attended.

Mr. Niforos asked for old business. Mr. Niforos and Ms. Acklin will meet with the consultant (Elissa Kane) on Friday to set up a timetable and plan to prepare for the next budget vote. After which, they will meet with various Board committees to enlist their help in promoting and informing the public about our next budget vote.

Mr. Niforos asked for new business. The Library was contacted by the owner of a piece of art by local artist Jack Horning, asking that it be displayed at the Library. Mr. Reed made a motion to have Mr. Niforos and Ms. Acklin move forward with crafting an agreement with the owner to accept the piece on permanent loan. The motion was seconded by Ms. Shrader, and approved with a vote of "aye."

Mr. Niforos asked for a motion to allow the Library to override the 2% New York State Tax Gap for the next fiscal year. A motion was made by Mr. Reed and seconded by Mr. Carlson. The motion was approved with a vote of "aye."

At 7:43 PM, Mr. Niforos asked for a motion to move to Executive Session to discuss staff to discuss individual staff hours. A motion was made by Mr. Reed and seconded by Ms. Pepper. The motion was approved with a vote of "aye."

The motion to come out of Executive Session at 8:31 PM was made by Ms. Shrader and seconded by Mr. Reed. It was approved with a unanimous vote of "aye."

Once out of Executive Session, a motion was made by Ms. Will and seconded by Ms. Shrader to change the Library's operating hours on Monday to 12 Noon to 7 PM effective January 2, 2025. The motion was approved with a vote of "aye."

A motion was made by Mr. Reed to adjourn the meeting at 8:36 PM and seconded by Ms. Shrader. The motion was approved with a vote of "aye."

The next Board meeting will be held at 6 PM on December 17, 2024.

Respectfully submitted,

Sally Ostrander, Recording Secretary

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE INCOME REPORT AND CASH RECONCILIATION

NOVEMBER 2024

	<u>Revised 8/31/24</u> Budget July 1, 2024 to June 30, 2025	Amount Received Curr. Month	Amount Received Current Year to Date	Amount Received Prior Year to Date	Current Year Over/(Under) Budget
Tax Levy	\$613,695.00	\$0.00	\$613,695.00	\$613,695.00	\$0.00
Investment Income - General Fund	20,000.00	1,091.94	5,193.78	5,974.23	(14,806.22)
Investment Income - Fund Balance Account	25,000.00	2,833.03	6,481.09	0.00	(18,518.91)
Gloversville Library Foundation Inc. - Int. & Div.	144,000.00	12,000.00	60,000.00	50,000.00	(84,000.00)
Gloversville Library Foundation Inc. - Don. Reg.	6,682.00	0.00	2,566.00	2,773.25	(4,116.00)
Government Affiliations - LLSA, City Pilot Funds	5,600.00	0.00	5,923.73	8,337.50	323.73
Government Affiliations - Fulton Co Youth Bureau	1,400.00	0.00	0.00	0.00	(1,400.00)
Grants - Mohawk Valley Library System	1,375.00	500.00	2,048.53	0.00	673.53
Grants - Stewart's, WGY, NYS Health Dept, etc	5,872.60	0.00	31,271.60	0.00	25,399.00
Donations - Direct	4,000.00	500.00	830.00	4,600.00	(3,170.00)
Fees & Miscellaneous Income	2,500.00	203.52	1,476.63	1,513.65	(1,023.37)
Friends of the Gloversville Public Library, Inc.	<u>10,000.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>10,311.57</u>	<u>0.00</u>
TOTAL RECEIPTS	<u>\$840,124.60</u>	<u>\$17,128.49</u>	<u>\$739,486.36</u>	<u>\$697,205.20</u>	<u>(\$100,638.24)</u>
	<u>Income Cash Reconcilement</u>				
Income Cash Balance on November 1, 2024	<u>\$874,414.15</u>				
Plus: Receipts Per Report	17,128.49				
Less: Land	0.00				
Less: Expenses Per Report	<u>(95,388.54)</u>				
Income Cash Balance on November 30, 2024	<u><u>796,154.10</u></u>				
Accounts Payable as of 11/30/24	0.00				
Prepaid Expenses as of 11/30/24	<u>(249.66)</u>				
Actual Cash Balance on November 30, 2024	<u><u>\$795,904.44</u></u> *				
* Includes Treasury Bills @ Purchase Price of	\$693,301.01				

Prepared By,
Michael J. Frank, Treasurer

Submitted By,
Charles W. Reed, Vice President of Finance

GLOVERSVILLE PUBLIC LIBRARY

OTHER LIBRARY BANK ACCOUNTS

GENERAL FUND MONEY MARKET ACCOUNT

Balance on November 1, 2024	\$579,195.97	
Plus: Receipts:		
Interest on Money Market Account	509.08	<u>Year to Date</u>
Interest on Treasury Bills	0.00	3,132.30
Treasury Bills Matured	75,000.00	
Tax Levy Money	0.00	
Repayment of Fund Balance Loan	0.00	
Less: Paid Outs:		
Treasury Bills Purchased	495,673.33	
Incoming Bank Wire Fee	0.00	
Transfer to Payroll Checking Account	0.00	
Transfer to Regular Checking Account	100,000.00	
	<hr/>	
Balance on November 30, 2024	<u>\$59,031.72</u>	

FUND BALANCE MONEY MARKET ACCOUNT

Balance on November 1, 2024	\$39,888.74	
Plus: Receipts:		
Interest on Money Market Account	328.39	<u>Year to Date</u>
Interest on Treasury Bills	0.00	6,436.89
Treasury Bills Matured	225,000.00	
Funds from Foundation for Dome etc.	0.00	
Less: Paid Outs:		
Treasury Bills Purchased	197,104.33	
Transfer to General Fund Checking (Int Earned)	2,833.03	
Transfer to Construction Checking Account	17,000.00	
	<hr/>	
Balance on November 30, 2024	<u>\$48,279.77</u>	

CONSTRUCTION CHECKING ACCOUNT

Balance on November 1, 2024	\$3,684.89	
Plus: Receipts:		
Interest Earned	0.12	
Grant Money Received	0.00	
Transfer from Fund Balance MM Account	17,000.00	
Less: Paid Outs:		
Butler Rowland Mays Architects, LLP	18,901.20	
	<hr/>	
Balance on November 30, 2024	<u>\$1,783.81</u>	

GLOVERSVILLE PUBLIC LIBRARY

CURRENT INVESTMENTS HELD @ BOOK VALUE

NOVEMBER 30, 2024

GENERAL FUND	<u>PAR</u>	<u>COST</u>	<u>INVESTMENT RATE</u>	<u>REALIZED AT MATURITY</u>	<u>INTEREST EARNED</u>
U. S. Treasury Bills 13 Week Due 12/12/24	\$100,000.00	\$98,762.65	5.0250%	\$100,000.00	\$1,237.35
U. S. Treasury Bills 13 Week Due 01/30/25	100,000.00	98,865.03	4.6050%	100,000.00	1,134.97
U. S. Treasury Bills 8 Week Due 12/31/24	100,000.00	99,291.44	4.6510%	100,000.00	708.56
U. S. Treasury Bills 17 Week Due 03/04/25	100,000.00	98,535.64	4.5580%	100,000.00	1,464.36
U. S. Treasury Bills 4 Week Due 12/03/24	100,000.00	99,643.78	4.6600%	100,000.00	356.22
U. S. Treasury Bills 8 Week Due 01/14/25	100,000.00	99,306.22	4.5540%	100,000.00	693.78
U. S. Treasury Bills 13 Week Due 02/27/25	100,000.00	98,896.25	4.5260%	100,000.00	1,103.75
TOTAL SECURITIES CURRENTLY HELD	\$700,000.00	\$693,301.01		\$700,000.00	\$6,698.99

FUND BALANCE ACCOUNT	<u>PAR</u>	<u>COST</u>	<u>INVESTMENT RATE</u>	<u>REALIZED AT MATURITY</u>	<u>INTEREST EARNED</u>
U. S. Treasury Bills 17 Week Due 03/25/25	\$200,000.00	\$197,104.33	4.5060%	\$200,000.00	\$2,895.67
U. S. Treasury Bills 17 Week Due 02/18/25	150,000.00	147,808.42	4.5480%	150,000.00	2,191.58
U. S. Treasury Bills 13 Week Due 12/12/24	100,000.00	98,762.65	5.0250%	100,000.00	1,237.35
U. S. Treasury Bills 17 Week Due 01/14/25	100,000.00	98,433.17	4.8820%	100,000.00	1,566.83
TOTAL SECURITIES CURRENTLY HELD	\$550,000.00	\$542,108.57		\$550,000.00	\$7,891.43

GLOVERSVILLE PUBLIC LIBRARY

MONTH AND YEAR-TO-DATE COMPARISON EXPENSE REPORT

NOVEMBER 2024

	<u>Revised 8/31/24</u> Budget July 1, 2024 to June 30, 2025	Amount Expended Curr. Month	Amount Expended Current Year to Date	Amount Expended Prior Year to Date	Current Year Over/(Under) Budget
Salaries - Full Time Employees	\$377,713.00	\$ 24,749.62	\$ 131,271.95	\$ 168,163.39	\$ (246,441.05)
Salaries - Part Time Employees	79,991.00	6,774.75	33,252.61	48,982.97	(46,738.39)
Salaries - Custodians	38,884.00	2,887.76	14,438.80	14,693.65	(24,445.20)
F I C A & Medicare Tax	37,989.00	2,632.55	13,690.69	17,735.78	(24,298.31)
Unemployment Insurance	20,000.00	406.75	1,870.50	667.00	(18,129.50)
Disability & Family Leave Insurance	3,500.00	0.00	1,501.27	1,470.78	(1,998.73)
Medical Insurance & Reimbursements	73,000.00	4,306.88	31,028.90	37,425.35	(41,971.10)
Worker's Compensation Insurance	4,000.00	0.00	4,898.55	3,539.83	898.55
Pension Expense	58,500.00	43,179.25	43,179.25	34,053.34	(15,320.75)
Heat	5,000.00	87.28	166.06	148.31	(4,833.94)
Electricity	36,000.00	1,803.39	8,877.23	9,386.80	(27,122.77)
Insurance - Building, Contents & Liability	30,500.00	0.00	30,492.91	27,960.10	(7.09)
Maintenance, Repairs & Bldg. Supplies	25,000.00	4,036.47	12,760.15	10,637.37	(12,239.85)
Maintenance Contracts	45,000.00	0.00	11,048.20	10,460.43	(33,951.80)
Insurance - D & O Liability & Cyber Ins.	4,500.00	0.00	3,480.27	739.56	(1,019.73)
Telephone	8,000.00	714.57	3,437.80	3,289.48	(4,562.20)
Collections - Books, DVDs, etc.	20,000.00	947.14	6,522.82	14,502.04	(13,477.18)
Computer & Automation Services	18,000.00	1,304.38	6,340.76	16,062.23	(11,659.24)
Library, Office Supplies & Postage	9,000.00	590.67	2,016.99	5,547.56	(6,983.01)
Grants - Mohawk Valley Library System	1,375.00	15.00	1,000.84	0.00	(374.16)
Grants - Stewart's, WGY, etc (Youth)	5,872.60	0.00	483.10	0.00	(5,389.50)
Treasurer	9,000.00	750.00	3,750.00	3,750.00	(5,250.00)
Professional Fees	20,000.00	0.00	0.00	(750.00)	(20,000.00)
Election Expense	5,000.00	0.00	0.00	0.00	(5,000.00)
Professional Meetings & Travel	1,500.00	161.10	1,016.90	1,604.06	(483.10)
Events & Programming	1,500.00	15.00	84.42	3,328.83	(1,415.58)
Promotion Expense	500.00	9.99	59.99	347.40	(440.01)
General Expense	800.00	15.99	313.13	357.86	(486.87)
TOTAL EXPENSE	<u>\$940,124.60</u>	<u>\$95,388.54</u>	<u>\$366,984.09</u>	<u>\$434,104.12</u>	<u>(\$573,140.51)</u>

GLOVERSVILLE PUBLIC LIBRARY

CHECK AND CASH DISBURSEMENTS

NOVEMBER 2024

<u>Check No.</u>	<u>Warrant Number</u>	<u>Payee</u>		<u>Fund</u>
7738		Gloversville Public Library	13,413.09	Payroll
7739		Gloversville Public Library	11,771.47	Payroll
7740	3309	NYS & Local Employees' Retirement System (57,489.00)	14,309.75	Accounts Payable - Pension Exp.
			43,179.25	Pension Expense
7741	3310	Board of Water Commissioners	1,617.35	Maintenance & Repairs
7742	3311	Business Card (207.10)	15.99	G/E - Zoom Subscription
			171.46	Computer & Automation
			9.99	Promotion Expense
			3.75	Office Expense
			5.91	Library Supplies
7743	3312	C D P H P	4,110.63	Medical Insurance
7744	3313	Derby Office Equipment, Inc.	15.00	Events & Programming
7745	3314	First Nonprofit Unemployment Program (606.75)	200.00	Cash Reserve
			406.75	Unemployment Insurance
7746	3315	Frontier Communications	714.57	Telephone
7747	3316	Ingram Library Services	947.14	Collections - Books
7748	3317	Johnson Controls Fire Protection, LP	1,291.84	Maintenance & Repairs
7749	3318	Kingsboro Lumber Co., Inc.	24.26	Maintenance & Repairs
7750	3319	Margaret Reaney Memorial Library	25.00	Lost Books, etc.
7751	3320	Merry Dunn Brown	15.00	Advocacy Grant
7752	3321	Michael J. Frank	750.00	Treasurer
7753	3322	Mohawk Valley Library System	30.99	Lost Books, etc.
7754	3323	National Grid (1,890.67)	87.28	Heat - Natural Gas
			1,803.39	Electricity
7755	3324	Noble ACE Hardware of Johnstown	65.02	Maintenance & Repairs
7756	3325	Northville Public Library	5.99	Lost Books, etc.
7757	3326	Palmateer Trucking & Container Service	316.00	Maintenance & Repairs
7758	3327	Quill, LLC	581.01	Library Supplies
7759	3328	Charter Communications	129.98	Computer & Automation
7760	3329	Technical Building Services, Inc.	722.00	Maintenance & Repairs
7761	3330	The Paul Revere Life Insurance Company	42.16	Medical Insurance
7762	3331	Mohawk Valley Library System	1,002.94	Computer & Automation
7763	3332	Valerie A. Acklin	161.10	Professional Meetings & Travel
DM		E F T NYS & Local Retirement System	437.19	Pension - Withholdings
DM		E F T Invesco - 403b	1,721.39	Payroll
DM		E F T NYS Tax Department	1,285.00	Payroll
DM		E F T United States Treasury (8,168.10)	2,632.55	FICA & Medicare Expense
			5,535.55	Payroll
DM		Marshall & Sterling, Inc. - Reimbursements	402.53	Medical Insurance
		CHECK AND EFT PAID OUTS - NOVEMBER 2024	<u>109,960.27</u>	
		PETTY CASH PAID OUTS - NOVEMBER 2024		
		None	<u>0.00</u>	
		TOTAL NOVEMBER 2024 PAID OUTS	<u>\$109,960.27</u>	
		Less: Lost Books, etc.	(61.98)	
		Less: Cash Reserve	(200.00)	
		Less: Accounts Payable	<u>(14,309.75)</u>	
		NET TO BALANCE TO EXPENSES	<u>\$95,388.54</u>	

Financial Review November 2024

The Financial Report for the five-month period ending November 30, 2024 shows our income up by approximately \$42,300 as compared to the same period of last year. This was primarily a result of the Library receiving a Health Department Grant in the current fiscal year and the Foundation also being able to increase their allotment by \$10,000 over the prior year period. Expenses for the period ending November 30, 2024 were down approximately \$67,100 over the prior year period due primarily to the decrease in salaries and benefits as a result of budget constraints due to the defeat of the tax levy increase requested from the voters. Part of this decrease was offset by the addition of Cyber Insurance and an increase in our Commercial insurance package. Computer and Automation was lower than the prior year as we paid a five-year licensing fee in the prior year. The Library's Collection expense is also down due to budget constraints. Events & Programming Expense is also down due to the Library not being able to do any outside programming and not hiring any programming to come into the Library to present various programs as has been done in the past.

**GLOVERSVILLE PUBLIC LIBRARY
BANK RECONCILIATIONS
November 30, 2024**

NBT BANK - GENERAL FUND CHECKING - Acct. No. 7100665187

Balance Per Bank Statement					\$ 9,819.43
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>		<u>Amount</u>	
11/19/24	7750	Margaret Reaney Memorial Library		\$ 25.00	
11/19/24	7755	Noble ACE Hardware of Johnstown		65.02	
11/19/24	7756	Northville Public Library		5.99	
11/19/24	7757	Palmateer Trucking & Container Service		316.00	
11/19/24	7758	Quill LLC		581.01	
11/19/24	7763	Valerie A. Acklin		161.10	
		Total Outstanding Checks			<u>1,154.12</u>
BALANCE IN CHECK REGISTER, LEDGER AND QUICKBOOKS					<u><u>\$ 8,665.31</u></u>

NBT BANK - PAYROLL FUND CHECKING - Acct. No. 0151115606

Balance Per Bank Statement					\$ 18,001.50
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>		<u>Amount</u>	
		None		-	
		Total Outstanding Checks			<u>-</u>
BALANCE IN LEDGER AND QUICKBOOKS					<u><u>\$ 18,001.50</u></u>

NBT BANK - GENERAL FUND MONEY MARKET - Acct. No. 0181003996

Balance Per Bank Statement					\$ 59,031.72
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>		<u>Amount</u>	
		None		-	
		Total Outstanding Checks			<u>-</u>
Other Items:					
None					-
BALANCE IN LEDGER AND QUICKBOOKS					<u><u>\$ 59,031.72</u></u>

NBT BANK - FUND BALANCE MONEY MARKET - Acct. No.8500210428

Balance Per Bank Statement					\$ 48,279.77
Outstanding Checks:					
<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>		<u>Amount</u>	
		None		-	
		Total Outstanding Checks			<u>-</u>
Other Items:					
None					-
BALANCE IN LEDGER AND QUICKBOOKS					<u><u>\$ 48,279.77</u></u>

NBT BANK - CONSTRUCTION CHECKING - Acct. No.7008798715

Balance Per Bank Statement

\$ 1,783.81

Outstanding Checks:

<u>Date</u>	<u>Ck. No.</u>	<u>Payee</u>	<u>Amount</u>
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		None	-
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Total Outstanding Checks			-
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BALANCE IN LEDGER AND QUICKBOOKS

\$ 1,783.81

Prepared By,
Michael J. Frank, Treasurer

Reviewed and Approved By,
Charles W. Reed
Vice President of Finance

GLOVERSVILLE



PUBLIC
LIBRARY

Budget & Finance Committee Report
Charles “Ren” Reed / Chair
November 2024

The Budget and Finance committee met on December 10, 2024 to finalize the draft of the 2025-2026 operating budget. I will bring copies of this draft budget to the Board meeting. The finalized 2025-2026 operating budget will be approved in February when the Board approves the tax levy for the 2025-2026 fiscal year.

Also, the Personnel Committee has been meeting in the past months to reevaluate employee salaries. New employee salaries will begin on January 1st, 2025. I will bring information to the Board meeting as to how these new salaries will impact this year's (2024-2025) operating budget.



Friends of the GPL Report
Jean LaPorta / President
November 2024

- The Friends' membership renewal drive is currently underway.
- Please check out the Atrium, which is looking very festive for the holiday season.
- Goderies did a beautiful job with outside holiday decorations.
- *The Leader-Herald* featured us on the front page in their November 23 paper.
- Holiday gifts for staff will be distributed in December
- The Dreamcatchers performance has been rescheduled for December 16 at 3 PM. If you registered for December 5 date, you do not have to register again.
- Be sure to have a nice holiday with family and friends.



Building and Grounds Committee Report

Richard Carlson / Chair

October 2024

New Library Parcel on East Fulton Street (Phase II)

We now anticipate receiving the check for 90% of the reimbursement by the end of December, and we have submitted the necessary paperwork for the remaining 10% to the State.

Atrium Restoration Project

We received the bid documents, specifications, etc. from the architect and have forwarded them to the grant agencies for their review and comments; our architect will make any needed changes and return them to us the week of 12/9. They will then be sent back to the agencies for one last review. The City has informed us that we will need an asbestos survey for the dome (the building rehab project did not include this as we only did a survey on the flat portion of the roof); we are making the necessary arrangements to get that survey done. Our projected schedule now is to put the project out to bid in mid/late January with a 3 week bid period and a bid opening in February. This would allow the Board to approve the low bid at our March meeting in order to have the start of work in early spring. We are keeping our cash flow needs in mind and plan to do whatever is needed to expedite the project.

Snowplowing Contract

Need to remind Jim Esper to shovel the small walkway between the auxiliary lot's accessible spot and the sidewalk.

HVAC Problems

Valerie has signed off on repairs for the Staff Room with Stark. Awaiting scheduling information.

Handicapped Access Activation for Rear Door

We're still having occasional hiccups, but our workaround seems to be doing the job.

Front Light Repair and Rusted Front Railing

We still haven't heard back from the repair firm, and will give them another month to get back to us.

Staff Entrance Gate

The lock part they sent us is huge and doesn't seem to fit what we have; we'll contact the manufacturer to get this straightened out. In the meantime our interim fix (overnight lock and hasp) is doing the job.

Security Cameras

We don't anticipate hearing about the outcome of our application until later in 2025.

Maintenance Contracts

Next year's proposed budget would increase the item for these contracts to \$50,000 (it currently is \$45,000).

- HVAC Software
- HVAC Maintenance
- HVAC Cooling Tower Maintenance
- Sprinkler System – Status of inspection
- Fire Extinguishers
- Elevator
- Fire Inspection
- Key Fob Lock Software

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Outreach Committee Report
Merry Dunn Brown / Chair
November 2024

The Outreach Committee had a successful event on Nov. 24 at the Soroptimist Craft Fair at Groversville Middle School. We gave out library newsletters, calendars, and GPL tote bags. We were able to speak to approximately 120 people. Many said they love the library, that everyone is very helpful, and that it's so beautiful. The members who participated were Patti Hoye, Robin Lair, Chris Pesses and me. Valerie Acklin issued the newsletter; the staff assembled it for us. The tote bags were obtained through a grant from a few years ago, written by Barb Madonna.

The committee members are looking forward to a meeting with Elissa Kane in January to make plans for the spring event. She has offered to help us in any way.



Public Relations Committee Report Charlotte Will / Chair November 2024

The PR Committee met on December 4, 2024. Valerie Acklin, Madison Smrtic, and Charlotte Will were in attendance.

The committee discussed ways to disseminate positive information and news to our community. Madison and Valerie suggested purchasing stickers to be placed on the back of core and traditional Library cards, and in books that we donate to other community stakeholders and put in our Little Free Library. The stickers will have a QR code which, when scanned, will take the user to our website.

Madison has also been in contact with our local radio station, WENT. WENT offers non-profits a promotion. For every ad purchased, another ad is read for free. Rates depend on how many ads are read monthly.

By using the two aforementioned options, the library will be able to reach both older and younger generations using the technology with which they are most comfortable.

Valerie proposed offering the library as a location for the Glove City Coalition's annual fair in February.

Finally, the committee discussed reaching out to Jen Donovan, editor of Downtown Buzz. Jen publishes a small weekly "newspaper". This consists of a half sheet of paper which contains news and information on our community. This paper is distributed to Gloversville's restaurants and businesses. By publishing GPL news in Downtown Buzz, we will be able to reach another segment of our community.



Library Director's Report **Valerie Acklin / Library Director** **November 2024**

JA Update

As Schenectady's withdrawal from JA is completed, senior staff and I have been preparing both for back-end operation changes that staff will face, as well as patron-facing changes that will impact our community. This included an extensive webinar hosted by CDLC (Capital District Library Council) on how to use the new out-of-system loan request platform, LiNX. It is a rather complicated and convoluted process, to say the least, and staff have had to learn all new systems and procedures to ensure that patrons will still have timely access to physical Schenectady materials. With changes and updates coming from JA on an ongoing basis, Nicole, Barb, Linda, Sally, and Shari have worked hard to keep on top of everything and practice the new routines. Once the withdrawal is finalized, and after the chaos of the holidays, the remainder of the frontline staff will receive training from senior staff, so that everyone is on the same page. Kudos to everyone involved for working through so much new information.

Employee Handbook

After many months of detail-driven hard work by both Barb and I, as well as the Personnel Committee, the revised Employee Handbook is ready for review by the full Board (and is therefore attached to end of this packet). This iteration of the Handbook represents a substantial rewrite and an almost complete reorganization of information. It is the hope that this new version more accurately answers the questions that employees most often ask, as well as expands upon areas that received short shrift in the previous version. It is my hope that this revision can be presented to staff at our first meeting in the new year. One note: I have not included the lengthy appendices, as I am afraid they will bump up the file size of the packet to the point that it is undeliverable through our system. The appendices include current forms, civil service job descriptions, and other material that are not, largely, GPL specific and have not been greatly revised. That said, should you wish to see the appendices, just let me know and I will forward them separately.

Youth Services

I have spent a considerable amount of time working with Youth Services this month, and I'm immensely proud to report that our talented team has made some great strides.

This month our planning for Spring 2025 GESD class visits has continued. I have worked with staff to finalize lesson plans and activities for third graders, and once we are in the new year, we will begin compiling all the materials necessary for our plans. We will also start to practice what we will do, include some "dress rehearsals" to ensure that we are well prepared. I am delighted to announce that our visit from the Park Terrace first graders has been finalized! I had a very productive meeting with Danielle Bombard, the teaching assistant in charge of the PT school library. We discussed how the visit can best support student learning, as well as how to continue the relationships that the children have with the Library can continue evolving after the visit. We will be hosting approximately 100 PT first graders (two classes per day, over two days). Now that plans are set, I will begin working with the staff on crafting an age-appropriate lesson plan and activities for this group. Next up, I will continue to try and touch base with Kingsboro and work on getting their first-graders scheduled for a Library visit. Exciting times!

Danielle and I also discussed future collaborations, including the Spring 2025 Scholastic Book Fair, ways the Library can actively support the school's curriculum map for all grades, possible author visits, as well as summer programming. We tossed around so many ideas, but realize that we need to approach them thoughtfully for them to be impactful for students. So, this is a marathon, not a sprint, and we look forward to a long and productive partnership with our colleagues at PT.

As a member of the Gloversville Education Foundation, I'm also working with BOCES/GESD Literary Coach, Courtney Wood, to develop a regional get-ready-for-kindergarten programming to help make sure the youngest scholars enter the district with the necessary skills for maximum learning. We've only begun discussions, but will start meeting in early 2025 to hammer out details. This is an important initiative, as the GEF reported that a staggering 80% of incoming GESD kindergartners are working at below grade level. I'm thrilled we will be working with our fellow community stakeholders to bring much-needed early literacy resources to the area.

I've also been working on weeding the Juvenile Fiction collection, with Barb's help. We're about three-quarters through, and I hope to wrap it up before the end of the year. Another project that I've begun is separating what we call "early chapter books," the titles that fall between easy readers (I Can Read books) and elementary grade novels. These books are often smaller in all dimensions than typical youth novels, with less than 100 pages, and large text interspersed with line drawings or other pictures. My hope is that by making these books a stand-alone collection (as opposed to interfiling them with the standard novels) we can more easily direct children to appropriate materials, as well as give these books a longer shelf-life, as they often get damaged when smushed between larger books.

Meetings and Appointments

- November 1: Staff Meeting/1 Hour/1 Hour Prep
Youth Services [GESD Visits]/1.5 Hours/2.5 Hours Prep
- November 6-9: NYLA Annual Conference/Syracuse, NY
- November 11: Closed [Veteran's Day]
- November 13: Facility/55 Minutes/1 Hours Prep
Administration & Circulation Meeting/1 Hour/1.5 Hours Prep
Individual Staff Member Meeting/30 Minutes/0 Hours Prep
- November 14: Budget Meeting/1.25 Hours/2 Hours Prep
Personnel Committee Meeting/1.25 Hours/2 Hours Prep
Glove City Coalition [WinterFest]/1 Hour/1 Hour Prep
Glove Cities Arts Alliance/1 Hour/20 Minutes Prep
- November 15: Glove City Coalition [Agenda]/30 Minutes/30 Minutes Prep
- November 18: Staff Meeting/50 Minutes/1 Hour Prep
Youth Services [GESD Visits]/1 Hour/2 Hours Prep
- November 20: Grants & Special Projects Meeting/45 Minutes/30 Minutes Prep
Youth Services/Library Programming/1 Hour/2 Hours Pre
- November 21: Glove City Coalition [Monthly]/1 Hour/1 Hour Prep
- November 22: Kane & Lekakis Consulting/1 Hour/2.5 Hours Prep
Directors & Officers Insurance Webinar/2 Hours/30 Minutes Prep
Budget/1 Hour/1.5 Hours Prep
Glove City Coalition [Recognition]/1 Hour/1 Hour Prep
- November 25: Staff Meeting/1 Hour/1 Hour Prep
Budget/1 Hour/45 Minutes Prep
- November 27: Local History Room/45 Minutes/20 Minutes Prep
Marketing/1 Hour/1.5 Hours Prep
- November 28: Closed [Thanksgiving]



Adult Services Report
Nicole Hauser / Assistant Director & Head of Adult Services
November 2024

An inventory of the Seed Club was completed this month, closing out our third year of offering this service. As you can see in the chart below, this service has been used very consistently over its three years. This year we also withdrew about 950 packets that had expired in 2021 as the rate of germination does begin to drop dramatically. This is a well-used, valuable community service that I would encourage us to set money aside in the budget to fund. Up to this point all seeds have been acquired by direct donation or monetary donation. \$500 purchases approximately 250 packets.

	2022	2023	2024
Patron Registrations:	65	66	65
Total Packets Taken by Patrons:	1005	1193	1054

School visit planning continued with a focus on nailing down the details of each visit.

This month I started training with Mike Frank on another piece of the payroll puzzle. He began showing me how to create and submit our monthly report to the NYSLRS. These reports update the NYSLRS as to how many hours of credit each participating employee earned in the previous month.

A lot of time this month was devoted to streamlining and writing up our Outside ILL process and procedures. This is going to become VERY important once SCPL is no longer in our shared catalog. We established that it is possible to have multiple logins to access the LiNX system, and created a few to get us started.

Once the new operating hours for the library were decided, I let JA know so they could make changes on their end. I also updated Polaris with all of the holiday dates we will be closed through 2025 so it can assign the correct due dates and fees. I also updated our Cassie hours to accommodate our early closures on Thanksgiving Eve, Christmas Eve, and New Year's Eve.

Programs in November:

- Adult Crafting had a total of 13 participants & 2 staff
 - Participants created a wide array of bookmarks using ribbons, buttons, paperclips, googly eyes, embroidery floss, and more!



Grants & Special Projects Report

Barb Madonna / Head of Grant Administration & Special Projects

November 2024

Grants for Building Projects

- SHPO CFA: No update
- GRIP: In addition to requiring the Environmental Review we did last fall, we now need an asbestos survey specifically targeting the dome. The asbestos surveys completed in the past left out the dome. I am seeking a proposal for the work.
- DLD Parking Lot Phase 2: Still no word on when the 90% payment will be made. The final report was submitted to, and accepted by, DLD for our final 10% payment.
- DLD Security Cameras: No update

Other Grants

- We received notification that the \$5,000 grant I wrote in September to the John Henry Eldred Jr Foundation in support of youth services was approved. Our plan is to use the funding in support of the youth collection, which was impacted by the vote, and youth services staffing.
- I submitted our 2024 MVLS Advocacy Grant for \$2,000 in support of the consultant's fee.

Other Projects

- The revised employee handbook index was updated and the Appendices are being compiled. It is hoped to get the final version to the Trustees for the December board meeting.
- I helped Valerie weed the J Fiction collection.
- Nicole, Linda, Sally and I started outlining and setting up a Library-wide OneDrive account. Right now, each staff member has a OneDrive account for saving files in the cloud. And while we can share files with each other, the problem is that the staff member who created the file originally is considered, by OneDrive, to be the 'owner' of the file. If that staff member leaves service, access to their files disappears. There are many, many files, like the employee handbook, that need to be accessible to all employees regardless of staff changes. If we can set up and organize a Library-wide OneDrive those files can be saved and access through the Library's account instead of a specific staff member's account.
- I received the draft of the bid specifications for the dome project. Preliminary reviews were performed by our SHPO and DRI liaisons. After the architects incorporates the changes each grant agency needs, each will perform another review. Once those final reviews are complete, we can put the project out to bid for a spring project.

Statistics / Monthly Report

November 2024

Figures in parentheses are comparable figures for 2023

	<u>2024</u>	<u>2023</u>
VISITORS	4,197	(5,623)
CIRCULATION		
Adult circulation (includes 0 Memory Lane)	1,231	(1,432)
Teen Circulation (includes 101 Graphic novels)	99	(221)
Juvenile Circulation (includes 67 Graphic novels)	833	(968)
Audiobooks	16	(31)
eAudio	185	(255)
eBooks	425	(479)
Music	3	(3)
Periodicals	2	(93)
eMagazines	224	(294)
Videos	548	(783)
Museum Passes	2	(1)
Library of Things (includes 4 games)	8	(22)
Subtotal	<u>3,576</u>	<u>(4,582)</u>
In-House Use		
Adult	21	(51)
Juvenile Circulation	285	(385)
Other Materials	95	(720)
Subtotal	<u>401</u>	<u>(1,156)</u>
Total Circulation	3,977	(5,738)
REFERENCE QUESTIONS	92	(118)
MEETINGS / PROGRAMS / OUTREACH		
55 Adult programs & meetings with 208 people		(92 Adult programs & meetings with 529 people)
4 Juvenile programs & meetings with 486 people		(12 Juvenile programs & meetings with 419 people)
0 Teen programs & meetings with -0- people		(6 Teen programs & meetings with 45 people)
267 One-on-one programs & meetings with 267 people		(151 One-on-one programs & meetings with 151 people)
INTERLIBRARY LOAN		
Material Borrowed	485	(546)
Material Loaned	371	(519)
Total	<u>856</u>	<u>(1,065)</u>
COMPUTER USAGE	941	(1,074)
HISTORICAL ROOM		
Visitors	4	(8)
Phone/Email requests	0	(3)
Books Used	16	(37)
Reference Questions	4	(11)
Microfilm	1	0
SERVICE STATS		
Princh-pages/\$ collected	131/\$13.25	(147 / \$14.70)
Cassie printing-pages/\$ collected	941/\$99.95	(703 / \$78.10)
Faxes-sent/\$ collected	9/\$26.50	(7 / \$21.50)
Essentials kit	2	(2)
Seeds-new patrons/packets	0/0	(0 / 0)
Notary service	7	(4)

GLOVERSVILLE



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Employee Handbook

Revised October 2024

Employee Handbook

Gloversville Public Library

I. PURPOSE OF EMPLOYEE HANDBOOK

Employees are a vital Library resource necessary to carry out the Library mission. It is the intent of the Library to treat its employees fairly and outline the conditions, terms and responsibilities of employment clearly through this handbook.

II. VISION & MISSION STATEMENTS

Vision Statement: Gloversville Public Library: strengthening our roots and cultivating community growth.

Mission Statement: Continually collaborating to weave inspiration, education, and engagement into the fabric of our community.

III. ORGANIZATION

The Gloversville Public Library (GPL) is a school district public library chartered to serve the residents of the Gloversville Enlarged School District (GESD). The Library's fiscal year is July 1st-June 30th and the Library receives the majority of its operating funds from taxes levied upon the property owners of GESD.

Board of Trustees. The Board of Trustees is the governing body of the Library and consists of not less than five or more than fifteen members elected by the voters of the GESD. Per the By-laws the Board currently consists of nine members. A list of Trustees, officers, and committees can be found in the Procedure Binders at each Information Desk and on the bulletin board in the Staff Break Room.

Administrator. The Director of the Library is the chief administrator and is hired by and responsible to the Board of Trustees. The Director is charged with maintenance of library service, appointment of personnel, and all phases of administration.

The Director has a separate employment agreement with the Board of Trustees which outlines hours, duties, compensation and benefits. This employment agreement supersedes the terms in this handbook.

Employees. Library employees may be full or part time. Their main duty is to provide library service directly to patrons. A few support positions may exist to maintain the library's infrastructure. Some employees may have employment contracts that supercede the terms in this handbook.

IV. EMPLOYMENT

Policy of Non-discrimination - In all matters, the Gloversville Public Library does not permit discrimination for or against any individual or group.

A. NYS Civil Service

The NYS Department of Civil Service does not administer civil service for Fulton County. As a public library in Fulton County, NY, the Gloversville Public Library is the appointing authority for GPL employees and will adhere to the qualification guidelines for professional and non-professional positions in public libraries administered by Fulton County Personnel Department. When the Library needs to fill positions, applications and appointments they must be approved by that department. The county Personnel Department also administers all of the civil service exams for the Library.

B. Definitions are provided to help provide context and clarity for employees, but may be superseded by Federal and NYS laws that govern employment.

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Competitive Class positions require employees to take a competitive examination.

Exempt employee - The federal Fair Labor Standards Act (FLSA) exempts certain employees from its minimum wage and overtime laws. All full-time employees of the Library are exempt, salaried employees and entitled to compensatory time, but are not entitled to overtime pay as they work for a salary.

Full-time employee - A full-time employee is defined as one who is regularly scheduled to work 35 hours per week. For the purposes of the NYS and Local Retirement System, a standard workday for full-time employees is calculated as 8 hours per day.

Labor Class positions generally involve unskilled labor for which a competitive examination is impractical. Two of the Library positions fall under this heading; Custodial Worker and Page.

Lateral Transfer - An employee is classified as a lateral transfer if they transfer from a public library, municipality, or school district within Fulton County, and retain the same Civil Service job title. Lateral Transfers are new employees of the Gloversville Public Library and will adhere to the guidelines that govern new employees on probation.

Non-Exempt employee - All Part-time employees are non-exempt and will be paid overtime if they work more than 40 hours per week. Part-time employees paid at an hourly rate. They are not entitled to compensatory time or overtime pay.

Non-professional employee - paraprofessionals or support staff

Open examinations are open to anyone, including the general public, who meet the minimum qualifications for the job title being tested.

Part-time employee - A part-time employee is defined as one who is regularly scheduled to work less than 30 hours per week. Part-time employees are paid at an hourly rate. For the purposes of the NYS and Local Retirement System, a standard workday for part-time employees is calculated as 6 hours per day.

Permanent employee - A permanent employee may be either part-time or full-time and is someone who has been appointed from a Fulton County Personnel Department Civil Service certified list or has transfer from another Fulton County agency into the same job title in a Board approved position.

Probationary employee - A probationary employee may be either part-time or full-time and is someone who has not completed their probationary period. They may be a new employee to the Library or an existing employee in a new job title.

Professional employee (Director, Assistant Director, & Librarian) - An employee who possess an ALA-accredited Masters degree in Library Science and a public librarian's professional certificate issued by the State of New York.

Promotional employee is someone who held a lower grade position within the Library in competitive classes in directly in line with the position they now hold. Should the promotional employee not successfully complete probation for the new position, they may return to the previous, lower, position they held before being promoted. Ex: Library Clerk is directly inline with Senior Library Clerk.

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Gloversville Public Library

Promotional examinations are only open to employees of the Library who hold a lower grade position within the Library in a competitive class in directly in line with the vacancy that exists and meet the minimum qualifications for the new position.

Provisional employee - A provisional employee may be either part-time or full-time and is someone who has been hired in a Board-approved position or job title, but not from a Civil Service certified eligible list containing 3 or more candidates. A provisional employee must take a Civil Service exam for their title as soon as one is offered and be reachable when the list is certified. They may then transition to probationary status.

Temporary employee - A temporary employee is a person filling the position of a permanent employee who is on extended leave.

Special employee - A special employee is a person appointed to work on a special project funded by the regular Library budget or other sources and designed to be completed within a limited time.

Volunteer - Volunteers perform various tasks for the Library without receiving compensation.

C. Job Titles and Descriptions

(The Library uses approved Civil Service titles for positions within the Library. Institutional Titles are in-house titles that may be used to describe areas of focus within broader Civil Service titles. These are listed in italics below their corresponding Civil Service titles.)

<u>Civil Service Titles</u>	<u>Institutional Titles</u>
<ul style="list-style-type: none">• Account Clerk• Assistant Director *• Custodial Worker• Senior Custodian• Librarian I *• Librarian II *• Library Assistant• Library Clerk• Library Director I *• Page• Senior Library Clerk	<ul style="list-style-type: none">• Head of Special Projects & Grant Administration• Head of Youth and Teen Services• Collection Development & Technical Services• Community Engagement• Library Assistant for Youth Programming• Library Assistant for Youth Services• Local History Room Liaison• Head of Administration• Head of Circulation• Human Resources Clerk

* Employees with these titles must have an MLS degree from an ALA-approved school and a professional public librarian's certificate per NYS Education Law 90.3.

Job descriptions are available in *Appendix A: Job Classifications and Descriptions*.

Civil Service job descriptions are general in nature and Gloversville Public Library employees will complete tasks as appropriate for this library. Employees are given a copy of their institutional job description during onboarding and are expected to familiarize themselves with their individual job

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descriptions and to be responsible for knowledge of duties and requirements of the job. Institutional job titles, descriptions, and duties can change at any time based on the needs of the Library.

An organizational chart appears *Appendix G: Miscellaneous Information*.

- D. **Onboarding.** All new employees will receive an Employee Orientation as well as job specific training.
- E. **Provisional Period.** New employees may serve a provisional period if they are hired prior to taking a Civil Service test for their title. There is no time limit on how long a provisional period may last. The provisional period ends when an employee is hired in a permanent status. Any time spent in a provisional title counts toward any required probationary time period that the employee must serve when they become a permanent employee in the same title (*Appendix G: Miscellaneous Information*).

Any periods of authorized or unauthorized absence up to 10 working days may be counted as time served in the provisional period at the discretion of the appointing authority.

Full and part-time provisional employees are eligible for benefits as outlined in *Section VII, Benefits, p. 9*.

- F. **Probationary Period.** All new employees or employees in a new position are on probation for a minimum of 12 weeks to a maximum of 52 weeks as per Fulton County Civil Service rules. The Director will assess an employee's performance and competence to determine when the probationary period will end.

The probationary period is a time when the employee becomes familiar with the basic requirements and expectations for the job. It is also the time for supervisors to assess the employee's skills, determine if the employee's job performance meets the expected standards, and whether employment should continue. The probationary period is a time for open communication by both parties. At the end of the probationary period, a formal evaluation will be completed.

Any periods of authorized or unauthorized absence up to 10 working days may be counted as time served in the probationary period at the discretion of the appointing authority. Any authorized or unauthorized absence in excess of an aggregate of 10 working days shall not be counted as time served in the probationary period. The minimum and maximum period of the probationary term for any employee shall be extended by the number of workdays of absence, which pursuant to rule, are not considered as time served in the probationary term.

Full and part-time probationary employees are eligible for benefits as outlined in *Section VII, Benefits, p. 9*. Upon the successful completion of probation, new employees earn the balance of their leave for that fiscal year.

- G. **Lateral Transfer.** Employees with a lateral transfer are on probation for a minimum of 12 weeks up to a maximum of 52 weeks. They receive job protection per Civil Service law that will allow them to return to their previous position, or an equivalent position, should they choose to return, or should they not successfully complete probation for the new position. They will be eligible for leave per the guideline for probationary employees.
- H. **Promotions.** Employees who are promoted are on probation for a minimum of 12 weeks up to a maximum of 52 weeks. They receive job protection per Civil Service law that will allow them to return to their previous position, or an equivalent position, should they choose to return, or should they not successfully complete probation for the new position.

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Employees will carry existing leave time and other benefits to the new position for the duration of the fiscal year. As long as an employee has completed the 12-week waiting period for the use of leave in their previous position, they may use existing time during the probationary period without the normal 12-week waiting period for new employees.

- I. **Seniority.** Seniority is calculated based on the initial date hire for continuous employment. A break in service occurs after a leave of absence of 13 consecutive weeks that is not covered by the Library's Extended Leave Without Pay policy (p. 13). All benefits of seniority, including pay rates and benefits, are forfeited following a break in service.

A part-time employee who becomes a full-time employee will accrue seniority from the initial date of continuous employment. A full-time employee who becomes part-time will continue to accrue seniority and leave benefits based on the initial date of continuous employment.

V. EMPLOYEE RESPONSIBILITIES

Staff, as well as patrons, are expected to adhere to the Library's Behavior and Environmental Policy. It is an employee's responsibility to come to work every day they are scheduled to do so, complete tasks assigned and outlined in their job description, and to contribute to a positive, team-based work environment.

- A. **Accidents.** All accidents and injuries involving employees and/or patrons must be orally reported to the Director or Assistant Director or 'Person in Charge'. Oral reports are to be immediately followed by a written report using the Accident/Incident Report Form (*Appendix B: Forms*).
- B. **Appearance.** Neatness in personal appearance is important. Safe, suitable clothing, and good personal hygiene are required. Clothing that reveals intimate undergarments are not suitable. Clothing that may cause an accident or that could injure a staff member or patron are not safe.
- C. **Attitudes and conduct.**
 - Punctuality is required so the desks and other schedules may be kept promptly.
 - Each patron should be given friendly, courteous, and prompt service.
 - Co-workers deserve courtesy and good teamwork.
 - Employees are expected to avoid careless or personal use of scheduled work time or property.
 - Proper care of the kitchen equipment, Break Room, and lockers is the responsibility of each individual.
 - Shared work spaces need to be kept tidy and free of clutter, decor and personal items. Employees are provided lockers in the Break Room for storage.
- D. **Breaks.** Staff are given paid and unpaid breaks during the work day. Breaks are not scheduled and staff should work together to make sure desks are covered during breaks. Staff are provided with a break room as well as an outdoor patio space to use for breaks. Staff are also provided with mailboxes and lockers in the break room to store personal belongings and food. Maintenance of the kitchen, microwave, refrigerator, sink, counters, and break room furniture is the responsibility of every employee. The Library's custodial staff are only responsible for the staff restroom and floors in the Kitchen and Break Room.
- E. **Change in status.** Employees are responsible for informing the Director of any change in name, address, telephone number, and emergency contact information. Employees are also responsible for informing the Director of any change in health that will impact their adherence to their work schedule or physical ability to perform assigned duties. They are encouraged to provide updated allergy

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and prescription information to the Director or Assistant Director to be shared only with health care professionals in the event of an emergency.

F. **Conflict of Interest.**

- Employees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users and colleagues.
- Employees may not benefit either personally or financially from a relationship with any vendor serving the library.
- Employees may not make decisions for the Library based solely on personal or financial relationships with vendors.

Whenever a conflict of interest exists, it is incumbent upon any employee to inform their supervisor, the Assistant Director, and Director.

G. **Employee Notices.** Employees are responsible for checking the employees' bulletin board, staff meeting minutes folder on OneDrive, email, and their mailboxes regularly for notices.

H. **Incidents.** Incidents involving employees and/or patrons must be orally reported to the Director, Assistant Director, or 'Person in Charge'. Oral reports are to be immediately followed by a written report using the Accident/Incident Report Form (*Appendix B: Forms*).

I. **Scheduled time.** It is an employee's responsibility to come to work every day they are scheduled to do so and to take time off within their allotted leave time limits. Employees cannot use leave to opt out of working their normal schedule. If they are unable to consistently work scheduled hours, they should speak with the Director to see if modifications are possible. Employees are given paid leave and are expected to use this leave when they are unable to work their scheduled hours. Making up missed, prescheduled hours is not allowed.

J. **Job Abandonment/No Call No Show**

- It is an employee's responsibility to come to work every day they are scheduled to do so. Unscheduled absences create a hardship for co-workers and can disrupt library service.
- Every attempt should be made to notify the Head of Circulation and the Director or Assistant Director directly in advance of an unscheduled absence. A message must also be left on the Library's voicemail.
- Leave will be used to offset time not worked. If no leave is available, there will be no pay for the time not worked.
- Repeated unscheduled absences may result in disciplinary action which can include dismissal.

K. **Lateness.** When employees know they will be late, Head of Circulation and the Director or Assistant Director should be notified as soon as possible. Employee must also leave a message on the Library's voicemail. Habitual lateness is not tolerated and may result in disciplinary action which can include dismissal.

L. **Parking.** Priority in the main lot is given to patrons. Employees should park in the auxiliary lot located at 68 East Fulton Street. Additional space is available in the city-owned lot on Fremont Street behind the Glove Theater.

M. **Tips or Gifts.** Employees cannot accept monetary compensation for assisting patrons or community members during their scheduled work hours.

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N. **Work performance.** A full day's work in both time and quality is expected.

VI. COMPENSATION

A. Pay Periods and Pay Days

Full-time employees are salaried. The full-time pay period is two weeks and runs from Sunday through Saturday (yellow, green, blue boxes). Pay days are circled.

Part-time employees are paid an hourly rate. Part-time staff are paid for two weeks from Sunday thru Saturday (yellow, green, blue boxes). Pay days are circled. Part-time staff are required to submit completed paper or electronic Time Cards (*Appendix B: Forms*) to the Head of Circulation by the end of their shift on Thursday of the pay period (yellow, green, and blue triangles).

November '24

S	M	T	W	T	F	S
				▲	1	2
3	4	5	6	7	●	8
10	11	12	13	▲	15	16
17	18	19	20	21	●	22
24	25	26	27	28	29	30

Direct Deposit is available. Employees should complete the Direct Deposit Authorization Agreement and submit it to the Head of Circulation. (*Appendix B: Forms*)

- Direct Deposit may take 1-2 pay periods to take effect.
- It is the employee's responsibility to notify the Head of Circulation when there is any change to their bank and/or bank account(s) that affects their direct deposit by completing a new Direct Deposit Authorization Agreement.

B. Automatic Deductions

- **Federal and New York State withholding taxes** – The Library withholds required Federal and NYS income taxes from employee paychecks. The amount withheld is based upon an employee's weekly earnings and employee instructions conveyed on their W4 form. Changes to withholdings can be made by submitted a revised W4 to a Head of Circulation.
- **FICA (Social Security)** All full-time and part-time employees are automatically enrolled under Social Security (Federal Insurance Contributions Act). Employees and employers are taxed at rates set by law. Retirement benefits are payable to fully insured persons and are determined by the Social Security Administration.
- **Medicare** - Employees must enroll in the Federal Medicare program three months in advance of their 65th birthday.

C. Voluntary Deductions

- Health insurance (*p. 15*)
- 403b (*Appendix E: Voluntary Deductions*)
- New York State Deferred Compensation – (*Appendix E: Voluntary Deductions*)
- New York State Retirement (see *p. 17 & Appendix E: Voluntary Deductions*)
- Supplemental Insurance Plans (*Appendix E: Voluntary Deductions*)

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D. Overtime

Full-time employees. Full-time employees are considered 'exempt' and therefore any time worked in excess of a full-time employee's regular work week will not be paid. Instead, it will be credited as compensatory time for which compensatory leave is granted. A full-time employee must receive prior authorization from the Director or Assistant Director before working the additional hours. Each full-time employee is responsible for notifying the Head of Circulation of compensatory time earned using the Leave Request Comp Time Earned Shift Change form so it may be entered into their time record.

Part-time employees are paid for scheduled hours worked and recorded on their weekly timesheet. Timesheets must be given to the Head of Circulation. Additional hours, except in cases of emergencies or at the request of the Director, are not permitted. If an employee does work additional approved hours, they must add the hours to their weekly timesheet and they will be paid at their hourly rate.

VII. BENEFITS

A. Leave

Full-time and part-time employees are granted paid and unpaid time off to rest, rejuvenate, recover, and tend to personal matters. Leave will be tracked in the employee's leave tracking spreadsheet accessible through OneDrive. Unused time may be carried over but total leave time used may not exceed the amounts outlined in this section.

Use of leave time is not guaranteed, requests must be submitted to and approved by the Director or their designee using the Leave Request Comp Time Earned Shift Change form (*Appendix B: Forms*). Use of time will be calculated in 15-minute increments. Employees are required to request leave time in advance for scheduled time off and as soon as possible for unscheduled time off. Employees requesting time off within two weeks of the date needed are required to find a replacement for any desk time or programs they are responsible for on the day requested. When an emergency closing occurs during the period of an employee's paid leave, an employee's leave will still be charged.

All leave time must be used by the end of the fiscal year. Unused time may be carried over but total leave time used may not exceed the amounts outlined in this section. Exceptions may be granted by the Director for Leave Time and Floating Holidays earned within 45 days of the end of the fiscal year and for employees in a provisional or probationary status.

Types of Leave

Group 1 - pages 9-13

- Base Leave
- Additional Leave
- Unpaid Leave
- Compensatory Time
- Holidays – Floating and Discretionary
- Extended Leave Without Pay

Group 2 - pages 13-14

- Family Medical Leave (FMLA)
- NYS Paid Family Leave (PFL)

Group 3 – pages 14-15

- Cancer screening
- Death in the Family
- Domestic Violence Protections
- Jury Duty
- Military Duty
- Voting

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Group 1

1. **Base Leave.** Leave for the new fiscal year will be granted on July 1 and must be used by June 30 of the following year.
 - a. **Full-time employees** - All permanent, full-time employees will receive a base of 91 leave hours each fiscal year.
 - b. **Part-time employees** - All permanent, part-time employees will be granted base Leave hours equal to 260% of the employee's anticipated weekly hours beginning the first week after Labor Day or 40 hours, whichever is greater. If a permanent, part time employee's weekly hours are permanently increased during the fiscal year, leave will be recalculated using a pro-rated schedule at the time of the change. If a permanent, part-time employee's weekly hours are permanently decreased during the fiscal year, leave will not decrease for the remainder of the current fiscal year. Temporary adjustments to a part time employee's schedule will not initiate a recalculation.
 - c. **Provisional Employees** - New full-time provisional employees will earn 1.75 hours per week of base leave during the provisional period and may begin to use accrued leave after the 12th week of the provisional period. Leave during the provisional period is pro-rated, based on date of hire within the July 1-June 30 fiscal year, up to a maximum of 91 hours.

New part-time provisional employees will earn base leave during the provisional period based on their normal scheduled work week and may begin to use accrued leave after the 12th week of the provisional period. Using the number of normal hours they are scheduled to work per week during their provisional period, they will earn base leave at a rate of 5% per week. Ex: An employee working 17.5 hours per week will earn 52.5 minutes, or .88 of an hour, of base leave time per week during the provisional period.

New provisional employees may, at the discretion of the Director, carry over into the new fiscal year leave accrued within 45 days of the end of the fiscal year.

Existing employees who move to new positions and are in provisional status shall continue to earn leave based on their initial date of continuous employment. Time must be used by the end of the fiscal year.

Full-time and part-time employees may move from a provisional status into a probationary period when reachable on a Civil Service Eligible List if credit for time serviced in provisional status does not cover all of the employee's probationary period in the new position. For the purposes of earning and using leave, time served in provisional status will be credited into probation, reducing, and possibly eliminating, the 12-week waiting period. All remaining leave accrued during the provisional period will be carried over into the probationary period.

- d. **Probationary Employees** - New full-time probationary employees will earn 1.75 hours per week of base leave during the probationary period and may begin to use accrued leave after the 12th week of the probationary period. Leave during the probationary period is pro-rated based on date of hire within the July 1-June 30 fiscal year, up to a maximum of 91 hours.

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New part-time probationary employees will earn base leave during the probationary period based on their scheduled work week and may begin to use accrued leave after the 12th week of the probationary period. Using the number of hours they are scheduled to work per week during their probationary period, they will earn base leave at a rate of 5% per week. Ex: An employee working 17.5 hours per week will earn 52.5 minutes (or .88 of an hour) of base leave time per week during Probation.

Employees who transition from provisional to probationary will have time serviced in provisional status counted toward their total 12-week waiting period for benefits as new employees. If they have completed the 12-week waiting period as a provisional employee, they will carry existing Leave Time and benefits to the probationary period for the duration of the fiscal year.

Upon the successful completion of probation, new employees earn the balance of their leave for that fiscal year. Leave accrued within 45 days of the end of the fiscal year may, at the discretion of the Director, carry over into the new fiscal year.

- e. **Lateral Transfers** are new employees of the Gloversville Public Library and will adhere to the guidelines that govern new employees on Probation.
- f. **Promotional employees** will carry existing leave time and benefits to the new position for the duration of the fiscal year. As long as an employee has completed the 12-week waiting period for the use of leave in their previous position, they may use existing time during the entire probationary period without the normal 12-week waiting period for new employees. If they have not completed 12 weeks in their previous position, they will adhere to the guidelines that govern new employees who transition from provisional to probationary status.

Leave accrued within 45 days of the end of the fiscal year may, at the discretion of the Director, carry over into the new fiscal year.

2. Additional leave

Additional leave is earned on an employee's anniversary date. Staff with anniversary dates that fall within 45 days of the end of the fiscal year may carry that leave into the new fiscal year.

- a. **Full-time employees** will receive additional leave based on the number of years of employment. Part-time employees who become full-time will have their number of years of service calculated based on their initial date of continuous employment.

Years of Employment

- 6 months – 1 year
- 1-5 years
- 6-10 years
- 11 years or more

Additional Leave

- pro-rated to end of the fiscal year; 35 hours maximum
- 70 hours
- 105 hours
- 140 hours

- b. **Part-time employees** will receive additional leave based on the number of years of employment. The number of hours of additional leave is equal to one week of the anticipated weekly hours beginning the first week after Labor Day.

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Years of Employment

- 5-9 years
- 10 or more years

Additional Leave

- 1 week
- 2 weeks

3. **Unpaid leave** is not unlimited and requires approval of the Director. Upon receipt of this approval, employees may take up to 1 week of cumulative additional unpaid leave per fiscal year after using all of their paid leave time. Time off in excess of paid and unpaid leave may result in disciplinary action which can include dismissal. If needed, extended leave without pay may be available (see page 12).
4. **Compensatory Time.** Only full-time employees who perform work in excess of their normal work week earn Compensatory Time. Once a verbal approval is given by the Director for a full-time employee to work in excess of their normal work week, the employee will submit a request in writing to the Head of Circulation using the Leave Request Comp Time Earned Shift Change form for comp time to be added to the employee's leave tracking spreadsheet.

Compensatory Time may be accrued during provisional or probationary periods, but not used until after the 12th week of the provisional or probationary period. Permanent full-time employees may use compensatory leave immediately.

5. **Holidays.** The Library follows the Federal government's observance schedule listed in *Appendix C: Types of Leave*. If the Federal government observance of a holiday falls on a day the Library is normally open, the Library will be closed.

Floating Holidays. Only full-time employees earn floating holidays. If an observed holiday occurs on a day the Library is normally closed or on a full-time employee's day off, that employee will receive Floating Holiday leave equal to 7 hours for full-day holidays and 4 hours for days when the Library closes at 1pm. Floating Holiday leave is available immediately for permanent employees.

New provisional and probationary employees may earn Floating Holidays, but cannot use Floating Holidays until after the first 12 weeks of their employment.

- a. The Library observes Federal holidays as listed on the page of the Federal Office of Human Resources Management (*Appendix C: Types of Leave*).
- b. The Library also closes at 1:00 p.m. on the afternoons of the following days:

New Year's Eve

Thanksgiving Eve

Christmas Eve

Discretionary Holidays. Employees are allowed to take up to 4 paid personal religious holidays from the list below, for other holidays they observe. Leave time must be submitted to and approved by the Director in advance. These holidays cannot be converted into Floating Holidays.

The Discretionary holidays are:

- Rosh Hashanah
- Yom Kippur
- Diwali
- Good Friday
- Passover
- Eid-al-Fitr
- Vesak

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- 6. Extended Leave Without Pay.** Extended leave without pay, beyond the one week of unpaid leave, may be granted after all FMLA, NY PFL, and Disability options have been exhausted and additional time is deemed necessary by the employee's doctor or other professional. An employee must first use 50% of their available leave time for the fiscal year before the extended leave without pay becomes effective. Before it becomes effective, prior approval of the Director AND the Board of Trustees is required, except in emergency situations. Extended Leave of Without Pay covers extended, consecutive, or sporadic days off for a single issue, not to exceed one year, so long as it does not, at the discretion of the Director, present an undue hardship to Library operations (see *Appendix B: Forms*).

Group 2

- 1. Family Medical Leave Act (FMLA).** FMLA allows an employee to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.

Because the Library is a public employer, its employees are eligible for Family Medical Leave if they have 12 months of employment and have worked 1250 hours in the 12 months before they take leave. If all these qualifications are met, time off without pay may be requested for up to 12 weeks in a 12-month period under the Family Medical Leave Act (FMLA) for:

- the birth of a child or placement of a child with the employee for adoption;
- care for the employee's spouse, child, or parent who has a serious health condition;
- a serious health condition that makes the employee unable to perform the essential functions of the job;
- any qualifying exigency arising out of the fact that the employee's spouse, child or parent is a covered military member on active duty.

Using the Extended Leave Without Pay form, employees should give 30 days' notice before the leave date, if possible, otherwise as much notice as is reasonably possible. Time will be used in hourly increments. Should the employee need time off before the 'event' requiring leave (for example leave before the birth of a child), the employee must use all available Base Leave. Benefits will not be affected by use of Family Medical Leave.

FMLA will run concurrently with NY PFL (if applicable). Should an employee need additional time, the employee can request time off with pay by using the remainder of any Base or Additional Leave or submitting an additional Extended Leave Without Pay request.

- 2. New York State Paid Family Leave (NYS PFL).** Paid Family Leave provides up to 12 weeks of job-protected time off at 67% of your average weekly wage. (There is a maximum weekly benefit that changes each year. Consult the NYS PLF website, <https://paidfamilyleave.ny.gov>, for current information). PLF also provides for continuation of health insurance benefits, and protection against discrimination or retaliation for an employee per the law's guidelines.

Employees can use PFL to:

- Provide care for a family member due to a serious health condition;
- Bond with a child during the first 12 months after the child's birth, or the child's placement for adoption or foster care with the employee;
- Assist loved ones when a spouse, domestic partner, child or parent is deployed abroad on active military service.

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- Paid Family Leave may also be available in some situations when an employee or their minor, dependent child is under an order of quarantine or isolation issued by NYS, Department of Health, local board of health, or other government entity due to COVID-19.

Using the Extended Leave Without Pay form, employees should give 30 days' notice before the leave date, if possible, otherwise as much notice as is reasonably possible. Time will be used in whole day increments. Should the employee need time off before the 'event' requiring leave (for example leave before the birth of a child), the employee must use all available Base Leave. Benefits will not be affected by use of Family Medical Leave.

NYS PFL will run concurrently with FMLA (if applicable). Should an employee need additional time, the employee can request time off with pay by using the remainder of any Base or Additional Leave or submitting an additional Extended Leave Without Pay request.

Group 3

1. **Cancer Screening.** Employees may take up to 4 hours of paid leave for each applicable annual screening for cervical, colorectal, breast, and prostate cancers without deducting it from their Base or Additional Leave. A Leave Request Comp Time Earned Shift Change form must still be submitted and approved.
2. **COVID.** The Library will follow New York State and Fulton County Department of Public Health guidelines related to time off for COVID. If employees need additional time beyond what is outlined by state and local government, they will need to use base or additional leave time or FMLA/NYS PFL, if applicable. (*Appendix C: Types of Leave*)
3. **Death in the family.** Leave with pay will be granted up to one week for the death of an immediate family member or the death of an employee's spouse's immediate family member. Immediate family members are: spouse, domestic partner, parents, stepparents, legal guardians, siblings, children, stepchildren, legal wards, grandparents, grandchildren and in-laws.
4. **Domestic Violence Protections.** Reasonable accommodations will be made to provide time off for employees known to be victims of domestic violence to:
 - Seek medical attention or counseling;
 - Obtain shelter services;
 - Obtain legal services or safety planning/relocation.

Leave will be taken from available Leave time, if no Leave is available, time will be treated as unpaid. Employee must provide reasonable advance notice, if possible.

5. **Jury Duty.** If an employee is called for jury duty or as a witness in court, they will be granted leave with pay. Where jury duty creates a hardship, the Library may ask to have the employee excused. Employees excused by the judge or clerk early in the day are expected to return to work if they are regularly scheduled. The Library pays the employee their normal wage for the days they serve. Employees should notify the Head of Circulation and Director of their jury schedule via phone, text, or email as soon as possible and follow up in writing using the Leave Request Comp Time Earned Shift Change form (*Appendix B: Forms*).

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6. **Military Duty.** Those entering military service are granted leave of absence without pay in conformance with federal regulations.
7. **Voting.** A registered voter may, without loss of pay, take up to 3 hours to enable them to vote at any election governed by election law (i.e. Primaries, General State or Federal elections). Time may only be taken at the beginning or end of a shift and notice must be given to the Director using the Leave Request Comp Time Earned Shift Change form not less than 2 working days before the election.

B. Insurance

1. Health Insurance

- a. **Full-time employees** are offered individual health insurance coverage with premiums and a MERP plan paid for in part or in whole by the Library. Spouse, dependent and family coverage is available at the employee's expense. Coverage begins after 12 weeks of full-time provisional, probationary, or permanent employment. Copies of benefit information may be obtained from the Director.

Part-time employees who become full-time become eligible for health insurance after 12 weeks of continuous employment. Time served as a part-time employee will be credited toward the 12-week waiting period, reducing, and possibly eliminating, the 12-week waiting period.

- b. **Part-time employees** may participate in the Library's health insurance group at their own expense after 12 weeks of employment. Full-time employees who become part-time may participate in the Library's health insurance group at their own expense.
- c. **Termination** of individual and dependent health insurance coverage occurs at the end of the month in which the follow occurs:
 - Termination of employment
 - Retirement
 - Death
- d. **COBRA** (Consolidated Omnibus Budget Reconciliation Act of 1986)

An employer with 20 or more employees is required by Federal Law to offer the opportunity to continue health insurance for up to 18 months if termination occurs for reason except gross misconduct.

Regardless of the size of the Library's workforce, the Library does provide this coverage to employees. Payment of monthly premiums is made by the former employee to the Library's health insurance broker.

- e. **Medicare** - Employees must enroll in the Federal Medicare program three months in advance of their 65th birthday.
- f. **Unemployment Insurance.** Employees are covered by New York State Unemployment Insurance.

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C. Other Benefits

1. **Short-term Disability Benefits.** (*Appendix F: Miscellaneous Benefits*) New York State mandates that all employers provide their employees with short-term temporary disability benefits in the event that an employee becomes disabled due to an injury or illness that is not work related.

To receive payment for wages during the first seven days of the injury or illness, employees must use available leave using the Leave Request Comp Time Earned Shift Change form.

Employees are responsible for filing a claim with the Library, or directly with the Library's insurance carrier, within 4 weeks of becoming disabled. There are several different types of claim forms depending on the reason for the leave request.

Using the Extended Leave Without Pay form, employees also need to request leave 30 days' prior to the leave date, if possible, otherwise as much notice as is reasonably possible.

NYS Paid Family Leave is not applicable to employees on disability unless the disability is related to an order of quarantine or isolation for COVID-19 issued by a government entity.

FLMA may be applicable.

Per NYS, there is a 7-day waiting period for which no benefits are paid. Benefits begin on the eighth consecutive day of disability. To receive payment for wages during the first seven days of the injury or illness, employees must use available leave using the Leave Request Comp Time Earned Shift Change form.

Full-time employees. Once the claim is approved by the Library's insurance carrier, full-time employees will be paid their full salary by the Library during the time they are on short-term disability and the Library will seek reimbursement for the eligible portion from the disability insurance provider.

Part-time employees. Once the claim is approved by the Library's insurance carrier, part-time employees will be paid directly by the disability insurance provider and have the option of using available leave hours to make up the balance of their scheduled weekly pay.

2. **Workers' Compensation.** The New York State Workers' Compensation Law provides temporary cash benefits to partially replace lost wages and medical care for workers who become disabled because of an injury or sickness related to their job. If death results, benefits are payable to the surviving spouse and dependents as defined by law.

Seek immediate medical treatment if necessary. Notify that medical provider that you have a work-related injury. Notify the Head of Circulation and Director, Assistant Director or your direct supervisor as soon as possible and follow up with written notice using the Accident/Incident Report form.

File a Worker's Compensation Claim within 30 days. This may be done online, in person, or by fax/mail using Employee Claim Form (Form C-3) (*Appendix F: Miscellaneous Benefits*).

To receive payment for wages during the first seven days of the injury or illness, employees must use available leave using the Leave Request Comp Time Earned Shift Change form. If time off from work exceeds seven days, payment for a portion of lost wages may be granted by the Worker's Compensation Board. Employees will be notified within 18 days of filing a claim.

If leave is required beyond seven days, employees must use the Extended Leave Without Pay form to give the Library as much notice as possible.

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If an employee ends up receiving Worker's Compensation for an injury or illness associated with a previous employer, the employee may request paid time off using the Leave Request Comp Time Earned Shift Change form or the Extended Leave Without Pay form, whichever is applicable.

3. **New York State Retirement.** All eligible employees may participate in New York State's Retirement System. All full-time employees must participate and are required to contribute a percentage of their salary per NYSLRS guidelines. Part-time employees may participate voluntarily.

4. **Travel Time and Mileage**

Travel time will only be considered for pre-approved, work-related travel. Travel time occurring outside of an employee's normal work hours for full-time employees must receive pre-approval by the Director and will be accrued as compensatory time. Employees should use the Leave Request Comp Time Earned Shift Change form to request Time Earned. Part-time employees are to enter travel time on their timecards for compensation.

Mileage is paid to employees using a personal vehicle traveling on work-related business for a distance of 10 miles or greater at the current rate as approved by the Board of Trustees, which is usually the IRS rate for that calendar year. Forms must be submitted to the Director for reimbursement. Tolls and parking may also be reimbursed by providing receipts. Employees should use the Travel Reimbursement Request Form (*Appendix B: Forms*).

5. **First Choice Financial Federal Credit Union**

All employees and members of the Board of Trustees are eligible, upon purchase of one share, to become members in the First Choice Financial Federal Credit Union.

VIII. GRIEVANCE PROCEDURE

A. Between Employees

1st Step – When a difficulty arises between employees, the problem should be discussed by them off the public floor in an attempt to resolve it.

2nd Step – If no solution is able to be reached at the end of three working days, the employees should meet with the Director in an attempt to resolve the grievance.

3rd Step – Employees have the right to contact the Board of Trustees directly when serious problems have not been addressed after consideration by the Director with employees. Such communication will be provided in written form to the Board through the Chair of the Personnel Committee.

B. Between Director and Employee(s)

1st Step - When a difficulty arises between the Director and an employee, the problem should be discussed between them off the public floor in an attempt to resolve it.

2nd Step – If no solution can be reached at the end of three working days, the employee and/or Director should contact the Chair of the Personnel Committee, in written form, in an attempt to resolve the grievance.

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IX. WORK ROUTINES

- A. **Full-time Employees** works 35 hours per week. Evening and weekend work is scheduled on an equitable basis within the perimeters of job title and duties.

Full-time employees are required to take a paid fifteen-minute break in the morning and a paid fifteen-minute break in the afternoon. Compulsory, non-paid meal breaks are normally 30 minutes but may be adjusted to meet a particular daily schedule. The employee is expected to arrange breaks, as per the New York State Department of Labor, so the public desks are adequately staffed.

- B. **Part-time Employees** work as scheduled. Hours may vary from week to week. Part-time employees are required to take a paid fifteen-minute break for each four-hour work cycle. Any employee whose shift is longer than six hours, is required to take a half hour, unpaid meal break. The employee is expected to arrange breaks, as per the New York State Department of Labor, so the public desks are adequately staffed.

- C. **Emergency Closings.** If you are at work and hear about threatening weather conditions or other serious situations, notify the Director, Assistant Director, “person in charge,” or Board President immediately. The Director, Assistant Director, “person in charge,” or Board President will determine if the Library will remain open.

If the Library closes, the Director, Assistant Director, “person in charge,” or Board President will attempt to contact each employee. Notice is posted on social media and the Library’s voicemail.

If the Library remains open and an employee is unable to get to work, time will be deducted from leave time. If no leave time remains, then the employee will not be compensated for the time missed. Employees should submit the Leave Request Comp Time Earned Shift Change form to request Time Earned for the time missed.

X. STAFF DEVELOPMENT

- A. **Civic, educational or library organizations.** Employees are urged to take an active part in community life, to become members of local civic, educational, social, and literary organizations, and to participate, in their efforts, to as great an extent as library duties permit.

- B. **Continuing Education** is essential for all library personnel, professional and non-professional. Continuing education opportunities can include formal and informal learning situations and need not be limited to library subjects, but will be beneficial to the library or related to an employee’s position or job duties. The Director will authorize employees to attend conferences and workshops and determine the expenses to be paid by the Library. Those requesting or needing library-oriented training that occurs during an employee’s scheduled hours must obtain pre-approval from the Director.

- C. **On-the-Job Training** may take various forms including continual sharing designed to keep employees current in their job responsibilities.

- D. **Staff Meetings.** Employees are expected to attend staff meetings during their regularly scheduled hours and are encouraged to attend whenever possible outside of their regularly scheduled hours. Full-Time staff who attend outside their regular scheduled hours should submit the Leave Request

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Comp Time Earned Shift Change form to request comp time. Part-time employees should enter such time on their timecards to receive compensation.

- E. **Performance Evaluations and Reviews** are a staff development tool. The Director will conduct annual evaluations of all employees.

XI. TERMINATION OF SERVICES

- A. **Resignation/Retirement.** An employee should inform the Director of their intent by a written resignation giving at least two weeks' notice. Employees who have completed the 12-week waiting period for use of leave time will receive payment for remaining base and additional leave time up to a maximum of 10 days (70 hrs.) No payment will be made for remaining floating holidays or compensatory time. This applies to both full-time and part-time employees. NYS Retirement payments will be made in accordance with NYS Retirement rules. Employer sponsored medical insurance will be carried through the end of the month in which employee leaves service. Leave time may not be taken in the last two weeks of employment. Exceptions must be approved by the Director.
- B. **Separation.** Separation from employment initiated by the Library may occur based upon financial hardship of the Library or discontinuance of a position. Payment for remaining leave time and two weeks' severance will be given. Employer sponsored medical insurance will be carried through the end of the month in which employee leaves service.
- C. **Dismissal.**
- During the probationary period, dismissal may occur at any time.
 - After the probationary period, dismissal may be necessary for cause as per NYS Civil Service guidelines.
 - No payment will be made for any remaining leave time.

XII. QUESTIONS

Questions regarding the items outlined in the Employee Handbook should be brought to the Director or the Chair of the Board's Personnel Committee.

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