

Personnel Policy

Approved 12/1/08

Revised and Approved 2/13/12

Revised and Approved 5/12/14

The following are rules and regulations of the Kinderhook Memorial Library. These are effective October 1, 2008 as adopted by the Board of Trustees of the Kinderhook Memorial Library.

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

The Kinderhook Memorial Library is an equal opportunity employer. Our policy is to recruit, hire, promote and compensate without regard to race, age, religion, gender, national origin, creed, handicap, color, sexual orientation or familial status. Employment opportunities are open to all qualified applicants on the basis of their experience, aptitude and ability. The Library does not discriminate between the sexes on pay. It pays the same wage rate to individuals, whether they are male or female, for comparable work requiring comparable skills under comparable circumstances.

HIRING AND PROBATIONARY PERIOD

Recruitment of new employees will be based upon qualifications outlines in individual position job descriptions listing required skills, knowledge, abilities and educational background. The Board of Trustees is responsible for recruitment of a qualified Library Director. All other recruitment is conducted by the Library Director.

All applicants considered for employment will receive a copy of the job description of the position for which they are applying. All new and rehired employees serve a 3-month probationary period. The probationary period gives the Library Director the opportunity to assess a new employee's ability to perform the assigned duties of his/her position. The use of a probationary period is not intended to state, imply or change the status of any employee as subject to employment-at-will, nor should a probationary period be used to infer that employment will continue beyond this period. If during the probationary period that employee feels that he/she selected the wrong place of employment, that person is free to leave with one week notice. However, if the employee is the Director, two weeks' notice is required. The Library reserves the same right during the probationary period.

HOURS

The library is open 47 hours per week. The Library Director will schedule employees so that the Library is adequately staffed.

EMPLOYEE STATUS

- Full-time Salaried: Employees who work a minimum of 35 hours per week. Positions are salaried and cannot earn overtime, however, compensatory time may be given at the discretion of the Director. Compensatory time for the Director will be reviewed by the President of the Board of Trustees.
- Part-time Hourly: Employees who work up to and including 34 hours per week.

INTERVALS OF PAY

Employees are paid every two weeks on the Friday following the pay period.

OVERTIME AND COMPENSATORY TIME

Overtime is defined to be any hours over the regularly assigned hours that each employee works. Any time which is overtime will be paid as salary at the employee's regularly hourly time rate. No overtime is to be worked without the approval of the Library Director.

EMPLOYEE BENEFITS

Social Security

All employees are covered under the Social Security Act.

Health Insurance

The Library offers health insurance coverage for the Library Director. The cost of such health insurance coverage shall be paid with 20% contribution by the Library Director and 80% contribution by the Library.

Retirement

At this time, the Library does not offer retirement benefits.

Annual Leave

All vacation requests are subject to the approval of the Library Director. Vacation requests for the Director are subject to the approval of the Board President. Full-time salaried employees are entitled to paid vacation according to the following chart:

90 days of employment up to two-year anniversary: 2 weeks paid vacation

Two-year anniversary up to five-year anniversary: 3 weeks paid vacation

Five-year anniversary and up: 4 weeks paid vacation

Part-time hourly employees are entitled to one week of paid vacation per year, after their first anniversary, equal to the average number of hours they worked per week in the previous year.

Employees may not accrue vacation leave, although the Board of Trustees may make exceptions under special circumstances. Vacation time may not be taken during the first 90 days of employment. Employees will not be compensated for unused vacation time.

Sick Leave

The Library provides ten paid sick days each fiscal year to all full-time regular employees who have completed three months of service. Part-time or temporary employees are not eligible for sick pay although missed hours due to sickness maybe made up during the same pay period. Sick days must be used during the fiscal year in which they are given and may not be rolled over into the next year. Sick days must be taken in full days, not hours.

Personal Leave

Each full time and part time salaried employees will be allowed to take up to three days of personal leave per fiscal year for matters that cannot be taken care of during non-business non-working hours. Personal leave days may not be carried forward to the next year. Employees are not reimbursed for unused personal leave days. There is no personal leave for new employees during their probationary period.

Bereavement Leave

Each full time and part time salaried employee will be allowed up to five days of bereavement leave per fiscal year for a death in the employee's immediate family. Immediate family members are defined as an employee's spouse, domestic partner, parents, stepparents, siblings, children, stepchildren, grandparents, grandchildren, and corresponding members of spouse's or domestic partner's family. Bereavement leave may not be carried forward to the next year.

Paid Holidays

The Library is closed on the following legal holidays: New Year's Day, Martin Luther King Day, President's Day, Easter, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas. If the holiday occurs on a day that the Library is closed, equal time off should be allowed at another time. On the day before Thanksgiving Day, December 24 and December 31 the library will close at 1:00 p.m.

All full-time hourly and part-time hourly employees regularly scheduled to work on these days will receive pay calculated by multiplying their missed hours with their regular wage.

Disability

In the event that a Library employee cannot perform his/her duties because of illness or capacity, he/she will become eligible for New York State Disability Insurance, or New York State Worker's Compensation. The employee's full compensation will be reinstated upon return to work.

TRAINING AND STAFF DEVELOPMENT

The Board of Trustees acknowledges the value of employee attendance at workshops, courses and conferences related to both Library services and employee's duties as a means of enhancing the Library's offering to the community. Accordingly, to the best of its ability, the Library will consider granting time and compensation to employees for attendance at workshops, courses and conferences. Opportunities for professional development are also available through our Library System, and the Library will work with employees to take advantage of all professional development opportunities offered through the Mid-Hudson Library System.

LEAVES WITHOUT PAY

Leave without pay may be granted at the discretion of the Board of Trustees for a period not exceeding six months. Requests for a leave of absence without pay must be submitted in writing to the Director. All requests, accompanied by recommendations of the Director, must be submitted for approval to the Board. The Board reserves the right to stipulate any conditions for such leave.

SALARY ADMINISTRATION

All salaries are set by the Board of Trustees at the time of hire. Salary increases are granted by the Board at the recommendation of the Director based on performance evaluations and financial ability of the Library.

JOB DESCRIPTIONS

All employees of the Library are expected to have: moderate strength to rearrange furniture and clean up Library clutter; the ability to stand for extended periods of time, and to stoop, stretch and climb to retrieve and/or shelve materials; a working knowledge of arithmetic, numeric order and alphabetical order. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of their position.

LIBRARY ASSISTANT

Job Summary

Under general guidance, the Library assistant provides circulation services and assists Library patrons with routine computer and Internet use questions. Work in this position involves the performance of routine Library clerical duties for proper organization and distribution of Library materials.

Required Knowledge, Skills and Abilities

- Bachelor's Degree preferred. Must have high school diploma or equivalent
- Experience as a Library clerk and/or completion of some post secondary experience indicating an ability to assume the responsibilities involved
- Ability to provide own transportation in fulfillment of job duties
- Experience using computers for Internet, finding information, and various software applications including word processing
- Working knowledge of arithmetic and number order
- Ability to understand and follow oral and written instructions
- Ability to communicate effectively with others
- Aptitude and interest in Library work
- Ability and desire to serve the public of all ages
- Ability to read print
- Ability to shelve and retrieve Library materials
- Ability to type 30 words per minute
- Basic knowledge of general office procedures
- Basic knowledge of standard Library equipment and its use (i.e. computers, printers, automated circulation system, public access computers, etc.)
- Ability to make decisions and to work independently in a wide variety of situations and to refer patrons to more authoritative sources if necessary
- Ability to supervise the work of volunteers and newer staff
- Ability to work as a team member
- Ability to alphabetize and file and to perform clerical tasks with neatness and precision
- Ability to apply Library rules and regulations as found in staff manuals and statements of Library policy.
- Ability to meet, communicate and deal with public and staff effectively and courteously in person, in writing and by telephone
- Ability to maintain proper emotional balance in all types of situations

Responsibilities and Specific Duties

- Works with minimum or no direct supervision
- Maintains a working knowledge of the Innovative Millennium circulation system and its processes
- Greets, assists and refers patrons according to their needs
- Performs all aspects of opening and closing circulation desk
- Answers incoming phone calls; makes referrals or takes messages as appropriate
- Checks in and out all Library materials and collects appropriate fines for all overdue materials
- Performs registration of patrons and inputs patron information
- Takes reserves for patron title requests and notified patrons upon availability

- Accurately and efficiently processes incoming materials for patrons in bins delivered by the Library System
- Assists in training and monitoring of new volunteers and staff
- Shelves, shelf reads and straightens new books and other circulating materials as necessary
- Participates in continuing education activities to foster professional and personal development
- Prints overdue notices and bills, check the shelves for the items and mails or emails notices to patrons
- Exchanges new magazine issues for older copies and changes volume information in the circulation program
- Removes damaged materials from circulation, marks as repair in circulation program and alerts Director of needs for attention
- Maintains a working knowledge of all circulating audiovisual equipment and instructs borrowers on usage as necessary
- Keeps reserve shelf current
- Speaks knowledgeably about all Library programs and services for children, young adults, and adults
- Assists public in the use of the copier, fax machine, and basic skills on the computers and Internet
- Monitors volunteers when appropriate
- Rotates and withdraws newspapers monthly
- Learns and complies with Library policy
- Makes recommendations for improvement in services and collection
- Manages patron use of computers with SAM (Smart Access Management) software
- Performs specific duties as assigned
- Receives and responds to general information requests by telephone or in writing
- Monitors noise level in the Library and to the best of his/her ability assures that patrons show respect for those needing quiet
- Responds to requests for information and assistance, or refers inquiries to a professional librarian

CHILDREN'S PROGRAMMING COORDINATOR

Job Summary

Under general guidance, the Children's programming Coordinator is responsible for creating, preparing, implementing, and publicizing all children's programs; maintains children's collection; assists Library patrons with reference questions; assists Library patrons with routine computer and Internet use questions; and provides circulation services as needed. Work in this position involves the performance of routine Library clerical duties necessary for proper organization and distribution of Library Materials. The Children's Programming Coordinator may supervise volunteers. This position involves strong interaction with Library patrons for extended periods of time. This position reports to the Library Director.

Required Knowledge, Skills and Abilities

- College degree
- Experience using computers for Internet, finding information and various software applications including word processing
- Demonstrates problem-solving and decision-making techniques
- Works independently

- Understands and follows oral and written instructions
- Communicates effectively with others verbally and in writing
- Sets long and short range goals, objectives and priorities
- Uses tact, courtesy, and good customer service in dealing with Library patrons
- Provides own transportation in fulfillment of job duties

Responsibilities and Specific Duties

- Plans, prepares, and presents lap time programs, story times, summer reading activities, and special programs for youth
- Develops and schedules summer reading programs including kickoff party, story times, films, crafts, arts programs, and the end of the summer celebration. Prepares materials for Book Buddies and young adult summer reading program
- Prepares publicity for summer reading program events (i.e. posters, brochures) including school visits, distributing brochures, registration for programs, follow-up calls, and compiling statistics
- Hires performers of special interest to children
- Orders program craft supplies and refreshments for youth service activities within assigned budget
- Develops displays and public relations materials such as press releases and flyers
- Hosts class or group tours of the Library
- Presents information about Library services and programs to individuals and groups
- Maintains a working knowledge of the material collections, services available and trends in Library services to people all all ages, especially children and young adults
- Reads professional journals to keep informed of book reviews and topics related to children's services
- Maintains appearance of the Children's Room
- Prepares seasonal book displays in the Children's Room
- Maintains working relationship with librarians and youth service personnel from other libraries
- Attends Columbia and Greene Counties Children's Services meetings
- Interprets policies and procedures to the public in a responsive way
- Performs circulation functions as per established procedures:
 - Check in, check out and renew items
 - Inform patrons of fines or problems associated with their Library card.
 - Process incoming holds, outgoing holds, hold requests, and call patrons to pick up items
 - Issue Library cards
 - Provide reference service to patrons
- Answers the telephone
- Provides informational service (i.e. locating materials, online catalog assistance)
- Other duties as needed

LIBRARY DIRECTOR

Job Summary

Under broad policy guidance and direction from the Library Board, the Library Director performs professional and administrative duties in planning, developing, implementing and directing public Library services for the Kinderhook Memorial Library. These duties include budget preparation, evaluation, personnel, collection development, community relations and facility maintenance.

Education, Experience and Training:

- The Library shall employ as Director persons who hold a Master of Library Science (MLS) degree or an advanced degree of substantial equivalence. He/She will have a minimum of two years prior experience working in a public library in a supervisory and/or administrative position.
- The Director will possess strong communication skills, embrace technology, and exhibit a “can-do” leadership philosophy that is both cooperative and inclusive.
- The Director will be expected to participate in professional organizations and continuing education to remain proficient with advances in field of library science and information technology.

Required Knowledge, Skills and Abilities

- Thorough knowledge of the theories, principles, and objectives of Library science
- Thorough knowledge of Library organization theories
- Thorough knowledge of current trends and developments in the Library field
- Considerable knowledge of management principles and practices
- Knowledge of supervision, training, and staff utilization principles
- Thorough knowledge of Library reference sources, print and online
- Considerable knowledge of children’s, young adult, and adult literature
- Considerable knowledge of online automation
- Working knowledge of public relations procedures
- Working knowledge of budgetary and accounting processes of a small organization
- Ability to plan, organize, supervise, and evaluate the work of employees in diversified Library activities
- Broad experience in collection development and programming
- Substantial skills related to the organization of people, processes and tools in a public Library setting
- Superior human relations, communication and public relations skills
- Ability to establish and maintain effective and harmonious working relationships with the Board of Trustees, employees, other agencies, and the general public
- Ability to communicate effectively, verbal and in writing
- Ability to follow written and verbal communications

Tools and Equipment Used

- Library computer system; personal computer including world wide web search engines and the Library’s website, word processing and database management software, copy and fax machine, phone and automobile.

Responsibilities and Specific Duties:

- Administers Board policies
- Makes policy recommendations to Board, provides staff support and information for the Board
- Prepares budget for Library Board approval, monitors and approves expenditures as directed by the Library Board, administers gifts, state and federal money
- Supervises personnel directly or through subordinates; hires and trains employees; assigns and monitors work; evaluates personnel; disciplines employees as necessary
- Evaluates Library services and makes recommendations for improvements; works with elected officials, school officials and civic organizations to develop programs and resolve problems

- Administers maintenance of Library facilities and equipment; works with trustees on facility development
- Reviews and approves selection of all materials for purchase
- Participates in professional meetings, classes, conferences and workshops
- Participates in organizational management through the committee process
- Reads professional materials to update and maintain knowledge and skills
- Is accountable for all activities, programs and services
- Performs other related duties as assigned

PERFORMANCE EVALUATION

It is the policy of the Library to have a written evaluation of employees. For a new employee, these written evaluations should be completed at the beginning of the fourth month of employment. Written evaluations for all employees should be conducted at least once annually based on his/her job description.

The Director shall personally conducted annual evaluations of the work performance of all staff members. The Board of Trustees will provide a written evaluation of the Director. The purpose of such reviews shall be to help employees make progress in their work and learn where they stand. The performance review must be accompanied by a personal conference in which the employee may examine the review and have an opportunity to ask questions or make comments. Disagreement with the performance rating may be expressed in writing to the Director and the Board of Trustees. Performance evaluations will be considered as one factor in determining salary increase, promotions, or dismissals. These performance evaluations shall be made available to the Board of Trustees for annual salary review.

Evaluations, as well as written comments that the employee should make about the evaluation, should be kept in the personnel file that is locked. All employees have access to their evaluations and may examine them at any reasonable time. One all evaluation forms, the employee is given the opportunity to write his/her comments about all written comments.

RULES OF CONDUCT

Most employees never violate any Library rules or give the Administration any reason to impose discipline. However, there is the possibility that there will be some employees at the Library who will require discipline, up to and including dismissal, for actions that are detrimental to the Library or to other employees. The following is a list of some, but not all, of the acts which would result in disciplinary action, up to and including dismissal.

- Repeated absences or tardiness
- Persistent negativity or numerous petty complaints that undermine the morale of coworkers, or interfere with the normal flow of work.
- Misuse of time: extended breaks or lunch hours; persistent or extended personal telephone or cell-phone calls.
- Interrupting working employees with personal or frivolous conversations.
- Disrespectful behavior toward management, patrons or other employees
- Insubordination (Refusal to do work or carry out a reasonable request)
- Any act of dishonesty, deception or fraud
- Abandonment of job or failure to report to work without notifying a supervisor
- Committing deliberate damage to Library property
- Unauthorized use of Library facilities, tools or equipment
- Disorderly conduct, such as striking another employee, use of abusive language, etc.

- Falsifying Library records
- Allowing unauthorized person(s) access to Library facilities
- Possessing, or being under the influence of, alcohol or illegal drugs while at work.
- Violating the no smoking designation of the Library and its grounds
- Harassment of any nature, including sexual harassment
- Possession of firearms or other weapons on Library property
- Illegal use of e-mail or communication systems
- Removing, sending, or furnishing Library records and information to unauthorized persons
- Abuse or violation of State or Federal laws adversely affecting employment
- Any conduct contrary to common decency or morality, or liable to incite or provoke anyone because of race, age, religion, gender, national origin, creed, handicap, color, sexual orientation, or familial status.

The examples used above are not intended to be an inclusive list of inappropriate behavior subject to disciplinary action. These examples are given only as guidelines. In the case of an actionable offense, the following procedure will be followed:

1. A verbal notification will be given to the employee.
2. A verbal warning will follow if the offense is repeated.
3. If the offense continues, written notification will be given to the employee, and a copy placed in the employee's personnel folder
4. The Operations Committee will be notified if the offense persists, which will, if necessary bring the matter to the attention of the Board.
5. The Kinderhook Memorial Library Board reserves sole managerial discretion to determine what conduct or behavior is subject to discipline and to determine the severity and timeliness of such discipline.

Board Actions: Offenses referred to the Board would result in actions such as:

1. Monetary penalties
2. Probation
3. Suspension
4. Dismissal

CONFIDENTIALITY STATEMENT

All library, patron, and staff information is confidential and should not be discussed with any person or persons outside the Library. Copying, removing, allowing unauthorized access to the Library or patron documents, information, files or mailing lists, or any form of distribution of patron information is not allowed. All internal information about the Library administration is to remain confidential. Staff may not access or distribute administrative files, documents, or information. Staff may not publicly represent the Library administration outside their job description in any way unless through prior arrangement with the Director. Any breach of this confidentiality requirement is grounds for termination.

FIRING AND DISMISSAL

An employee may be dismissed for incompetence or for just cause. The notice of dismissal shall be in writing and shall state the specific charges. Layoffs may be made due to lack of funds, discontinuance of activity, or reorganization.

RESIGNATION

The Library employee must submit resignations in writing to the Library Director. Notice of resignation must be submitted 14 working days prior to termination of employment. A 30 working day notice of resignation is required for the Library Director. The employee's written and signed resignation should be dated when received and retained in the personnel file.

STAFF GRIEVANCES

Dissatisfaction with alleged unfair treatment, work schedules and assignments, Library policies and procedures, or working conditions should be brought to the attention of the Library Director. The employee must first orally discuss the situation with the Library Director within two weeks after the occurrence of the event. Within three working days, the Library Director shall communicate his/her decision to the employee. Many issues will be settled informally or verbally. If either the Director or employee is dissatisfied with the results of the Director's decision, the grievance may be brought to the Operations Committee of the Board of Trustees by either party.

EMERGENCY CLOSINGS

The Library may be closed due to severe weather conditions and/or other unusual circumstances. When the Library is closed, staff will not be charged with lost time. The decision to close the Library will be made by the Library Director. The Library will not necessarily conform to school closings.

PROMOTIONS AND DEMOTIONS

Promotions: It is the policy of the Library to fill staff vacancies, when possible, by promotion from within, if a candidate with the appropriate experience and qualifications is available and interested. In keeping with the merit approach to employment, mere length of service, unaccompanied by professional growth and above average work performance, will not be considered in itself a basis for promotion.

Demotions: The Library Director may demote an employee to a lower related classification for reason of the employee's failure to meet the requirements of his/her job description or at the request of the employee. Salary adjustments in cases of demotion shall be made as appropriate. Employees who have satisfactorily passed their probationary period in the position from which they are demoted may appeal the action in accordance with the procedures set forth under *Staff Grievances*.

VOLUNTEERS

The Kinderhook Memorial Library recognizes the importance of utilizing the assistance of volunteers to enhance and expand the services of the Library. In establishing volunteers, the Kinderhook Memorial Library shall not use volunteers to supplant Library staff but to enrich Library services in a comprehensive manner making the services available to the entire public through a coordinated volunteer/staff effort. See the Kinderhook Memorial Library's Volunteer Policy for more information.

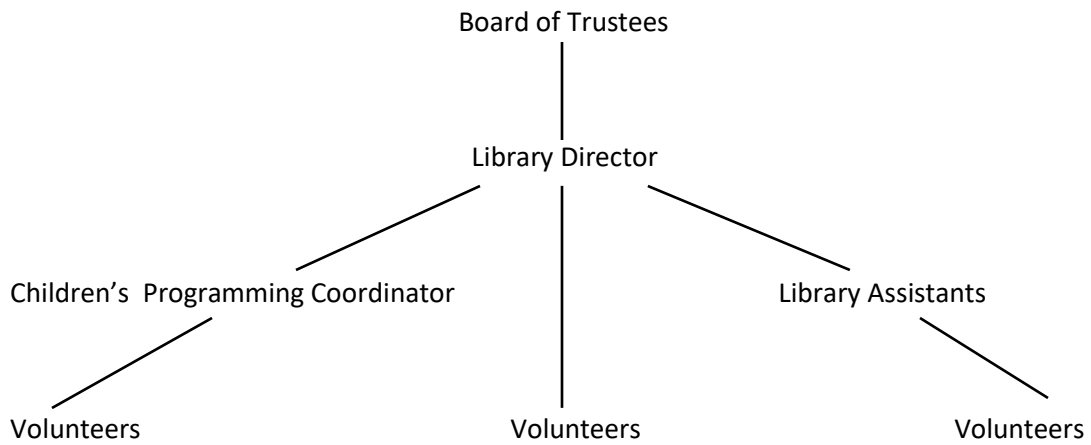
PERSONNEL RECORDS

All material in the personnel folder, except letters of recommendation, which the subject has waived his or her right to review, shall be open to the scrutiny of the employee. Letters of recommendation for which the subject has waived his or her right to review will be removed in the presence of the employee. The employee shall have the privilege and right to submit a

written reply to any material in his/her personnel folder. His/her answer shall be reviewed by the Library Director or the President of the Board of Trustees, then attached to the appropriate material and placed in the folder. In the event that the employee questions the factual accuracy of any material in the folder, the employee must submit proof supporting his or her position. No material in the employee's personnel folder will be available to anyone, except the Library Director and the Board of Trustees without the express written consent of the individual employee involved. No employee's file shall be altered for any reason or removed from the Library building.

ORGANIZATIONAL CHART

The relationship among the Library Director and Library Staff is indicated as drawn in the following organizational chart.



Employee Written Statement of Terms of Employment

This statement applies to:

(Name and Address of Employee)

Kinderhook Memorial Library

P.O. Box 293

18 Hudson Street

Kinderhook, NY 12106

Place of Work (State the place of work of the employee; if there is not fixed or main place of work, the employer must state the main place of business and state that the employee will be required to work in various locations.):

Date of Commencement of Employment:

Hours of Work:

Rate of Compensation or Salary:

Intervals of Pay (weekly, bi-weekly, monthly, etc.): See the Library's Personnel Policy for details.

Holidays: See the Library's Personnel Policy for details.

Sick Leave: See the Library's Personnel Policy for details.

Paid Leave: See the Library's Personnel Policy for details.

Retirement: See the Library's Personnel Policy for details.

Notice of Requirements: See the Library's Personnel Policy for details.

Details of Disciplinary and Grievance Procedures: See the Library's Personnel Policy for details.

Signed: _____ Date: _____
(Employee)

Signed _____ Date: _____
(Library Director)