



BEEKMAN LIBRARY



POLICIES



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ADMINISTRATIVE

Access to Library Building

The Director is responsible for issuing keys to the building and for the handling of the security system. Keys and security codes shall be given to the Director and paid staff. Staff will have access to the building for work related reasons such as opening, processing holds or materials, conducting a program or performing tasks such as bookkeeping. In the event that a staff member wants to access the building for other reasons, they will get permission from the library director or assistant director prior to entering the building.

Inclement Weather/Closing

The decision to close the library rests with the Library Director. The Director will make the decision based on current weather conditions, the weather forecast and hours of operation on the day in question. When a final decision has been made to close or delay opening, the change will be posted on the website, Facebook page, Cancellations.com and the automated phone message. The Director will email all affected staff members and the Board President of closing or delayed opening.

Public Relations

The public relations goals of the Beekman Library are:

- To promote a good understanding of the Library's objectives and services among governing officials, civic leaders and the general public;
- To promote active participation in the services offered by the library

The board recognizes that public relations involve every person who works or volunteers for the library. The board urges its own members, staff and volunteers to realize that they represent the library in every public contact. Good service supports good public relations.

Any official press releases, announcements, or mailings must be reviewed by the Director and when related to funding, budget votes, or strategic plans by the board president.

Records Retention

The records of the Beekman Library will be retained and disposed of in accordance with the schedules published in *Records Retention and Disposition Schedule MU-1* by the University of the State of New York and The State Education Department and the *Records Retention Schedule of the National Council of Nonprofit Associations*. These current *Schedules* are attached.



The Library Director shall serve as the Records Management Officer for the Library in order to insure compliance with the *Records Retention and Disposition Schedule MU-1* and the *National Council of Nonprofit Associations Record Retention Schedule*.

The Library Director shall also serve as the Records Access Officer for the Library in order to insure compliance with the *Freedom of Information Law*.

Records Retention and Disposition Schedule MU-1 Library Records

1. [304]	Incorporation, chartering and registration records: Retention: PERMANENT
2. [305]	Accession records: Retention: 1 year after accessioning procedure becomes obsolete <i>Note:</i> Some libraries accession manuscripts, rare books and special collection, but not their general library holdings. In these cases, the accession records need to be retained only for the kinds of materials still accessioned.
3. [306]	Directory of public library system and member libraries, prepared by public library system (member library's copy): Retention: 0 after superseded or obsolete
4. [307]	Borrowing or loaning records, including interlibrary loan: Retention: 0 after no longer needed
5. [308]	Catalog of holdings: a. Manuscript or published catalog Retention: PERMANENT b. Continuously updated catalog Retention: 0 after superseded or obsolete
6. [309]	Individual title purchase requisition which has been filled or found to be unfillable: Retention: 1 year
7. [310]	Records documenting selection of books and other library materials: Retention: 0 after no longer needed
8. [311]	Library material censorship and complaint records, including evaluations by staff, patrons' complaints and record of final decision: Retention: 6 years after last entry <i>Note:</i> Appraise these records for historical significance prior to disposition. Some library censorship records deal with serious constitutional issues and may have value for future research
9. [312]	Patron's registration for use of rare, valuable or restricted non-circulating materials: Retention: 6 years

Records Retention Schedule of the National Council of Nonprofit Associations

Business Documents	Minimum Requirement
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank Reconciliations	2 years
Bank statements	3 years
Checks (for important payments and purchases)	Permanently
Contracts, mortgages, notes and leases (expired)	7 years
Contracts, mortgages, notes and leases (still in effect)	Permanently
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Deeds, mortgages, and bills of sale	Permanently
Depreciation Schedules	Permanently
Duplicate deposit slips	2 years
Employment applications	3 years
Expense Analyses/expense distribution schedules	7 years
Year End Financial Statements	Permanently
Insurance Policies (expired)	3 years
Insurance records, current accident reports, claims, policies, etc.	Permanently
Internal audit reports	3 years
Inventories of products, materials, and supplies	7 years
Invoices (to customers, from vendors)	7 years
Minute books, bylaws and charter	Permanently
Patents and related papers	Permanently
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years



Retirement and pension records	Permanently
Tax returns and worksheets	Permanently
Timesheets	7 years
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 years



F.O.I.L. Request Policy

The Beekman Library as a New York State governmental entity complies with the New York Freedom of Information Law (Public Officers Law, Article 6, Section 87, Freedom of Information Law).

The Library Director will be the Records Access officer. A person may request information and records available to the public in the following manner:

Use the Freedom of Information Law request form (attached).

Direct the request to the following address:

Records Access Officer
Beekman Library
11 Town Center BLVD
Hopewell JCT, NY 12533

Specify the records requested to be disclosed for inspection or to be copied. If you desire that any records be certified, you must specify which ones. Reimburse us our actual costs for reproducing and certifying (if requested) the records. You will be charged the following fees: \$0.25 per page for employee-copied records, and \$1.00 per page for certification of records.

The Library Director will respond to a written request within five working days or sooner if possible. An extension of an addition 15 working days may be necessary to properly respond and if so, the reason for this extension will be explained.

Records may be available for inspection in person at no cost and by appointment. An employee must be present throughout the inspection.

Make an appeal about the decision of the FOIL officer to the president of the Board of Trustees, using the Freedom of Information Law Appeal form (attached).

Information about the Freedom of Information Law can be obtained from the Committee on Open Government:

Committee on Open Government
One Commerce Plaza
99 Washington Avenue, Suite 650
Albany, NY 12231
(518) 474-2518



Beekman Library
Freedom of Information Law (FOIL) Request

To: Director, Beekman Library

Date: __/__/__

Name (please
print): _____

Signature

: _____

Address: _____

Phone: _____

Under the provisions of the New York Freedom of Information law, Article 6 of the Public Officers Law, I hereby request records or portions thereof pertaining to (or containing the following):

Choose one:

- I am requesting an appointment to inspect the records at the Beekman Library at no charge.
- I am requesting copies of all records. I understand that the fees are \$0.25 per page for employee-copied records, and \$1.00 per page for certification of records.

As per the Freedom of Information Law, the Beekman Library must answer your request within five days of receipt of your request. We will call or write if there is a problem with your request. Should your request be denied, we will send you a letter explaining why your request was denied. Denied requests may be appealed to the President of the Board of Trustees if you believe you were unfairly denied access to the requested records.

Space below is for Library use.

Date of Decision:

Decision (circle): Approved Denied

If denied, please state why:

Beekman Library
Freedom of Information Law (FOIL) Appeal



To: President, Beekman Library Board of Trustees

Date:

Name (please print):

Signature:

Address:

Phone:

I hereby appeal the denial of access regarding my request, which was made on ___/___/___ and sent to _____.

The records that were denied include (Please attempt to identify the records in which you are denied access to as clearly as possible):

As per the Freedom of Information Law, the President of the Board of Trustees must answer your request within ten days of receipt of your request. Should your request be denied again, we will send you a letter explaining why your request was denied? In keeping with New York State law, a copy of the verdict on your appeal will be sent to the Committee on Open Government, Department of State, 41 State Street, Albany, New York 12231, regardless of the verdict.

Space below is for Library use.

Date of Decision:

Decision (circle): Approved Denied

If denied again, please state why:



BOARD OF TRUSTEES

Conflict of Interest

The purpose of the following policy and procedures is to prevent the personal interest of staff members, and board members from interfering with the performance of their duties to Beekman Library, or result in personal, financial, professional, or political gain on the part of such persons at the expense of Beekman Library or its patrons, supporters, and other stakeholders.

Definitions

Conflict of Interest (also Conflict) means a conflict, or other appearance of a conflict, between the private interests, and official responsibilities of a person in a position of trust. "Interest" means a direct or indirect pecuniary or material benefit accruing to a Library trustee or employee as a result of a contract with the Library which such officer or employee serves. Persons in a position of trust include staff members, officers, and board members of Beekman Library.

Board means the Board of Trustees.

Officer means an officer of the Board of Trustees.

Volunteer means a person – other than a board member – who does not receive compensation for services and expertise provided to Beekman Library.

Staff Member means a person who receives all or part of her/his income from the payroll of Beekman Library.

Patron means a customer of Beekman Library.

Supporter means corporations, foundations, individuals, 501 (c)(3) nonprofits, and other nonprofit organizations who contribute to Beekman Library.

Policy and Practices

1. Full disclosure, by notice in writing, shall be made by the interested parties to the full Board of Trustees in all conflicts of interest, including but not limited to the following:
 - a. Board trustee is related to another board member or staff member by blood, marriage, or domestic partnership.
 - b. A staff member in a supervisory capacity is related to another staff member whom she/he supervises.
 - c. A board member or his/her organization accrues a direct or indirect pecuniary or material benefit from an Beekman Library transaction or staff member of such organization receives payment from Beekman Library for any subcontract, goods, or services other than as part of her/his regular job



- responsibilities or as reimbursement for reasonable expenses incurred as provided in the bylaw and board policy.
- d. A board member's organization receives grant funding from Beekman Library.
 - e. A board member or staff member is a member of the governing body of a contributor to Beekman Library.
 - f. A volunteer working on behalf of Beekman Library who meets any of the situations or criteria listed above.



Beekman Library Disclosure Form

This form must be filed annually by all specified parties, as identified in the Beekman Library's Conflict of Interest Policy Statement (ratified by the Beekman Library's Board of Trustees on 9-28- 2009).

_____ I have no conflict of interest to report

_____ I have the following conflict of interest to report (please specify):

The undersigned, by their affixed signature, note their understanding of the implications of this policy.

Signature

Printed Name

Date

Trustee Vacancy Additions to the Board of Trustees

Trustees should be actively recruited in order to maintain a board of nine members. Vacancies will be made public through the libraries marketing channels such as social media, enewsletter and website.

Conditions of Trustee Appointment

- No member of the Board of Trustees shall have an immediate family member or domestic partner as a paid employee of the library.
- No Trustee shall act as in-house library volunteers.
- Immediate family members or domestic partners shall not serve on the Board of Trustees at the same time.

Trustee Appointment

When the nominating committee has identified a prospective trustee the following steps will be taken to determine if the candidate is a good fit for the board.

- Candidate will provide a written statement of interest that includes work experience, skills and interest in the library.
- The nominating committee will review the statement and discuss the candidate's suitability.
- The committee chair will notify the candidate to invite them to attend the next two board meeting or to let them know that they are not a fit for the board at this time.
- After a candidate has attended two meetings the committee will make a decision as to their recommendation and will contact the candidate and let them know that the board will vote on their appointment to the board at the next board meeting.
- Newly appointed trustees will be emailed an onboarding packet within one week of appointment.

Trustee Attendance

Board members are expected to attend all meetings. A Trustee who fails to attend four Board meetings per annum, will be contacted by the board president to discuss their interest in continuing. A decision will be made as to whether the trustee will attend the next meeting, request a leave of absence or submit their resignation. If the president is unable to contact the trustee by the next board meeting, they will be declared to have resigned.

Trustee Leave of Absence

Trustees may request a leave of absence of up to six months. The request must be in writing and must specify the start and end date of the leave. At the end of the leave the trustee must contact the Board President to confirm that he or she will be returning at the next scheduled board meeting. In the event that the trustee does not return at the conclusion of the leave, they will be declared resigned from the board.



Board Self Evaluation

The board will complete an annual self-evaluation that will be presented at a board meeting.

Continuing Education

All new members of the Library Board of Trustees will attend “Trustee Essentials” training offered by MHLS within the first three months (or as soon as possible based on MHLS calendar). New members of the Library Finance Committee must attend the Mid-Hudson “Fiduciary & Financial Responsibilities for Trustees” training as soon as possible after joining the committee. New members of the policy committee must attend the Legal Issues training as soon as possible after joining the committee.

The Library Director will keep the board apprised of all continuing education opportunities available to trustees.

All trustees will complete two hours of continuing education annually as mandated by NY State. All trustees need to keep the director informed in writing of all trainings they have attended.

Board of Trustees Ethics

Trustees of the Beekman Library understand they are responsible for holding the Library in trust for the community. This trust is an expression of civic leadership and, as a member of the Board; Trustees are accountable to the community as a whole.

Trustees will receive no compensation.

Once the Board adopts a position, Trustees will support it in public settings, regardless of personal opinion.

Trustees will attend board meetings and participate fully in the deliberations.

Trustees commit to attaining and maintaining a level of competency appropriate to library trustees.

Trustees will treat fellow Trustees with respect.

Trustees will respect the confidential nature of library business while being aware of and in compliance with applicable laws governing the freedom of information.

Trustees will avoid situations in which personal interest are in conflict with their role as Trustee, will disclose any such situations, and will disqualify themselves immediately whenever the appearance of a conflict of interest arises.

Trustees will comply with Open Meetings law.

Trustees understand that the function of the Board is to set broad policy direction and monitor adherence to policy and not to interfere with the day to day operations of the Library.



Public Comments at Meetings

There is a thirty-minute public comment period at the end of board meetings. Individuals who wish to address the board are asked to keep their comments to five minutes. In the event that more than six people wish to speak, the individual time limit will be adjusted to allow all participants an equal amount of time for comments.



CIRCULATION

Patronage

The Library will provide library cards to individuals who reside in the Mid-Hudson Library System chartered service area and will abide by all MHLS resource sharing standards.

Loan Rules

All loan periods, fines and patron blocks will be set by the Library Director in accordance with MHLS Resource Sharing Standards.

Non-Resident Borrowing

Non-residents are individuals who do not live in the MHLS service area. Beekman Library issues non-resident borrower cards to summer or other temporary residents providing they are able to provide library staff with proof of both their permanent and temporary address. Non-resident cards expire in three months and may be renewed on a case-by-case basis. Online cards are not available to non-residents nor can cards be renewed online.

Inter-Library Loan

The Library, as a member of the Mid-Hudson Library System, shall follow all Resource Sharing Standards.



Law Enforcement Policy

The Beekman Library recognizes and strives to follow the practices of the ALA Code of Ethics, Article III, "We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted," to the fullest extent of our abilities." Beekman Library will also support the rights and privacy of our patrons with the Civil Practice Laws and Rules Section 4509 Library Records which state:

"Library records, which contain names of other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials, films of records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute."

In the event that the Beekman Library is served with a formal and legitimate request by federal and/or state authorities under the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism (USA Patriot Act) or the Foreign Intelligence Surveillance Act (FISA), the Beekman Library Director and Staff will comply with all specified requests.

Beekman Library Attorney:

Ms. Ellen Bach

Whiteman, Osterman, and Hanna L.L.P.

1-518-487-7736

ebach@woh.com

Procedures:

1. If anyone approaches a staff member alleging to be a law enforcement official requesting information, **DO NOT DISCLOSE ANY INFORMATION.**
2. Ask for identification and then immediately refer the agent or officer to the Library Director. Photocopy the identification or take business card.
3. The Director will meet with the agent with the Library Counsel. If Counsel is not available, the Library Board President, a Trustee or the Deputy Director should be in attendance during this meeting.
4. Ask to see the court order(s) (for example, search warrant, subpoena, National Security Letter) authorizing law enforcement.

5. If the agent or officer does not have a court order compelling the production of records, the Library Director or Counsel should explain the library's confidentiality policy and/or the state's confidentiality law (NYS 4509) and inform the agent or officer that users' records are not available except when a proper court order in good form has been presented to the library.
6. If there is no court order presented the FBI and /or local law enforcement has no authority to compel cooperation with an investigation or require answers to questions (other than the name and address of the person speaking to him/her). If the agent or officer makes an appeal to patriotism, the Director will explain that, as good citizens, the library staff will not respond to informal requests for confidential information, in conformity with professional ethics, First Amendment freedoms and state law.
7. If the agent or officer does present a court order the Director should immediately refer the court order to the Library's Legal Counsel for review.

If the court order is in the form of a subpoena:

- Library Counsel will examine the subpoena for any legal defect including the manner in which it was served on the library, the breadth of its request, its form, or an insufficient showing of good cause made to a court. If a defect exists, counsel will advise on the best method to resist the subpoena.
- Through Legal Counsel, the Director will insist that any defect be cured before records are released and that the subpoena is strictly limited to require release of specifically identified records or documents.
- The Library's Counsel or Director will require that the agent, officer, or party requesting the information submit a new subpoena in good form and without defects.
- The Library's Counsel and Director will review the information that may be produced in response to the subpoena before releasing the information. They will follow the subpoena strictly and will not provide any information that is not specifically requested in it.
- If disclosure is required, the Library's Legal Counsel will draft a request to the court to enter a protective order keeping the information confidential and limiting its use to the particular case. The document will ask that access be restricted to those persons working directly on the case.

If the court order is in the form of a search warrant:

Search warrants are executable immediately. However, ask to have Library Counsel present before the search begins to allow Counsel to examine the warrant and assure that the search conforms to the terms of the warrant. This request may not be granted.



- Gather records identified in the warrant and present them rather than allowing nonlibrary personnel to go through the Library's databases or records. If the court order is a search warrant issued under the Foreign Intelligence Surveillance Act

(FISA) (USA PATRIOT ACT amendment):

- The recommendations for a regular search warrant still apply. However, a search warrant issued by a FISA court also contains a "gag order." That means that no person or institution served with the warrant can disclose that the warrant has been served or that records have been produced pursuant to the warrant
- The library and its staff must comply with this order. No information can be disclosed to any other party; including the Director if not present at the time warrant is served and the patron whose records are the subject of the search warrant.
- The gag order does not change a library's right to legal representation during the search. The Library can still seek legal advice concerning the warrant and request that the Library's Legal Counsel be present during the actual search and execution of the warrant.

If the court order is a National Security Letter:

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The procedure is the same as for a search warrant. However, a gag order applies. The Director will contact Library Counsel. If the Director is not available, contact the Deputy Director, Board President, and Legal Counsel. He/she may request that the Library's Legal Counsel be present during the search and that the search be delayed until Counsel examines the court document. If law enforcement chooses to proceed, the Library must comply.



COLLECTION

Collection Development Policy

The library's collection exists to assist patrons in their pursuit of information, education, and entertainment, and to inspire and stimulate children's interest in and appreciation of learning and reading. Materials are selected in a variety of formats to satisfy the expressed and anticipated interests, tastes, needs, and reading abilities of the diverse community served.

Principles of Selection

The library board and staff recognize that patrons have diverse interests, backgrounds, cultural heritages, social values, political views, and needs. All patrons are free to reject for themselves any materials which do not meet their approval. This freedom does not include the right to restrict the freedom of others to read and inquire.

Materials are not excluded or removed from the collection on the basis of the author's race, national origin, religious beliefs, sexual orientation, political views, or social values.

As long as materials meet our accepted standards of selection and are deemed to contribute to the goals of the library's collection development, the library does not exclude materials that present extreme points of view; that offer a one-sided representation of opinions, ideas, or events; or that may offend some patrons because of frankness of vocabulary or description.

Materials that present derogatory stereotypes as valid representations will be excluded from the collection. However, materials that authentically portray a period or way of life characterized by stereotypical thinking and materials that present the prejudices of real or fictional characters may be included. Materials recognized as classics are considered acceptable even if they contain passages that are widely viewed as objectionable by current standards.

Materials will not be selected, retained or removed on the basis of anticipated approval or disapproval of any group of patrons, but solely on the basis of the standards stated in this policy. Library materials will not be marked or identified to show approval or disapproval of their contents. All patrons will have free access to all materials, and no materials will be sequestered (except items that need protection because of rarity, cost, susceptibility to loss, fragility, or unsuitability of format for heavy use).

The library does not restrict the selection of materials because of the possibility that some minors may obtain materials that their parents or guardians consider inappropriate nor does it deny minors access to any materials in the collection. The library does not stand in loco parentis; if parents or guardians do not want their children to have access to certain library materials or services, it is their responsibility so to



advise their children. The library has a professional obligation to provide equal access to all library resources for all library users.

The library has adopted and declared that it will adhere to and support the American Library Association's Library Bill of Rights and the Freedom to Read Statement. The content of these documents is understood to be part of this policy.

Standards for Selection

Items are evaluated for inclusion in the collection in terms of the following standards. Not all the standards will apply to each item. The evaluation is made with regard to the work as a whole and not necessarily to its individual parts. Each item is evaluated in terms of its own merits, its intended audience, and its relation to the collection.

1. Timeliness: current general interest on international, national, and local levels, importance as a document of the times, relevance to contemporary issues
2. Permanent value as a standard work
3. Suitability of subject, style, format, and content for the intended audience
4. Relevance to community needs and interests
5. Proven or potential interest or demand
6. Reputation, authority, and qualifications of the author, editor, artist-producer, or publisher
7. Artistic merit
8. Scholarly merit; accuracy and accessibility of content
9. Evaluation by staff, local experts, and the public, and by reviewers in professional journals and popular media
10. Availability of the subject in the existing collection
11. Importance in relation to materials on the same subject in the existing collection
12. Importance in relation to existing areas of coverage in order to maintain a well-balanced collection
13. Importance in order to provide a wide range of points of view on a subject, including points of view that are unique, alternative, experimental, or controversial
14. Availability of the same or similar material in the local area and through the interlibrary loan system
15. Cost in relation to the significance of the material according to the above factors



Collection Maintenance

The quality of the collection is maintained by retaining or replacing essential materials and by removing items that are outdated, damaged or worn out, no longer in demand, or unneeded duplicates. Some older or worn material may be retained, such as classics, one-of-a-kind or irreplaceable items, collectors' items, award-winning children's books, items in the local history collection, items that provide special coverage of a field, and items that are consistently in demand.

Items removed from the collection may be sold, given away, recycled, discarded, or otherwise disposed of at the discretion of the library.



Beekman Library Request for Withdrawal of Material

If you wish to request the withdrawal of library resources, please return this completed form to the Library Director, P.O. box 697 Poughquag, NY 12570.

Date

Name

Address

City State Zip

Which of the following do you represent? Self Organization

Resource on which you are commenting:

- Book Audio Video / DVD Magazine
 Library Program Newspaper Electronic Other
(please specify)

Have you examined (read / heard / seen) the material in its entirety? Yes No

Author

Title

Publisher / Producer

What brought this resource to your attention?

Is your objection to this material based upon your personal exposure to it, upon reports you have heard, or both?

What concerns you about the resource? Please cite specific passages, pages, etc. (use other side or additional pages if necessary). Are there resources you suggest to provide additional information and / or other viewpoints on this topic? Attach more pages if necessary.



Beekman Library Request for the Addition of Material

If you wish to request the addition of library resources, please return this completed form to the Library Director, P.O. Box 697 Poughquag, NY 12570.

Date

Name

Address

City State Zip

Which of the following do you represent? Self Organization

Resource you are requesting:

Book Audio Video / DVD Magazine

Library Program Newspaper Electronic Other
(please specify)

Author

Title

Publisher / Producer



FINANCIAL

Fraud Assessment

This Fraud Assessment Policy is an essential part of the Beekman Library's fraud control, which is designed to raise awareness of fraud in the library and provide information and assistance to staff and Trustees on the prevention, detection and reporting of fraud.

The purpose of the Fraud Assessment Policy is to help the Director, staff and Trustees to assess the adequacy of existing controls and to determine whether additional fraud counter-measures are required.

Creating and maintaining high standards of ethical behavior is the responsibility of every employee and Trustee.

The fraud risk assessment outlined in this document does not replace existing standards or manuals.

Protection of Library Assets

The library building is secured with an alarm system. Staff members will be issued keys and individual alarm codes by the Director. Neither the key nor the alarm code is to be shared with anyone including immediate family members.

Library assets that are easily transported such as laptops, projectors, cameras shall be secured in locked closets or offices. The keys to closets, cabinets and staff areas shall be held in the Director's office or the staff workroom.

The library may be used during off-hours only when the Director or a staff member is present.

Anyone who intentionally injures, defaces or destroys library property may be subject to prosecution.

Fixed Asset Capitalization Policy

For the purpose of this policy, fixed assets are items of tangible property having a value of \$2500 or more and an estimated useful life of one year or more

Estimated Useful Life

- Furnishings and computer equipment 5 years
- Machinery and equipment 10 years
- Site Improvements 20 years
- Building and structures 40 years



Depreciation

The library will employ the straight-line depreciation method for fixed assets. The straight line method allocates an equal amount of the net cost of the asset to each year in the asset's useful life.

Disposition of surplus property

Surplus property is defined as any personal or real property owned by the Library that is no longer needed for the provision of library services. Only property having a value of \$1000 or more need be formally declared surplus. Property that is obsolete, broken, has no useful purpose, and is of nominal value may be disposed of with the approval of the Executive Director by the most appropriate and cost-effective method.

Surplus items that could neither be sold nor donated will be turned over for recycling if possible and economically feasible. The donation of surplus equipment to other local educational, charitable, social services, or to smaller libraries is encouraged.

The Executive Director is authorized to approve such donations on a case-by-case basis.

The board shall approve the disposal of all furniture, fixtures, and equipment with a value of more than \$1000 per item

Inventory and Fixed Assets

Administrative staff will keep an inventory of furniture and equipment and review it annually. The furniture and equipment record should include descriptions, quantities, locations and where possible date of purchase and original cost. In addition to the written record, a video should be taken of each room in the library to provide a photographic record. All furniture and equipment that is inventoried should be marked as property of the library.

Protection of Library Information

1 Confidentiality of Financial Records

The library uses QuickBooks for all bookkeeping. The bookkeeper, bookkeeping assistant and the Director are the only staff members with access to the QuickBooks password. Passwords are changed as prompted by QuickBooks.

Financial data is saved on the bookkeeper's computer, the shared drive and is backed up on two flash drives. One flash drive is locked in the safe and the second is stored off the premises at the bookkeeper's home.



2 Confidentiality of Staff Records

Hard copies and electronic copies of confidential staff records will be secured in locked cabinets and password protected computers or drives.

3 Confidentiality of Patron Records

The Beekman Library supports and complies with New York State Law (New York State Civil Practice Law & Rules 4508, Chapter 112, Laws of 1988) with respect to the confidentiality of library records. All library records relating to an individual patron's use of the library and its resources are confidential. These records may be consulted and used by library staff in the course of carrying out library operations, but will not be disclosed to others except upon the request or consent of the library user, or pursuant to subpoena, court order, or otherwise required by law. Such disclosure may be made only by the library director or the Board President in the Director's absence and in consultation with legal counsel.

4 New York State Civil Practice Law & Rules 4508, Chapter 112, Laws of 1988

Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, including but not limited to records relating to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials, films or records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of the library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.

Purchasing

All aspects of purchasing, receiving, cash receipts, cash disbursements, and payroll shall be accomplished with a segregation of job duties wherever feasible, given staff size and hours limitations, and following documented, approved procedures.

1. Purchasing will be completed following documented, approved purchasing procedures

- a. General

Only the director or another agent designated by the Board of Trustees may commit the Library District for purchases.

Expenditures that have been included within the annual budget may be purchased at the discretion of the Director.

Library materials: books, magazines, AV and other library materials intended for patron use are generally purchased from vendors offering volume discounts or vendors offering state contracts. Purchases will be made through these vendors whenever feasible.

The Director must seek Board approval when a new expense will impact future budgets, such as signing a new service contract.

- b. Restricted Funds

Restricted funds must be used for the designated purpose and are at the discretion of the Director within the following guidelines.

One time purchases according to the following thresholds or ongoing expenditures that will exceed the previous year's expenditure by the following thresholds:

1. Up to \$1000 –Discretion of the Director
2. \$1000 to \$3000 – minimum of three verbal quotes approved by the President or Treasurer prior to purchase and reported to the Trustees.
3. \$3000 to \$5000-minimum of three written quotes approved by the Board of Trustees
4. Over \$5000-formal bid process approved by the Board of Trustees

- c. Emergencies

In the event of an emergency over \$1000, the Director will obtain three verbal quotes if possible and inform the President of the Board.

2. Payment for Goods and Services will be accomplished follow documented, approved claims audit procedures.

Verification of receipt of goods and services, approval for payments, posting of payments, and signing of checks to vendors will be completed monthly with a segregation of duties.

Online payments may be made for utility bills and payroll direct deposits. These transactions are approved by the Director, paid by the Bookkeeper and verified by two officers at the monthly board meeting.

3. Reconciliation
A balance sheet will be completed and submitted to the Treasurer and Board of Trustees monthly.
4. Auditing of Books
The Beekman Library will contract with an independent public accounting firm for the purposes of conducting an annual audit.

Petty Cash & Cash Receipts

Petty cash will be dispersed and documented following approved procedures.

1. Payment of Petty Cash
The Director must approve use of petty cash prior to the purchase being made.
2. Reconciliation of Petty Cash
Will be reconciled weekly
3. Reconciliation of Cash Register
Will be completed daily.

Online Banking

Online banking will be used to transfer funds between accounts at one financial institution. Online transfers will take place when the bookkeeper informs the Director that funds need to be moved between accounts for payment of bills or reallocation of funds. A copy of the transaction will be printed and submitted to the bookkeeper to record. These receipts will be reconciled by the bookkeeper and approved by the treasurer monthly. Movement of funds between financial institutions requires a check that is paid as per the claims audit procedures.

Pay Pal Account

PayPal is a convenient way for the library to solicit and receive online donations, sell tickets for fundraising events and collect fines and fees from patrons. The Director will be responsible for printing monthly statements for the bookkeeper and any transaction statements that are transmitted from PayPal. These transactions will be recorded by the bookkeeper and reconciled monthly by the bookkeeper and treasurer. The Director is authorized to transfer funds from PayPal to HVFCU operating funds



Payroll

1. Timesheet Authorization
Timesheets will be completed by individual employees and approved by the Director for payment.
2. Time Off Authorization
All available time off will be maintained and approved by the Director.
3. Pay Rate Authorization
Individual hourly rates or annual salary rates will be approved by the entire board whenever changes occur.

Approval of timesheets and direct deposit of Payroll will be completed by the Director or Assistant Director through Paychex and confirmation of such will be sent directly to the bookkeeper. The timesheets and direct deposit documentation will be reviewed and signed off on by two board officers monthly.

The Beekman Library is on a two-week payroll schedule with weeks ending on Saturday.

Fundraising

The Friends of the Beekman Library assume primary responsibility for fundraising.

The Friends conduct the annual appeal for the library in cooperation with the Library Director. All funds raised by the Friends are deposited into the operating fund.

The Board may establish fundraising goals and campaigns for specific capital projects. Any fundraising conducted by the board will be discussed and coordinated with the Friends of the Library. All funds raised for these purposes will be deposited in the Capital Fund. Funds may be invested at the discretion of the Treasurer and in accordance with the investment policy.

Monetary Gifts and Memorials

1. Donations may be designated as restricted by the donor.
2. The Director and donor will determine proper memorialization for donations made in memory of an individual.
3. Donors are sent a thank you that includes the date and amount of the donation.
4. Monetary gifts of \$1000 or more will be recognized on our giving tree.

OTHER GIFTS

1. Gifts of equipment or furniture will be accepted at the sole discretion of the Director.
2. Books donated to the library collection will be added to the collection at the discretion of the Director and in accordance with the Library's collection development policy. Books not added to the collection will be given to the Friends of the Library for their book sales.



3. If requested the library or Friends of the Library will provide the donor with a receipt indicating the number of books or items donated. It is the responsibility of the donor to establish the value of the donation for tax purposes.

Budget

The Treasurer and Director will work on the annual budget by the September Board meeting at which time there will be discussion and possible revisions by the board.

A vote on the final budget must be held by the November meeting.

Fund Balance

Definitions

Operating Budget includes all expenditures necessary to meet the daily operations of the Library and any debt service payment.

Restricted Funds are funds that shall only be spent for specific predetermined purposes as stipulated by the provider. Restrictions shall be changed or lifted only with the consent of the provider.

Capital Funds are funds allocated for a specific building project as designated by the board, or additions to library services, facilities, grounds or technologies.

Contingency Funds are funds reserved for unanticipated repairs or income shortfalls.

Fiscal Year: The Library's fiscal year runs from January 1 through December 31.

Minimum fund balances and transfer policies

Excess funds at the end of the fiscal year will be transferred, subject to cash flow requirements, and approval of the board into the Capital Fund or Contingency Fund.

Since the disbursement of 414 funds from the town does not take place until the end of March, an amount equal to three month's expenses shall be maintained in the operating budget at the end of the Library's fiscal year.

The library's minimum contingency fund balance shall be equal to the greater of four months current budgeted expenses or 33% of annual 414 funds.

1. Should the Contingency Fund fall below the designated fund balance by \$1000 or more, a plan to return the Contingency Fund to the designated level will be developed by the Finance Committee and reviewed and voted on by the Board.
2. Should the Contingency Fund go above the designated fund balance by \$1000 or more, the Board by a 2/3 vote will allocate the amounts to be transferred to the Capital Fund.



Investments

Objectives

The objectives of the Library's investment policy are to safeguard funds, to minimize risk, to ensure that cash is available when required, and to ensure a competitive rate of return.

Delegation of Authority

Management responsibility for the Library's investment program is hereby delegated to the Treasurer, who is the Library's chief fiscal officer. The Treasurer shall be responsible for the implementation of the investment program and the establishment of investment procedures consistent with this Policy. No person may engage in an investment transaction except an Officer or the Director — with the documented approval of the Treasurer.

Authorized Investments

1. Savings Accounts or Money Market Accounts of designated banks or credit unions;
2. Certificates of Deposit issued by a bank, trust company, or credit union located in and authorized to do business in New York State;
3. Demand Deposit Accounts in a bank, credit union or trust company located in and authorized to do business in New York State;
4. Obligations of New York State and Obligations of the United States Government provided the principal and interest of any such obligations are guaranteed by the State of New York and the United States Government respectively.

Maturity of Investments

No investment shall have a maturity date of more than five years from its date of purchase by the Library without prior board approval. To the extent possible and prudent, the Library will attempt to match its investment maturities with anticipated cash flow requirements.

Conditions: All investments made pursuant to this investment policy will comply with the following:

1. Collateral
 - a. Savings accounts, money market accounts, time deposit accounts and certificates of deposit will be fully secured by insurance of the Federal Deposit Insurance Corporation or the National Credit Union Administration.
 - b. Collateral will not be required for obligations of New York State and the

U.S. Government.

2. Delivery of Securities
 - a. Written confirmation of delivery shall be obtained from financial institution.
3. Designation of Custodial Bank
 - a. The Board will designate a commercial bank, credit union or trust company authorized to do business in the State of New York to act as the financial institution of record for the Library's investments.
 - b. When purchasing eligible securities, the seller will be required to transfer the securities to the Library's Financial Institution.
4. Selection of Financial Institutions
 - a. The financial strength of institutions will be of extreme importance in making investment decisions. All investing partners must be credit-worthy.
 - b. The Treasurer will periodically monitor, not less than annually, the financial strength, credit-worthiness, and experience of all institutions through which the Library's investments are made. The financial institutions that the library uses for investments must be rated by a nationally recognized rating system for the institution type and that rating must fall within the top two tiers of the rating system.
 - c. Investments in time deposits and certificates of deposits are to be made only with commercial banks, credit unions or trust companies
5. Conflict of Interest

All officers and the Director will abide by the Beekman Library Trustees Ethics Statement as well as the Conflict of Interest policy when making investment decisions.
6. Reporting:

The Treasurer shall provide to the Library's Board of Trustees monthly investment reports.

Investment Policy Adoption

The Library's Investment Policy, with any recommended modifications, shall be reviewed for approval annually by the Board of Trustees.

PUBLIC SPACE

Community Room Policy

Beekman Library maintains community room space for use by community groups when such space is not being used for library sponsored programs. Authorization to use the community room does not constitute an endorsement by the library of a group or organization's positions or beliefs.

- All meetings must be open to the public. No fees may be charged, unless specifically approved by the library administration.
- The room may be used without fee for community non-profit groups meeting during library hours.

- Additional community oriented programs that further the library's mission may be approved at the discretion of the library director. For-profit organizations will be charged a fee of \$25 an hour for use of the community room.
- Preference for room use will be as follows:
 1. Library Programs
 2. Library Organizations
 3. Non-profits within Beekman
 4. Non-profits within Dutchess County
 5. For-profit organizations providing informational programs of interest to the community
- As staffing permits, groups may use the community room during non-library hours with board approval. All groups will be required to pay for additional staffing during non-library hours.
- Community room reservations must be made at least one week in advance with the Library Director.
- The community room must be reserved by an adult 18 years of age or older.
- Library sponsored programs take priority over all other community room reservations. The library reserves the right to cancel community room reservations at any time in the event of a conflict with a library sponsored program. In these instances, the organization's contact person will be informed and every effort will be made to arrange an alternate date. The library is not responsible for notifying group members of a cancellation or advertising changes in the community room schedule.
- The library reserves the right to review all materials distributed at meetings and to approve any signage to be displayed on library property. The sale of items at programs may be permitted with board approval.
- The library reserves the right to determine the number of events that will be held simultaneously at its facility.
- Upon request, the library's laptop, projector and screen are available for use by groups during their scheduled meeting. The Library staff is not responsible for training or setup of these devices.
- All groups are responsible for room setup and cleanup. Light refreshments may be served. All refuse from the event serving food or drink must be removed from the building and premises by the organization at the completion of the meeting. If the room is not left clean and setup as it was found, a cleaning fee will be charged. The minimum charge will be \$25. Any damage to equipment or other library property will result in a charge for replacement cost.
- All persons using the community room must adhere to the Beekman Library Patron Code of Conduct.



- Library sponsored or co-sponsored events may be exempt from some of the above regulations at the discretion of the Library Administration.

Patron Code of Conduct

The staff and trustees of the Beekman Library endeavor to provide a safe, clean, friendly atmosphere that is conducive to learning. To foster such an environment, each person is requested to act in a considerate manner and observe the following guidelines.

Behaviors that disrupt the orderly use of the Library, or that affects the staff's ability to provide service are prohibited.

Pets are not allowed in the library except those properly identified as service animals and those involved in library programming. The grounds of the Beekman Library are owned and maintained by the Town of Beekman: therefore; pets are not permitted on the grounds as per Town regulations.

The library is not responsible for children left unattended. Children under age 10 must be supervised by an adult.

Anyone who intentionally damages, defaces or destroys library property shall be subject to prosecution.

Nonalcoholic beverages in closed containers may be consumed in the library.

Snack foods may be consumed at the tables in the community room. We ask that you clean up after yourself and report any spills immediately to library staff.

There will be no smoking in the library or anywhere on library grounds.

In the event of a pandemic or other public health emergency, patrons may be required to comply with temporary public safety measures deemed necessary by public health officials including but not limited to wearing of masks, physical distancing measures, and more.

Anyone violating this code of conduct will be asked to leave the library. Serious or consistent violations may result in suspension of library privileges.

Safe Child

The Beekman Library is dedicated to providing a warm, welcoming, exciting and safe environment for people of all ages. It is for the safety of each child that the Library has adopted this Safe Child Policy.

The safety of children left alone in the Library is a serious concern of the Library staff. The staff, however, has many duties to perform in order to serve all the residents in Beekman. Library staff cannot monitor the behavior and safety of children using the Library. The responsibility for the safety and behavior of children in the Library rests with the parent/caregiver and not with the Library staff.



Children under the age of 10 must be supervised at all times by a responsible adult (16 years or older). If a child under the age of 10 is attending a Library program, a parent/caregiver must be in the building and aware of the location and behavior of his/her child.

Children ages 10 and older may use the library on their own provided that they comply with all Library rules and the Patron Code of Conduct. Parents/caregivers are still, however, responsible for the behavior of their children. If children do not comply with Library rules and the Patron Code of Conduct, Library staff may ask them to leave the Library and the police may be contacted. If a child of this age group is not able to leave the Library without an adult, he/she should not be in the Library alone. Children must also have the phone number of a parent/caregiver that may be contacted in an emergency.

Unattended Children after Closing Time

Parents/caregivers are responsible for being aware of the Library's hours of operation. Parents/caregivers must also keep in mind that the Library may close unexpectedly for reasons out of the control of staff, such as a power outage, loss of heat, inclement weather, etc. Children should know what to do should this occur. The Library is not responsible for children without a ride home at closing. Library staff cannot give rides to any child.

Violation of the Safe Child Policy may result in suspension of Library privileges for the family.

Vulnerable Adults

A vulnerable adult is an individual over the age of 18 who is mentally or physically challenged to a degree that may significantly impair that person's ability to provide adequately for his/her personal needs and manage his/her behavior without assistance. A parent/guardian or caregiver 18 years of age or older must be responsible for monitoring the activities and managing the behavior of vulnerable adults during their library visits.

Tutoring Policy

Tutoring is an activity that relates to the library's role as an educational support center. Tutors are individuals who provide instruction to others either on a paid or volunteer basis

Tutors must sign in and out at the front desk.

Tutoring sessions are restricted to the community room on a first-come, first-served basis.

Students may use the public computers when they are required for an assignment.



- A tutor may use the library for two hours. This may be extended if there is no need for the space or table.
- PLEASE NOTE THAT THE BEEKMAN LIBRARY HAS AN ACTIVE PROGRAM SCHEDULE AND WILL NOT BE ABLE TO ACCOMMODATE TUTORING SESSIONS WHEN THE COMMUNITY ROOM IS IN USE. Please check our online program calendar.
- Tutors shall work with a maximum of two students per session.
- Tutors and their students are required to follow all library policies and should pay particular attention to the patron code of conduct, safe-child and internet use policy.
- Students must be under the tutor's supervision at all times.

Programming Policy

The Beekman Library supports its mission of meeting residents' need for lifelong learning, literacy, enrichment, and pleasure by developing and presenting programs that meet these needs. Programming is an integral component of library service that:

- Expands the Library's role as a community resource
- Introduces users and non-users to Library resources
- Provides enrichment and pleasure
- Provides opportunities for lifelong learning
- Expands the visibility of the library

The Library staff uses the following criteria in making decisions about programs:

- Community needs and interests
- Availability of program spaces
- Presentation quality
- Presenter background/qualifications
- Budget

All Library programs are open to the public. A fee may be charged for certain types of programs only with the approval of the Library Board. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants.

Some programs may be restricted by age level or residency. Registration is sometimes limited and waiting lists are taken. Programs may be held on or off site. Any sales of products at Library programs must be approved by the Library Board.

Programs may be cancelled for a number of reasons, chiefly: severe weather, absence of the presenter, or low-registration. Cancelled programs are not automatically



rescheduled. The library may promote its in-house programs through fliers, press releases, the library website, Facebook or other means.



Displays and Exhibits

An as educational and cultural institution, Beekman Library welcomes exhibits and displays that offer information and enrichment to the community. Displays of artwork, handiwork, historical material, nature study, or other material deemed of general interest may be exhibited.

The Board of Trustees/ Director shall review and approve in advance of display/exhibit any material offered based on its suitability. Library use of exhibit and display areas takes precedence in scheduling.

Exhibitors/Artists are responsible for the installation and removal of their displays. The Library does not provide porter service, storage space, or special furnishings.

The Library assumes no responsibility for preservation or protection, and no liability for damage or theft of any item displayed or exhibited. All are there at the owner's risk. If security is a concern, it is recommended that the artist provide a "gallery sitter."

The Library does not carry insurance on artwork/items loaned to the Library for exhibit. All Exhibitors must sign a release and an insurance waiver before any artwork can be displayed.

Exhibits and displays may include information about the exhibit/exhibitor.

Exhibitor will donate to Beekman Library 10% of the price of any works sold during the exhibit when the exhibit ends.

Exhibitor will coordinate the release and purchase of artwork and will communicate with assigned Library staff.

Assigned Library staff will communicate potential purchaser information to Exhibitor and provide potential purchaser with contact information for the Exhibitor.

The following will be posted as part of all non-library exhibits or displays: "Exhibits are offered as a community service and do not carry the endorsement of Beekman Library." Exhibitor will post a sign stating that the articles on display may not be photographed or touched.

Beekman Library exhibit rooms are multi-functional. Exhibits may not in any way interfere with the normal routine of the library. Library meetings, programs, or other events may be held in the space concurrent with the exhibition.



Applications

Any material submitted for consideration must be retrieved in person. The Library will not return submittals by mail.

Those interested in exhibiting should submit the following via U.S. mail or e-mail to:

Carol Fortier
Beekman Library
11 Town Center
Hopewell JCT, NY 12533
cfortier@beekmanlibrary.org

1. A maximum of ten digital images of recent creative work on CD or as an email attachment that represents a consistent body of the artist's work. Each digital image must be: saved at 300 DPI resolution, jpg format, clearly numbered.
2. A narrative consisting of a numbered list noting the Medium, Size (indicate inches or feet) and Year each piece was produced. Give Titles where possible.
3. A one-page biography and artist's statement with artist's name and contact information including an e-mail address and telephone number. Library Notification will be sent by email.



BEEKMAN LIBRARY APPLICATION FOR EXHIBITION

Exhibitor (s)

Address

Telephone

Dates of Exhibit

Specific Times Requested for Use of Room:

Set Up: _____

Opening: _____

Removal: _____

Reception: Yes___ No___

(if yes, then the date of reception will be determined by the Library in conjunction with the artist)

Please note that the exhibiting artist will be responsible for the provision of refreshments. The Beekman Library will render any help possible in set up and break down of Community Room.

Description of exhibit: Please attach list of items to be displayed – as described on the Beekman Library form headed: Displays and Exhibits Policy.

I (WE) HAVE READ the policy information and accept responsibility for compliance with the procedures and rules governing the use of the exhibit space at Beekman Library.

Signature/Date

Signature/Date

● ● ● ● ● ● ● ● ● ●



For library use:

Date _____ Approved and confirmed with
applicant(s)) _____

BEEKMAN LIBRARY INSURANCE WAIVER AND RELEASE

I, the undersigned, hereby permit the Library to exhibit the following works of art or other material. I (WE) HAVE READ the policy information and understand that insurance for exhibited works is recommended and that in the event of loss or damage the artist/owner/signatory is solely responsible. In consideration of the privilege of exhibiting them in the Library, I hereby hold harmless and release Beekman Library from responsibility for loss, damage or destruction while on Library property.

Exhibition to be held in the Community Room

_____ from (dates) _____

Description of materials:

Signature _____

Date _____

Address _____

Telephone _____

Email _____



Beekman Library ADA Statement

Requests for Accommodation & Complaints about Accessibility

The Beekman Library seeks to make its services, facilities, and programs as accessible as possible to the public, including those who have disabilities. The following procedure has been developed in order to assist the Library in addressing concerns about accessibility. People who wish to request accommodation or make a complaint about accessibility at the Beekman Library have access to a three step procedure:

- **Step One**
Requests for accommodation and/or complaints about accessibility can be presented in person or over the phone. These should be addressed to the Library Director who then makes every attempt to resolve the issue without further recourse to this procedure.
- **Step Two**
If resolution is not achieved by Step One, a complaint can be presented in writing on an Accessibility Concerns Form. Assistance in completing this form is provided, as needed. Completed forms are reviewed by the Library Director; a formal response is made to the library user within ten working days of the date of original submission of the form. The formal response can be a telephone call, followed by a letter confirming the telephone discussion, or directly by letter (non-print formats provided as needed). The Library Director will make every attempt to resolve the issue through this means.
- **Step Three**
If resolution is not achieved by Step Two, the concerned individual can request that the complaint be presented to the Library Board. The Library Director will place the matter on the agenda so that the concerned individual can present his or her concern at the next regularly scheduled Library Board meeting. The decision of the Library Board is final for the Library. If resolution still is not achieved, the concerned individual may wish to pursue other courses of action as described in the Americans with Disabilities Act and related regulations.

A copy of this policy will be attached to the Accessibility Complaint Form.



Beekman Library Accessibility Complaint Form

The Beekman Library seeks to make its services, facilities, and programs as accessible as possible to the

public, including those who have disabilities. If a disability prevents you from fully using our facility or

enjoying our services and programs, we would like your ideas on how we can try to serve you better.

PLEASE DESCRIBE THE NATURE OF THE PROBLEM YOU HAVE ENCOUNTERED.

PLEASE DESCRIBE WHAT WE COULD DO TO PROVIDE BETTER ACCESS.

DATE _____

NAME _____

ADDRESS _____

PHONE _____

Please see the attached policy and procedure to find out how we will address your concern.



TECHNOLOGY

Beekman Library Computer Use Policy

1. Prospective users must sign in at the front desk.
2. Under no circumstances shall children under 16 be on the Internet alone unless both parent or legal guardian and child have signed the PARENTAL CONSENT AGREEMENT FORM obtained at the front desk.
3. No programs or data may be saved to the computer's hard drive with the exception of temporary downloads of files for printing purposes. No changes may be made to computer settings without the express permission of the staff. Flash drives and or a document storage service such as Dropbox or Google Docs are recommended for more permanent storage.
4. Computers are not to be shut down by patrons. If patrons have privacy concerns they may seek staff assistance to insure data is not saved on the computer hard drive.
5. Computers may be used in ½ hour blocks. If nobody is waiting, the time may be extended.
6. The computers at the Library are in a public space, accessible by all ages; therefore materials that are viewed must be within the confines of decency within our community.
7. The Library's computers are to be used for lawful purposes only.

Information Technology

1. Illegal Software Downloads
To avoid illegal software downloads all patron computers will employ administrative controls and deep freeze technology. All staff computers will only allow software downloads with an administrative login.
2. Password Protection for Computers and Drives
All computers and shared drives will be password protected with varying access levels. Only paid staff will have access to passwords at the discretion of the Director.



3. Backup of Data

When changes are made to the financial data they will be backed up to the shared drive which is on a separate server. All financial data will be backed up monthly to a disc that is stored off the premises.

Social Media

Social media is defined as all online formats that the library administration chooses to use to promote library activities and community interaction online.

The goal of the Beekman Library sponsored social media sites are:

- To inform the public about library resources and activities.
- To increase the public's use of library resources and services.
- To provide additional communication with members of the public.

Staff Postings

At the Beekman Library designated staff post as the Beekman Library. All posts are reviewed by the Library Director. The following best practices must be followed when posting as the Beekman Library.

It is expected that all content on Beekman Library sponsored social media will be professionally presented. Specifically, content must be compliant with Beekman Library personnel policies. Contributors should check facts, cite sources, avoid copyright infringement, present balanced views, acknowledge and correct errors and check spelling and grammar before making a post live.

Public Comments

Where moderation of comments is an available option, comments from the public will be moderated before posting by Beekman Library's designated staff. Beekman Library reserves the right to modify or remove at its sole discretion any messages or postings that:

- Use offensive language or hate speech
- Are deemed to be abusive or defamatory
- Are private, personal information published without consent
- Violate copyright, trademark right or other intellectual property right of any third party
- Are considered spam or commercial in nature
- Are for organized political activity
- Are off topic
- Are illegal



Beekman Library is not obligated to take any such actions and will not be responsible or liable for content posted by any participant in a Library-sponsored social media service.

PERSONNEL

Staff Code of Ethics

The staff of the Beekman Library adheres to the Code of Ethics of the American Library Association which is attached.

Code of Ethics of the American Library Association

As members of the American Library Association, we recognize the importance of codifying and

making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in and informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principals of this code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

1. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
2. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
3. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
4. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.



5. We treat co-workers and other colleagues with respect, fairness, and good faith and advocate conditions of employment that safeguard the rights and welfare of all employees or our institutions.
6. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.

We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.

Employee Computer and Internet Use

Beekman Library may provide staff with Internet access to help them do their job. Internet usage is for job related activities but short occasional personal use is allowed during breaks.

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

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

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

Whistleblower

Any Beekman Library staff member or volunteer who reports waste, fraud, or abuse at the Library will not be fired or otherwise retaliated against for making the report.

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

The report will be investigated and if determined not to be waste, fraud or abuse, the individual making the report will not be retaliated against for making the report. There will be no punishment for reporting problems—including firing, demotion, suspension, harassment, failure to consider the employee for promotion, or any other kind of discrimination.



To report suspected waste, fraud or abuse a written report should be filed with the Library Director. If it would be inappropriate to make the report to the Library Director, a report may be filed with any Board member, the President, Vice-President or Treasurer.

An appropriate investigation will be undertaken and report summarizing findings will be provided to the person making the report. Steps will be taken to deal with the issue, and if warranted, law enforcement personnel will be contacted.

Employee Grievance Procedure

Any staff member or member of the public, having a grievance shall first submit it in writing to the Director within 10 working days of the occurrence. The Director shall reply within 10 working days. If the grievance cannot be resolved, it shall be presented in writing to the Board. The Board will consider the grievance and the Director's response and will advise both parties.

Sexual Harassment

The Beekman Library is committed to maintaining a workplace free from sexual harassment.

Sexual harassment is a form of workplace discrimination. The Beekman Library has a zero-tolerance policy for any form of sexual harassment, and all employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of Beekman Library's commitment to a discrimination free work environment.

Sexual harassment is against the law. All employees have a legal right to a workplace free from sexual harassment, and employees can enforce this right by filing a complaint internally with Beekman Library, with a government agency, or in court under federal, state or local antidiscrimination laws.

Sexual Harassment Policy

1. Beekman Library Policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business with Beekman Library.
2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action, up to and including termination.
3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse employment action including being discharged, disciplined, discriminated against, or otherwise subject to adverse employment action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. Beekman Library has a zero-tolerance policy for such retaliation against anyone who, in good faith complains or provides information about suspected sexual harassment. Any employee of Beekman Library

who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. Any employee, paid or unpaid intern or non-employee¹ working in the workplace who believes they have been subject to such retaliation should inform a supervisor, or the library director. Any employee, paid or unpaid intern or non-employee who believes they have been a victim of such retaliation may also seek compensation in other available forums, as explained below in the section on Legal Protections.

4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and subjects Beekman Library to liability for harm to victims of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including managers and supervisor who engage in sexual harassment or who knowingly allow such behavior to continue, will be penalized for such misconduct. Sexual Harassment Policy for All Employers in New York State

5. Beekman Library will conduct a prompt, thorough and confidential investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.

6. All employees are encouraged to report any harassment or behaviors that violate this policy. Beekman Library will provide all employees a complaint form for employees to report harassment and file complaints.

7. Managers and supervisors are required to report any complaint that they receive, or any harassment that they observe to the library director and or the board president.

8. This policy applies to all employees, paid or unpaid interns, and non-employees and all must follow and uphold this policy. This policy must be posted prominently in all work locations and be provided to employees upon hiring.

What Is "Sexual Harassment"?

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, gender identity and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when: Such conduct has the purpose or effect of unreasonably interfering with an individual's work

¹ A non-employee, someone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in the workplace. Protected non-employees include persons commonly referred to as independent contractors, "gig" workers and temporary workers. Also included are persons providing equipment repair, cleaning services or any other services provided pursuant to a contract with the employer

performance or creating an intimidating, hostile or offensive work environment, even if the complaining individual is not the intended target of the sexual harassment;

- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment consists of words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.

Any employee who feels harassed should complain so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

Examples of sexual harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical assaults of a sexual nature, such as:
 - Touching, pinching, patting, grabbing, brushing against another employee's body or poking another employees' body;
 - Rape, sexual battery, molestation or attempts to commit these assaults.
 - Unwanted sexual advances or propositions, such as:
 - Requests for sexual favors accompanied by implied or overt threats concerning the victim's job performance evaluation, a promotion or other job benefits or detriments;
- Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experience, which create a hostile work environment. Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace

computers or cell phones and sharing such displays while in the workplace.

- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
 - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
 - Sabotaging an individual's work;
 - Bullying, yelling, name-calling.

Who can be a target of sexual harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. A perpetrator of sexual harassment can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

Where can sexual harassment occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises or not during work hours.

What is "Retaliation"?

Unlawful retaliation can be any action that would keep a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation.

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in "protected activity." Protected activity occurs when a person has:

- Filed a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- Testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- Opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- Complained that another employee has been sexually harassed; or encouraged a fellow employee to report harassment.



Reporting Sexual Harassment

Preventing sexual harassment is everyone's responsibility. Beekman Library cannot prevent or remedy sexual harassment unless it knows about it. Any employee, paid or unpaid intern or non-employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, director or board president.

Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, director or board president.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy, and all employees are encouraged to use this complaint form. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee's behalf.

Employees, paid or unpaid interns or non-employees who believe they have been a victim of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

Supervisory Responsibilities

All supervisors and directors who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, are required to report such suspected sexual harassment to the library board.

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and directors will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

Complaint and Investigation of Sexual Harassment

All complaints or information about suspected sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner, and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, and should be completed within 30 days. The investigation will be confidential to the extent possible. All persons involved, including complainants, witnesses and alleged perpetrators will be accorded due process to protect their rights to a fair and impartial investigation.



Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. Employees who participate in any investigation will not be retaliated against.

Investigations will be done in accordance with the following steps:

- Upon receipt of complaint, the library director will conduct an immediate review of the allegations, and take any interim actions, as appropriate.
- If complaint is oral, encourage the individual to complete the “Complaint Form” in writing. If he or she refuses, prepare a Complaint Form based on the oral reporting.
- If documents, emails or phone records are relevant to the allegations, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses;
- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
 - A list of all documents reviewed, along with a detailed summary of relevant documents;
 - A list of names of those interviewed, along with a detailed summary of their statements;
 - A timeline of events;
 - A summary of prior relevant incidents, reported or unreported; and the final resolution of the complaint, together with any corrective actions action(s).
- Keep the written documentation and associated documents in the employer’s records.
- Promptly notify the individual who complained and the individual(s) who responded of the final determination and implement any corrective actions identified in the written document.
- Inform the individual who complained of their right to file a complaint or charge externally as outlined below.

Legal Protections and External Remedies

Sexual harassment is not only prohibited by Beekman Library but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at Beekman Library employees may also choose to pursue legal remedies with the following governmental entities at any time.

New York State Division of Human Rights (DHR)



The Human Rights Law(HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with DHR or in New York State Supreme Court.

Complaints with DHR may be filed any time within one year of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, within three years of the alleged discrimination. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to Beekman Library does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that discrimination has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If discrimination is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying monetary damages, attorney's fees and civil fines.

DHR's main office contact information is:
NYS Division of Human Rights
One Fordham Plaza, Fourth Floor
Bronx, New York 10458 (718) 741-8400 www.dhr.ny.gov

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

United States Equal Employment Opportunity Commission (EEOC)

The EEOC enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.).

An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will



investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred.

If an employee believes that he/she has been discriminated against at work, he/she can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (1-800-669-6820 (TTY)), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit www.nyc.gov/html/cchr/html/home/home.shtml

Contact the Local Police Department

If the harassment involves physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department

Adoption of this policy does not constitute a conclusive defense to charges of unlawful sexual harassment. Each claim of sexual harassment will be determined in accordance with existing legal standards, with due consideration of the particular facts and circumstances of the claim, including but not limited to the existence of an effective anti-harassment policy and procedure.

Equal Opportunity Employment

Employment is based solely on merit. Age, color, creed, national origin or sexual orientations are never grounds for failure to employ any applicant. When vacancies occur, the position shall be filled with the most qualified candidate available.

Hiring of Staff

Hiring of staff or temporary personnel will be at the discretion of the Director with Board approval. New hires will be subject to reference checks and a 90-day evaluation period. Dismissal of an employee will be at the discretion of the Director with Board approval. In accordance with New York State Law all employment is at will employment.



Beekman Library COVID-19 Vaccination Policy

The federal government recently announced that it ended the coronavirus public health emergency. We believe it is appropriate to update Beekman Library's COVID-19 Vaccination Policy.

While the COVID-19 virus is not gone, public health conditions have improved to a point where COVID is effectively being self-managed similar to other illnesses. Therefore, the Board of Trustees of the Beekman Library strongly recommends COVID-19 vaccination series and booster for all staff and volunteers.

Removing our COVID vaccination mandate does not alleviate the personal responsibility each of us has to remain diligent about testing ourselves for COVID when we do not feel well, staying home when sick, and following the board of health's isolation protocols when testing positive.

New Hire Orientation

New members of the staff will have at least twelve hours of paid training prior to working independently. Orientation will consist of the following:

1. New hire paperwork and personnel policy review
2. Sexual Harassment Training Video and Feedback Form
3. Completion of new hire checklist (see appendix)
4. Shadowing an experienced staff member with an opportunity to observe varied aspects of the position.

Nepotism

Nepotism is defined as giving or showing a hiring preference to a family member of a current employee. If a family member of a current employee would like to apply for a job he/she are welcome to do so through the usual hiring process. The Library does not give one applicant more weight over another because of a familial relationship with a current employee. An employee may not work for or supervise a relative.

Outside Employment

Staff members may have another job in addition to their job with the Beekman Library as long as it does not interfere with their performance. If a current employee chooses to take on an additional job, they must get approval for any schedule changes arising from this new job. They must also understand that if they no longer are able to meet the scheduling requirements of their position at the Beekman Library they will need to resign

Volunteers

The volunteer staff shall be recruited by the Director or designated staff member who will be responsible for scheduling their time and duties. Volunteers shall be expected to follow the behavior and dress code policies. Minimum age for junior volunteers shall be determined on a case by case basis.



Hiring of Director

The Board of Trustees shall be responsible for hiring the Library Director, who shall be the chief administrator of the library. Salary should be commensurate with that received by other librarians in the area having the same education and experience.

Director's Duties

The library director is responsible for the day-to-day operation of the library, which includes but is not limited to, staffing, scheduling, budgeting, collection development, marketing and public relations, establishing community connections, and building maintenance. The Library Director shall be responsible for the hiring of staff with Board approval. Other responsibilities include reporting to and advising the board on library matters and recommending policies.

Job and Position Descriptions

The Library Director will maintain up-to-date position description for each employee and general job descriptions. The director is responsible for keeping the personnel committee apprised of personnel performance.

Evaluations

The Library Director shall evaluate each staff member's job performance on an annual basis and review the evaluation with the staff member. The signed evaluation will be maintained in the employees' personnel file. The Director will report to the personnel committee regarding any staff member whose performance is in need of improvement. The report will include the areas in need of improvement and the timeline for corrective action to be completed.

Staff Responsibilities

The first duty of the library staff is service to the public. Every staff member is the immediate representative of the library to the public and his/her actions greatly affect the public's opinion of the library. The staff is responsible for creating a receptive and cordial atmosphere, where all members of the public feel welcome, whatever their race, age, appearance, social or intellectual status.

Staff members are responsible for performing the tasks listed in their position and job descriptions and other duties as assigned by the supervising staff member on duty.

Staff members are responsible for being punctual, and notifying the Library Director at least 2 hours prior to the start of their shift if they are to be absent.

Conversation with fellow staff members that take place in public areas of the library should be kept professional and brief. If inter-personnel conflicts arise, they should be resolved in private.

All patron records, including what they read, how often, and when, are confidential and must not be disclosed to anyone outside the library organization without a subpoena. This is the law.



Trustees and Staff Relationships

The day-to-day management of the library, including the management of staff, is the library director's responsibility. The director is the only employee overseen by the board. The director is responsible for the management and supervision of all other library employees.

Dress Code

Professional business casual dress is expected. If an employee is uncertain what constitutes business casual attire they should speak to a supervisor.

If public health officials recommend face coverings to prevent the spread of infection due to a pandemic or other health emergency staff may be required to wear a mask or other face covering to protect the health and safety of coworkers and patrons.

Part-Time Staff Policies

Part-time employment is defined as any amount of time worked less than 40 hours per week. Employees must be available to work evenings and/or weekends.

Meal Periods/Breaks

Part-time employees are entitled to the following breaks and meal periods:

Four Hours or less – 15 minute break

Between Four and Six hours – 30 minute meal period and 15 minute break

More than six hours – 30 minute meal period and two 15 minute breaks

Staff may not leave the building during a 15 minute break unless approved by the Director or Assistant Director

Timesheets/Payroll

The Library operates on a two-week pay period ending on Saturdays. Employees are required to keep accurate time sheets, which are to be completed by the last Friday of the pay period. The Director approves all time sheets. In the event that Saturday hours vary from the submitted time sheet, the correction will be made in the next pay period. Employee paychecks are direct deposited on the Wednesday following the end of the pay period.

Compensation

Full-time employees receive a salary. Part time employees receive an hourly wage. Salaries and wages are recommended annually by the Director, and approved by the Board.



Incident Weather

In case of inclement weather, the library may be closed to the public. Employees will not report to work or will be sent home. The decision for closure rests with the Director or Assistant Director. Employees will be paid for their regular scheduled hours.

Bereavement Leave

Full time employees shall be granted up to four days of paid bereavement leave (non-cumulative) for a death in the employee's immediate family. As used herein, "immediate family" refers to spouse, parents, brother, sister, grandparent, mother/father-in-law, child, grandchild or any member of the employee's household for whom the employee is responsible.

Jury Duty

Any employee serving on Jury Duty shall receive their normal rate of pay while serving.

Continuing Education

Opportunities should be given for further training. Employees will be paid for their time and reimbursed for mileage and expenses. The Director will approve training expenses within the current budget. Training expenses above the current budget may be granted as per the current purchasing policy.

Travel and Conference

The Beekman Library encourages its employees to take advantage of local and regional professional development opportunities, at the discretion of the Director, within board approved budget constraints.

Staff members should use the following guidelines

1. Attendance at workshops, meetings, courses, and conferences, when pertinent to the requestor's job duties or professional development, will be considered as scheduled hours worked.
2. Staff should take advantage of early registration, conference room rates, and any other discounts associated with their travel whenever possible.
3. The library will reimburse mileage at the IRS Standard Mileage Rate. When two or more staff travel together, only one will be reimbursed for the mileage allowance.
4. When required, staff members must make airline, bus or train reservations using the Library's credit card under the guidelines of the Library's Credit Card Policy. Reservations must be made for economy class.
5. The Library will pay for the cost of lodging within a reasonable level. Staff members must make lodging reservations using the Library's credit card under the guidelines of the Library's Credit Card Policy. When two staff members attend the same event, staff are required to share lodging unless a justifiable reason prevents it.



6. Unless included in the cost of the conference registration fee, meals will only be covered for regional or national conferences to a maximum of \$50 per day.

7. Automobile parking will be reimbursed when there are no other practical options available.

Resignations

Wherever possible, the Director and Assistant Director should give, in writing, one month's notice of resignation; other staff should give two weeks' notice. Exit interviews are conducted with all staff members upon resignation. Documentation of the exit interview will be maintained in the employee's personnel file.



BENEFITS PAID TIME

Full-time Salaried

Vacation

After one year of service, full-time salaried staff receive 10 days of vacation per calendar year, which is increased to 15 days for five years and 20 days after ten years of service.

Personal Days

After six months of service, salaried staff receive 6 personal days.

Sick Leave

Salaried staff members are allowed eighty (80) hours of sick leave per year. Unused sick leave carries over from one calendar year to the next, however, time used may not exceed eighty (80) hours in one calendar year.

Holiday

The Library is closed for seven holidays. Salaried staff receive their regular salary for these holidays. If the holiday lands on a Saturday or Sunday, the observed day will be Friday or Monday respectively.

The holidays are as follows:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Christmas Eve
- Christmas Day

Health Insurance

Health Insurance is offered to all salaried employees. The Library covers 80% of the average cost of the Bronze insurance plans. The balance is paid by the employee with a deduction taken from each pay period.

Employee Assistance Program

The Library offers all employees access to an Employee Assistance program through Westchester Medical Center. All services are confidential and are designed to help you with your challenges before they negatively affect your well-being. You can access these services by calling 845-483-5150 or 800-724-0917.



All paid holidays and vacation must be used before the end of the calendar year or they are forfeited. Sick time carries over to the next calendar year but is not paid out upon separation.

Part-time 20 plus hours

PAID TIME

Vacation

After one year of service part time 20 plus hours staff receive one week of vacation. After five years of service, they receive an additional week for a total of two weeks.

Sick Leave

Sick leave is earned at the rate of one (1) hour for every thirty (30) hours worked. Unused earned sick leave carries over from one calendar year to the next. Time used may not exceed forty (40) hours in one calendar year.

Holidays

Upon hire part time 20 + hours' staff receive six paid holidays to be used as the employee wishes. (i.e. To provide a paid day off when the library is closed for a holiday on a day normally worked, to use for a personal day. Holiday pay must be used within the calendar year.

The Library is closed for the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Christmas Eve
- Christmas Day

Employee Assistance Program

The Library offers all employees access to an Employee Assistance program through Westchester Medical Center. All services are confidential and are designed to help you with your challenges before they negatively affect your well-being. You can access these services by calling 845-483-5150 or 800-724-0917.



BENEFITS

Paid Time – Part-time less than 20 hours

Vacation

After one year of service, part time less than 20 hours staff receive one week of vacation.

Sick Leave

Sick leave is earned at the rate of one (1) hour for every thirty (30) hours worked. Unused earned sick leave time carries over from one calendar year to the next. Time used may not exceed forty (40) hours in one calendar year.

Holidays

Upon hire part time less than 20 hours' staff receive six paid holiday to be used as the employee wishes. (i.e. To provide a paid day off when the Library is closed for a holiday on a day normally worked, to use for a personal day). Holiday pay must be used within the calendar year.

The Library is closed for the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Christmas Eve
- Christmas Day

Employee Assistance Program

The Library offers all employees access to an Employee Assistance program through Westchester Medical Center. All services are confidential and are designed to help you with your challenges before they negatively affect your well-being. You can access these services by calling 845-483-5150 or 800-724-0917.

Paid Time Guidelines for Part-time Staff

All paid holidays for part time employees will be prorated based on the number of weekly scheduled hours. Example: a part-timer who is scheduled for 25 hours will receive 25 hours of vacation time and one holiday would be five hours. (25 divided by number of days in workweek) All paid holidays and vacation must be used before the end of the calendar year or they are forfeited. Sick time carries over to the next calendar year but is not paid out upon separation.

General Guidelines for Sick Time

The use of sick leave is restricted to the circumstances listed in Permitted Use of Earned Sick Leave (see appendix). The Director may require the staff member to complete an Employee Verification Regarding Authorized Use of Earned Sick Leave form (see appendix). In the event of an absence of three (3) or more consecutive scheduled days, the Library Director may require a note from a medical professional.

The following situations may be considered indications of an employee-using sick leave for purposes other than those described in Permitted Use of Earned Sick Leave:

- Using unscheduled sick leave on or adjacent to weekends, regularly scheduled days off, holidays, or vacations.
- Taking leave on days when other leave has been denied.
- Taking leave on days when the employee is scheduled to work a shift or perform duties perceived as undesirable.

Every effort should be made to give at least one week's notice when paid sick leave is used for planned appointments and caregiving. In the event sick leave is used for unforeseen circumstances, please attempt to give at least two hours' notice prior to the start of your shift.

Reasons for Sick Leave:

An employee may use sick leave for the following reasons:

- mental or physical illness, injury or health condition of an employee or the employee's family member (regardless of whether a diagnosis has been obtained);
- diagnosis, care or treatment of a mental or physical illness injury, or health condition of, or the need for medical diagnosis of, or preventative care for, the employee or employee's family member; or
- absence when an employee or employee's family member has been the victim of domestic violence, a family offense, sexual offense, stalking or human trafficking and seeks or obtains services, including from a shelter, attorney or law enforcement, or takes "any other action to ensure the health or safety of the employee or family member or to protect those who associate or work with the employee."

Covered Family Members: A family member is defined as an employee's child, spouse, domestic partner, parent, sibling, grandchild or grandparent or the child or parent of an employee's spouse or domestic partner. "Parent" is defined as "a biological, foster, step- or adoptive parent, or a legal guardian of an employee, or a person who stood in loco parentis when the employee was a minor child." Additionally, "child" is defined as a biological, adopted or foster child, a legal ward or a child of an employee standing in loco parentis.

Employee Verification Regarding Authorized Use of Paid Safe and Sick Leave

Under New York State's Paid Safe and Sick Time Law, employers are permitted to ask employees to verify that an instance of safe or sick leave of any length was used for an authorized purpose under the law.

- Employers may ask employees to provide medical documentation from a licensed health care provider *only* after the employee has used sick leave for more than three (3) consecutive workdays.
- Employers may ask employees to provide reasonable documentation, such as a document signed by an agent of an organization through which the employee received assistance, or by a member of the clergy, or an attorney, or a notarized letter from the employee explaining the need for the use of safe leave *only* after the employee has used safe leave for more than three (3) consecutive workdays.
- Employers may not require the person providing documentation to specify the reason for safe or sick leave.

Eligible employees are permitted to use earned safe and sick leave to take time off due to:

1. Mental illness, or the need for medical diagnosis, care, or treatment of a mental illness
employee or employee's family member
2. Physical illness, or the need for medical diagnosis, care, or treatment of a physical illness
employee or employee's family member
3. Injury, or the need for medical diagnosis, care, or treatment of injury
employee or employee's family member
4. Health condition, or the need for medical diagnosis, care, or treatment of health condition
employee or employee's family member
5. Need for preventive medical care
employee or employee's family member
6. Closure of employee's place of business by order of a public official due to a public health emergency
7. A need to care for a child whose school or child care provider has been closed by order of a public official due to a public health emergency
8. A need to take actions necessary to restore the physical, psychological, or economic health or safety of the employee or employee's family members or to protect those who associate or work with the employee if the employee or a family member may be the victim of any act or threat of domestic violence or unwanted sexual contact, stalking, or human trafficking. This might include actions to:
 - Obtain services from a domestic violence shelter, rape crisis center, or other services program



- employee or employee's family member*

 - Participate in safety planning, relocate, or take other actions to protect safety, including enrolling children in a new school

employee or employee's family member
- Meet with an attorney or social service provider to obtain information and advice related to custody; visitation; matrimonial issues; orders of protection; immigration; housing; discrimination in employment, housing, or consumer credit

employee or employee's family member
- File a domestic incident report with law enforcement or meet with a district attorney's office

employee or employee's family member

I, _____ (print or type name), attest that I used earned safe or sick leave for at least one of the authorized reasons listed above on the following date(s):

Month	Date(s)	Calendar Year

FOR EMPLOYEE

Employee Signature:		Employee Title:	
Date Signed:		Employee ID:	

FOR EMPLOYER

Employer:	
Work Location:	
Employer Address (if different from work location):	



New York State Short-Term Disability

If you are injured or you become ill while not on the job, you may be eligible for New York State short-term disability benefits under its Disability Benefits Law (DBL). While these benefits are limited in amount and number of payments, they can be very helpful in providing cash to those who are temporarily unable to work.

Who Is Eligible for New York Short-Term Disability Benefits?

In order to be eligible for short-term disability benefits, you must have become injured or ill while not at work but must be employed, or recently employed, at the time of illness or injury. (Those who are injured on the job are covered under NY State Workers Compensation.) Additionally, pregnancy is covered under short-term disability.

Beekman Library pays the entire cost of employee short-term disability insurance premiums.

The employees who are covered by disability include:

An individual who is working or has recently worked (and is collecting unemployment) at least four consecutive weeks at a job that is considered to be owned by a “covered employer.”

Individuals who change from one covered employer to another covered employer. As long as your employment was continuous, coverage for short-term disability starts on your first day of work.

How Much Can I Expect to Receive in Benefits?

Disability benefits will pay 50% of your average wages (calculated over the prior eight weeks) up to a maximum of \$170 per week.

Benefits will begin on your eighth consecutive day out of work; the first seven days is an unpaid waiting period. You can receive benefits for a maximum of 26 weeks in a 52-week period. You will receive payment every two weeks.

For pregnancy, women are covered for six weeks after a normal pregnancy and eight weeks after a Caesarian section (those these lengths may be extended if there are complications). Women filing for post-childbirth benefits receive the same payment as those filing for other disabilities.

Medical costs are not covered by disability insurance.

How Do I File a Claim for Short-Term Disability?

It is very important to note that if you become disabled and qualify for short-term disability insurance, you must file your claim within 30 days of becoming disabled.

To download the form to file your claim from the New York State Worker's Compensation Board website go to:
http://www.wcb.ny.gov/content/main/forms/Forms_db_claimant.jsp

The form requires you to fill out a section about your disability, as well as a section to be filled out by your treating physician regarding your disability. Medical evidence regarding your disability may be required for the entire period you are requesting benefits.

[New York State Worker Compensation](#)

Workers' compensation is insurance that provides cash benefits and/or medical care for workers who are injured or become ill as a direct result of their job.

Employers pay for this insurance, and shall not require the employee to contribute to the cost of compensation. Weekly cash benefits and medical care are paid by the employer's insurance carrier, as directed by the Workers' Compensation Board. The Workers' Compensation Board is a state agency that processes the claims. If Board intervention is necessary, it will determine whether that insurer will reimburse for cash benefits and/or medical care, and the amounts payable.

In a workers' compensation case, no one party is determined to be at fault. The amount that a claimant receives is not decreased by his/her carelessness, nor increased by an employer's fault. However, a worker loses his/her right to workers' compensation if the injury results solely from his or her intoxication from drugs or alcohol, or from the intent to injure him/herself or someone else.

A claim is paid if the employer or insurance carrier agrees that the injury or illness is work-related. If the employer or insurance carrier disputes the claim, no cash benefits are paid until the workers' compensation law judge decides who is right. If a worker is not receiving benefits because the employer or insurance carrier is arguing that the injury is not job-related, he or she may be eligible for disability benefits in the meantime. Any payments made under the Disability Program, however, will be subtracted from future workers' compensation awards.

If you can return to work but your injury prevents you from earning the same wages you once did, you may be entitled to a benefit that will make up two-thirds of the difference. You may also return to work in light or alternate duty before you are fully healed.

[Filing a Worker's Compensation Claim](#)

Immediately

The worker obtains the necessary medical treatment and notifies his/her supervisor about the accident and how it occurred.

The employee notifies the employer of the accident in writing, as soon as possible, but within 30 days.

The employee files a claim with the Board on Form Employee Claim (C-3) by mailing the form to the appropriate Board office. This must be done within two years of the accident, or within two years after the employee knew or should have known, that the injury was related to employment.

Within 48 hours of the accident

The doctor completes a preliminary medical report on Form Doctor's Initial Report (C-4) and mails it to the appropriate District Office. Copies must also be sent to the employer or its insurance carrier, the injured worker, and his/her representative, if any.

Within 10 days of notification of the accident

The employer reports the injury to the Board and the insurance company.

Within 14 days of receipt of Form Employer's Report of Work-Related Injury/Illness

The insurer provides the injured worker with a written statement of his/her rights under the law. This must be done within 14 days after receipt of the Employer's Report of Work-Related Injury/Illness from the employer or with the first check, whichever is earlier.

In addition, if the insurer requires claimants to use a network it has contracted with to obtain diagnostic tests, it must notify the claimant of the name and contact information for the network at the same time it sends the written statement of his/her rights or immediately if that time has passed.

Within 18 days of receipt of Form Employer's Report of Work-Related Injury/Illness

The insurer begins the payment of benefits if lost time exceeds seven days. If the claim is being disputed, the insurer must inform the Workers' Compensation Board (and the claimant and his/her representative, if any). If payment is not being made for specific reasons stated on the notice (e.g. that there is no lost time or that the duration of the disability is less than the 7-day waiting period), the insurer must also notify all the parties.

The insurer notifies the Board indicating either that payment has begun or the reasons why payments are not being made. If the employee does not notify the employer timely, this notice may be filed within 10 days of learning of the accident.

Every 2 weeks

The insurer continues to make payments of benefits to the injured employee (if the case is not being disputed). The carrier must notify the Board when compensation is stopped or modified.

Every 45 days



The doctor submits progress reports on Form Doctor's Progress Report (C-4.2) to the Board.

After 12 weeks

The insurer considers the necessity of rehabilitation treatment for the injured employee.

All forms and additional information can be found at the Workers Compensation website: <http://www.wcb.ny.gov/content/main/Workers/Workers.jsp>

Failure to file a claim or give the employer notice may result in the loss of rights to compensation.

New York State Paid Family Leave

New York's Paid Family Leave provides job-protected, paid time off so you can:

- Bond with a newly born, adopted or fostered child,
- Care for a close relative with a serious health condition, or
- Assist with family situations when a family member is deployed abroad on active military service.

Beekman Library pays employees entire cost of NY State Paid Family Leave insurance premium.

You can continue your health insurance while on leave and are guaranteed the same or comparable job after your leave ends. If you contribute to the cost of your health insurance, you must continue to pay your portion of the premium cost while on Paid Family Leave.

You may not receive short-term disability and Paid Family Leave benefits at the same time. You may not take more than 26 combined weeks of short-term disability and Paid Family Leave in a 52-week period

Time spent on paid vacation, sick or personal days can be counted toward an employee's eligibility determination.

Employees may supplement PFL with accrued time in order to receive full pay during their absence

While on PFL, employees will continue to accrue sick, personal and vacation time as per Beekman Library policy.

Beekman Library policy allows only one employee at a time to receive PFL to bond with the same child or care for the same family member.



If you are unable to work and qualify for Workers' Compensation Benefits, you may not use Paid Family Leave benefits at the same time as you are receiving Workers' Compensation benefits. If you are receiving reduced earnings, you may be eligible for Paid Family Leave. Please check with the Library Director.

Benefits Time

Paid Family Leave benefits phase in over four years. Eligible employees can take Paid Family Leave for up to 10 weeks in 2019 and 2020, and 12 weeks in 2021. Leave can be taken either all at once or in full-day increments. You may take the maximum time-off benefit in any given 52-week period.

Pay

Paid Family Leave pay benefits also phase in over four years. Benefits are a percentage of your average weekly wage, capped at that same percentage of the New York State Average Weekly Wage, as calculated annually by New York State's Department of Labor. These benefits are 50% of your average weekly wage for 2018, 55% in 2019, 60% in 2020, and 67% in 2021.

EXAMPLE 1:

An employee who earns \$1,000 a week in 2018 would receive a benefit of \$500 a week (50% of \$1,000). In 2019, that employee would receive a benefit of \$550 a week (55% of \$1000).

EXAMPLE 2:

An employee who earns \$2,000 a week in 2018 would receive a benefit of \$652.96. This employee's benefit is capped at 50% of New York State's Average Weekly Wage currently \$1,305.92. Half of that amount is \$652.96.

Eligibility

All eligible employees are entitled to participate in Paid Family Leave.

- Full-time employees: Employees who work a regular schedule of 20 or more hours per week are eligible after 26 consecutive weeks of employment.
- Part-time employees: Employees who work a regular schedule of less than 20 hours per week are eligible after working 175 days, which do not need to be consecutive.

Employees are eligible regardless of citizenship and/or immigration status.

Qualifying Events

- **New Child:** You can take Paid Family Leave during the first 12 months following the birth, adoption, or fostering of a child. Expectant mothers cannot take Paid Family Leave for their own pregnancy. Paid Family Leave for the birth of a child begins after the birth. It is not available for prenatal conditions.
- **Serious Illness:** You can take Paid Family leave to care for a close relative with a serious health condition. These relatives can live outside of New York State and even outside the country. You cannot take Paid Family Leave for your own health condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves: Inpatient care in a hospital, hospice, or residential health care facility, or Continuing treatment or continuing supervision by a health care provider. A close relative includes: Spouse, Domestic partner, Child and stepchild, Parent and stepparent, Parent-in-law, Grandparent, Grandchild
- **Military Active Service Deployment:** You can take Paid Family Leave to assist with family situations arising when your spouse, domestic partner, child, or parent is deployed abroad on active military service or has been notified of an impending military deployment abroad. You cannot use Paid Family Leave for your own qualifying military event.

Your Rights and Protections

You have job protection, ensuring you can return to the same job (or a comparable one) when you return from Paid Family Leave. You can keep your health insurance while on leave. If you contribute to the cost of your health insurance, you must continue to pay your portion of the premium cost while on leave. Your employer is prohibited from discriminating or retaliating

against you for requesting or taking Paid Family Leave.

You do not have to take all of your sick and/or vacation time before using Paid Family Leave.

Taking Paid Family Leave

1. **Notify your employer.** When you want to take Paid Family Leave, you must notify your employer at least 30 days before your leave will start if it is foreseeable. Otherwise, notify your employer as soon as possible.
2. **Obtain required forms.** Contact your employer, employer's insurance carrier, or visit [ny.gov/Paid Family Leave](http://ny.gov/Paid-Family-Leave) to obtain the required forms.
3. **Complete and submit forms.** Fill out the Request for Paid Family Leave (Form PFL-1) following the instructions on the cover sheet, and submit it to your employer. Your employer must fill out their section of the form and return it to you within three business days. If your employer fails to respond, you may proceed



to the next step below and submit all materials directly to your employer's Paid Family Leave insurance carrier.

4. Obtain and attach supporting documentation. The specific documentation or additional forms required for each type of leave are described on the request for Paid Family Leave and at ny.gov/PaidFamilyLeaveApply.
5. Submit your request forms and supporting documentation. Submit to your employer's Paid Family Leave insurance carrier. You can submit your claim before or within 30 days after the start of your leave. The insurance carrier must pay or deny your request within 18 calendar days of receiving your completed forms

Paid Family Leave Process and Contacts

At Beekman Library, requests for Paid Family Leave forms and forms submissions should be directed to: Carol Fortier, Director. Our Paid Family Leave insurance carrier is: The Hartford

Disputes

If your Paid Family Leave claim is denied, the insurance carrier will provide you with information about how to request arbitration. A neutral arbitrator will decide claim-related disputes.

Contact:

Hartford Life and Accident Insurance Company
P.O. Box 2999
Hartford, CT 06104
800-454-7020

Discrimination Complaints

Employees are protected from discrimination and retaliation for requesting or taking Paid Family Leave. If your employer terminates your employment, reduces your pay and/or benefits, or disciplines you in any way as a result of you requesting or taking Paid Family Leave, send your employer's designated Paid Family Leave contact a formal request for job reinstatement using the Formal Request For Reinstatement Regarding Paid Family Leave (Form PFL-DC-119), which can be found in the forms section of ny.gov/PaidFamilyLeave. File the completed form with your employer and send a copy to:

Paid Family Leave, P. O. Box 9030, Endicott, NY 13761-9030.



If your employer fails to comply with the request for reinstatement within 30 days, you may file a Paid Family Leave discrimination complaint with the Workers' Compensation Board using Paid Family Leave Discrimination Complaint (Form PFL-DC-120), which is also available on the Paid Family Leave website. Once your complaint is received, the Board will assemble your case and schedule a preliminary hearing in front of a Workers' Compensation Law Judge



WORKPLACE SAFETY AND BUSINESS CONTINUITY

Emergencies involving the building

In all cases if the Director is not present, contact her to inform her of the situation once the most pressing issues have been resolved.

Emergency Closing Procedures

In the event the Library is closed due to the weather or for other unanticipated circumstances the closing will be posted as per our inclement weather policy.

Fire

At the first indication of smoke or fire, investigate the situation to determine location and extent of the fire and call 911.

The smoke detectors may set off the fire alarm. Otherwise, pull the fire alarm to notify library users to evacuate the building. When possible, a staff member should be at each exit to guide patrons. Everyone should exit via the closest signed exit.

Evacuate to: FRONT LAWN

Fire extinguishers are mounted on the wall at the following locations:

- In the main area of the Library,
- In the children's Room,
- In the Community Room,
- In the staff work room,
- In the basement

No Air Conditioning

Call John Ossenkop for service or Kulks Plumbing if John Ossenkop is not available.

No Heat

Check the oil tank gauge in the oil tank room to insure that we have oil. If we do not have oil, call Bottini Fuel for a delivery.

If we have oil, press the red restart button on the furnace once. If the furnace does not start call Bottini Fuel for service.

If Bottini is not able to restore heat in a reasonable timeframe and if the temperature in the building falls below 65 degrees, the library must be closed.

No Phone or Internet

All phones with the exception of the FAX phone are Voice Over Internet Protocol, therefore they will not work if there is no internet or power. The FAX phone is a landline and will work when there is no power or internet.



Call Comcast in the event of no phone service and/or no internet. If the problem is phone service, be sure to tell them the Library has VOICE EDGE service.

No Power

Call NYSEG to report the power outage at the Library using the fax phone or a cell phone.

CLOSE THE LIBRARY TO THE PUBLIC.

Assist patrons in evacuating the building. Check all bathrooms.

Flashlights are kept at the circulation desk in the key drawer, in the children's room on the counter, in the staff room next to the fax machine, in the Directors office next to the printer and in the staff bathroom in the vanity.

Extra batteries are kept in the closet behind the circulation desk (Director's Office side).

Breaker boxes are located in the basement in the server room.

Water Damage

If water damage is due to pipes, shut off the water. Main water shut-off valve is located in the furnace room.

Call the plumber.

In the event of water from any sources, move Library materials to dry area. If this is not possible cover materials with plastic sheeting located in Utility closet.

A professional cleaning service will be called but any removal of water that can be done immediately is the best way to prevent damage.

Vacuum wet carpets. Wet/Dry vacuum is located in the basement construction area outside of the furnace room.

Mop up wet floors. Mops are located in the utility closet.

Water Emergency

Non-Operational water filtration system

The ultraviolet light system to purify the water is located in the furnace room.

If there is a problem with the ultra-violet light, an alarm will sound.

Call Aqua Science. The Library may remain open with non-potable water to flush toilets. However, only bottled water may be used for potable water during the emergency. The drinking fountain and all water faucets in restrooms, community room and staff room must be signed to indicate water is not safe to drink.

No Water

If there is no water, check that the UV system is not alarming. If not, call the plumber.
CLOSE THE LIBRARY TO THE PUBLIC.

Weather Emergencies

In the event of hurricane or high winds or severe thunderstorms, shut down computers and printers to avoid a power surge that will destroy the equipment.

In the event of snow or ice, the Town is responsible for parking lot and sidewalk snow removal. Staff is responsible for ensuring that parking lot and walkways are properly cleared and have not iced over. Staff should contact Greg Brown at the Town of Beekman maintenance department for additional clearing or salting.

Emergencies involving people and law enforcement

Active Shooter Policy

In the event of an active shooter situation, one of the following actions is recommended depending on your best judgement of the situation:

PRESS THE PANIC BUTTON OR CALL 911 WHEN AND IF IT IS SAFE TO DO SO

1. EVACUATE (RUN)

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

2. HIDE OUT (HIDE)

- Hide in an area out of the shooter's view
- Block entry to your hiding place and lock the doors
- Silence your cell phone

3. TAKE ACTION (FIGHT)

- As a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with physical aggression and throw items at the shooter

4. After the threat has passed, let your supervisor know that you are okay.

Bomb Threats

Handwrite a note to co-worker informing them that the call is a Bomb Threat

Press the panic button.

1. Keep the caller on the line as long as possible.
2. Ask the caller to repeat the message and try to write down every word spoken by the person.
3. If the caller does not indicate the location of the bomb or the time of possible detonation, ask for this information. . .
4. Pay particular attention to peculiar background noises such as motors running, background music and any other sounds, which may indicate the location from which the call is originating.
5. Listen closely to the voice (male, female), voice quality (calm, excited), accents and speech impediments.
6. Immediately after the caller hangs up, clear the building by pulling the fire alarm.
7. The police will handle the actual bomb search.

Disruptive or Abusive Behavior

1. Abusive or disruptive behavior requires that a staff member inform the patron that the behavior needs to stop or they will have to leave. "If you want to stay here you need to stop"
2. If the behavior does not stop and the patron refuses to leave, press the panic button or call 911.

Health Emergencies

1. Call 911 immediately in the event of any serious problem.
2. Keep patron comfortable until medical help arrives. Since each case is unique, staff members should use their own judgment to do what is prudent and reasonable. Exercise caution when administering first aid
3. First Aid supplies are located under the sink in the staff bathroom
4. If the patron or staff member is not breathing, begin chest compressions and request that another staff member get the AED machine. Open the AED and follow the audio prompts.

Missing/Abducted Children

1. Notify senior staff member on duty and then quickly verify that the situation exists and that the child is not still in the building or on the grounds.
2. Post staff members at exits to prohibit adults with children and any children who are alone from exiting the building.
3. Senior staff member should get a detailed description of the child including clothing and call 911.

4. Wait for the police or a supervisor to indicate that the situation has been resolved.

Violent Behavior

1. In the event of violent behavior, a staff member should press the panic button.
2. Try to de-escalate the situation, but be careful to keep your distance and to keep furniture between yourself and the individual.

Incident Reports

1. Incident reports must be completed and submitted to the Library Director within 24 hours of any incident which requires staff to contact outside assistance, such as police, and in other situations in which the Director and staff should be informed of possible repercussions.
2. Copies of these reports will be kept at the Circulation Desk along with a log of banned and problem patrons, including the dates, details of the offense and period of expulsion.
3. This information will be available for staff and police to review in case of repeat offenders.
4. Staff are encouraged to talk through incidents with a supervisor and share their knowledge of possible problems that may arise in the future.

Banning Procedures

At the discretion of the Library Director, a patron may be banned from the library for a period of up to six months depending on the seriousness of the offense which required removal, the extent of the damage or disruption caused, any history of prior infractions on Library policies and other relevant circumstances.

1. The Director will consult with staff involved and review relevant incident reports.
2. Depending on the circumstances, the Director may choose to send a warning letter informing the patron of the possibility of being banned from the library if the behavior in question does not cease.
3. In the event of banning, the patron will be notified in writing of the reasons and length of time the patron must remain out of the Library.
4. A copy of the warning or banning letter will be shared with the Board of Trustees and the local police.
5. The Board of Trustees may review or reconsider the decision upon written request of the patron and may shorten or terminate the period of banning if information submitted by the patron warrants such modification. The Board will respond in writing within 30 days and notify the individual of the determination of the appeals process. The decision of the board is final.



Beekman Library Pandemic Plan

Prevention

The Beekman Library administrative staff will monitor current information provided by County and State health departments and the Center for Disease Control and implement prescribed protocols for safety and cleaning as applicable in a public library environment.

Curtailed Hours

Hours may be curtailed based on staff availability due to illness. The administrative staff in consultation with the executive board will determine abbreviated hours.

Closure

The Beekman Library will close based on guidance from County and State health officials or in the event of insufficient staff due to illness.

Program Cancellation

Administrative staff will determine program cancellation based on County and State recommendations for social distancing. In the event of program cancellation, administrative and program staff will make every attempt to provide alternative access to program content through virtual means.

Essential Services

Administrative

Finance (payroll, bills)

Facilities (safety, upkeep)

Technology & Web Services

Communication (Staff & Public)

Circulation and ILS tasks will be accomplished following guidance from MHLS.

APPENDIX

Basic Disaster Supplies
 Contacts – Staff
 New Hire Checklist
 Contacts - Important
 Incident Report

Basic Disaster Supplies

ITEM	LOCATION
Book Trucks	Staff Room
Broom and dustpan	Utility Closet
Buckets	Utility Closet and Basement Mechanical Side
Extension Cords	Circ Desk Closet
Fans	Basement Mechanical Side
First Aid Kit	Staff Bathroom
Flashlights	Circ Desk, Staff Room, Staff Bathroom under sink
Garbage Bags	Utility Closet and Staff Room under sink
Gloves	Circ Desk
Mops	Utility Closet and Basement Mechanical Side
Plastic Sheeting	Utility Closet
Duct Tape	Circ Desk Closet
Toolkit	Circ Desk Closet
Wet/Dry Vacuum	Basement Mechanical Side



New Hire Checklist

New Hire Checklist

Name:

Date of hire:

Emergency Contacts:

Employee signature:

Employee Paperwork		Opening/Closing Procedures	
*Job Description		Circulation Desk	
* I-9		Office Equipment	
* W-2		Cash Register	
* Direct Deposit		Scanner	
* Health Insurance		Photocopier	
* Employee Evaluation		Fax Machine	
* Alarm Code/Keys (ETA)		Phones / Staff extensions	
* Organizational Chart		iPad for Paypal	
Staff Shared Drive		OPAC / Slideshow device	
Policies / Procedures		Circ. Desk & Procedures	
Benefit information		Book drop	
Email		Newspapers	
Library Tour		Binders	
Alarm Keypads		MHLS transit bins	
Fire alarms/pulls		Library Cards/ Registration	
Staff Room		Holds	
Coats		Collecting fines	
Bags		Main entrance Bulletin Board	
Lunch		Express check-out PC	
Restroom		"Library of Things"	
Back door		Headphones	
Closets		AED	
Attic		Book donation procedure	
Key		Community Room / TV / Remotes, etc	
HVAC unit		Programs	
Basement (Key)		Online Events	
Water Main Valve		Program Exceptions	
Furnace Room		Book Clubs	
Alarm System panel		Web Site / Social Media	
Friends' Area		Calendar of Events / Evanced	





Incident Report

Date:

Patron Name:

Phone #:

Address:

Incident Report including description of the incident, time and any extenuating factors.

Report incident to the Director.

Signed:



AMENDMENTS TO POLICIES

Amendments added January 1992

Trustee section paragraph 3.

Video Policy added.

Eugene T. Fraher, President

Policies amended April 24, 1995

PERSONNEL section. Library assistant duties added. Substitute clerk revised.
#10 regarding travel expenses – Revised.

FINES section -Revised.

LIBRARY CARD POLICY – Revised.

Approved by Board of Trustees

Eugene T. Fraher, President

Policies amended March 26, 2001

PERSONNEL section – Library Assistant – starting salary eliminated. Substitute section eliminated.

VOLUNTEERS – First sentence eliminated.

BUDGET – reference to Town Board eliminated.

FUND RAISING - #2 eliminated and new paragraph added.

PATRONAGE – Sentence #2 eliminated.

INTER-LIBRARY LOAN – System Holds added to statement.

RULES AND REGULATIONS:

#2 Fines have been changed.

#5 Statement eliminated.

#6 Statement on delinquent patrons changed.



#8 Charge increased.

Approved by Board of Trustees

Kate Monroe, President

Personnel Committee 2003 – 2004

Pete Warner

Steve Prioletti

Jenny Worledge

Lee Eaton

Revised and Board approved 1-26-09

Kate Monroe, President

Policies amended March 23, 2004

PUBLIC RELATIONS – last sentence changed.

Approved by Board of Trustees

Kate Monroe, President

Policies amended Spring 2005

BUDGET – changes in months

PATRONAGE – changed to all patrons of MHLS

BORROWING PERIOD – changed to 14 day loan

FINES – changed to \$1.00 per day for videos and DVDs.

Approved by Board of Trustees



Kate Monroe, Pres.

Policies amended February 2006

Computer policies for children changed to allow children on the Internet with parental consent.

Approved by Board of Trustees

Lisa O'Brien - Censi, Pres.

Policies amended July 2008

Community room policy

Approved by Board of Trustees

Kate Monroe- Acting President

Policies amended September 2008

Purchasing Policy

Approved by Board of Trustees

Kate Monroe- Acting President

Policies amended May 2009

Safe Child Policy

Reconsideration of Library Materials Policy

Approved by Board of Trustees

Thomas Kraft- President

Policies amended July 2009

Records Retention

Approved by Board of Trustees

Thomas Kraft-President

Policies amended September 2009

Investment Policy

Staff Code of Ethics

Trustee Code of Ethics

Conflict of Interest

Approved by Board of Trustees

Thomas Kraft-President

Policies amended January 2010

Fraud Assessment Policy

Approved by Board of Trustees

Thomas Kraft-President

Policies amended February 2011

Exhibit Policy

Approved by Board of Trustees

Thomas A. Kraft- President

Policies amended July 2012

Fund Balance Policy

Approved by Board of Trustees

Thomas A. Kraft- President

Policies amended February 2013

Public Relations

Fund Raising

Monetary Gifts and Memorials

Volunteers

Budget

Access to Library Building

Patronage

Inter-Library Loan

Computers

Loan Rules

Community Room

Patron Code of Conduct

Approved by Board of Trustees

Thomas A. Kraft-President

Policy amended May 27, 2014

Paid Time/Vacation Part Time employees

Social Media Policy added

Policy added June 23, 2014

Law Enforcement

Inclement Weather/Closing



Policy amended July 28, 2014
Community Room
Programming added
ADA Statement added

Finance policies amended September 22, 2014
to include (following approved documented ... procedures)

Approved by Board of Trustees
Thomas A. Kraft – President

Policies added June 26, 2017
Workplace Safety and Business Continuity
Incident Reports
Banning Procedures
Online Banking
Vulnerable Adults
Tutoring

Policies amended June 26, 2017
Payments for goods and services to reflect online payments for utilities and payroll
PayPal
Patron code of conduct to include prohibition of pets on library grounds
Safe Child to reflect children ages 10 and up
Unattended Children after Closing Time to reflect removal of Library Staff procedures

Approved by Board of Trustees
Thomas A. Kraft, President

Policies amended November 27, 2017
Computer use policy to reflect actions prohibited by patrons on public computers
Approved by Board of Trustees
Thomas A. Kraft, President

Policies approved November 27, 2017
Outside Employment, Nepotism, Travel and Conference, Employee Computer and
Internet Use, Inventory and Fixed Assets, Disposition of Surplus Property
Approved by Board of Trustees
Thomas A. Kraft, President



Personnel Policies updated and revised 1-28-19
Approved by Board of Trustees
Elizabeth Scigliano, President

Personnel Policy Meal periods and breaks revised to include policy on leaving building
2-24-19
Approved BOT
Elizabeth Scigliano, President

Banning policy revised 2-24-19
Approved BOT
Elizabeth Scigliano, President

Patron Code of Conduct revised to reflect NYS Smoking Ban on library grounds 4-1-19
Approved BOT
Elizabeth Scigliano, President

Patron Code of Conduct revised to reflect pandemic health guidelines 9-3-20
Employee Benefits revised to reflect NYS required Sick Leave Policy added, personal
time removed
Approved BOT
Elizabeth Scigliano, President

Access to Library Building
Public Relations
Trustees
Trustee Continuing Education
Protection of Library Assets
Payroll
Evaluations
Collection Development Policy
Fundraising
All above policies revised 1-27-22
Approved BOT, Elizabeth Scigliano, President

COVID-19 Vaccination Policy
Amended 4-25-22
Approved BOT, Elizabeth Scigliano, President



Benefits
Amended 11-28-22
Salaried Holidays
Salaried Health Benefits
Holiday Closings
Approved BOT, Elizabeth Scigliano, President