

## Youngstown Free Library Personnel Policy

Adopted on 10/25/2021

The Youngstown Free Library cordially welcomes you to our staff. The Board of Trustees and employees work together to provide the best library service possible to our community. This policy provides useful information about employee requirements and benefits. The policy has been approved by the Board of Trustees and will be reviewed and revised periodically. The Library Director and staff are encouraged to review and submit any recommended changes to the personnel committee for action by the Board.

### **1. Responsibilities and Expectations**

All employees are responsible for carrying out the duties that are described in the job description for their position. Beyond the performance of specific tasks, everyone employed by the library is expected to exhibit the general qualities of initiation, reliability, accuracy, and flexibility. Ideas for improvement of operations or services are encouraged. This policy applies to all library employees, including the Director.

### **2. Salary and Hours**

#### **2-1 Salary and Wage Payment**

The Director is salaried. The rest of the staff work on an hourly basis. The entire staff is paid bi-weekly. Payment is made on the Friday following the Sunday which ends the bi-weekly period. There are 26 or 27 pay-periods a year, depending on the calendar.

All staff hired after January 2019 will be paid by Direct Deposit.

#### **2-2 Workers Compensation**

Workers compensation and NYS employee disability benefits are provided as required by law. Employees who are absent due to a job-related injury or illness may be entitled to compensation under the New York State Workers' Compensation Law, which provides when payments of benefits begin. Medical treatment and medically related benefits are usually allowed immediately after the injury, provided the injury is otherwise compensable. In such cases, there is no waiting period for receiving medical benefits. Wage replacement generally will be from the first day of disability if the disability exists for more than fourteen calendar days. If the disability lasts fourteen calendar days or fewer, there is no wage replacement for the first seven calendar days. In such a case, lost time during the first seven calendar days of disability will be charged against the employee's available PTO. Any accident or illness must be reported to a supervisor immediately and an incident report filled out. Failure to give prompt notice of an accident or illness may result in delay or difficulty in obtaining benefits for your injury or illness.

#### **2-3 Employee Disability Insurance**

New York State law requires employers to provide certain monetary benefits to their employees during periods of temporary absence due to illness or non-job-related accidents. The Library carries insurance, which assures that entitled employees will receive such benefits. An employee's absence due to a disability, which is not eligible for disability benefits, will be charged against the employee's available paid time off as provided in the sections below.

#### **2-4 Work Week**

The Director's position is a full-time, salaried position. All other staff are hourly-paid and work part-time. The Work Week starts on Monday and ends on Sunday. The Director schedules staffing for the Library. Schedules are arranged so that a staff member is on the premises when the library is open. Staff may also be required to work during hours when the library is closed to the public. Schedules may be changed with approval of the Director.

## **2-5 Reporting Habits**

### **A. Reporting on Time**

Employees are required to report to work on time, as scheduled. Lateness is defined as arriving at one's workstation, ready to perform assigned duties, five minutes or more after scheduled arrival. If a staff member is going to be late, he/she must notify the Director as soon as possible. Staff exhibiting habitual tardiness may be subject to progressive disciplinary action.

### **B. Extreme Weather and Transportation Conditions**

The Library Director and Board President will decide when to close the Library due to extreme weather conditions or emergencies. In the event of inclement weather or emergencies once the Library has opened, the Director or staff member will be responsible for closing the Library and notifying any staff scheduled to work. Scheduled hourly staff will be paid for their scheduled hours if the library is closed due to inclement weather or emergencies.

### **C. COVID-19 and similar health-emergencies requiring Self-Quarantining**

The Library follows all NYS Department of Health guidelines for COVID self-quarantine and close contacts. Information can be found on the NYS Department of Health website (<https://coronavirus.health.ny.gov/node/626>). The Director may require to see proof of the negative test, without compromising the staff member's right to privacy.

All staff members & volunteers of the YFL need to be able to show proof of a first vaccination of an approved type for COVID-19 by October 31st 2021, and where appropriate, a second by November 30th 2021. Failure by any staff member or volunteer to be able to do so will result in that person being required to present proof of a negative result from an FDA-approved test on a weekly basis. The cost of that test and the time taken to obtain that test will not be paid for by the YFL.

Scheduled staff will be paid for the duration of the self-quarantining, as required by law. The payment will be categorized for Payroll purposes as "Sick Leave".

To be eligible for payment during quarantine leave, staff should be ready, willing and able to work remotely on duties and projects assigned to them by the Director during their regularly-scheduled work time and must be able to show progress on such duties and projects.

### **D. Rest Periods**

Staff members receive a 15-minute break during each work period when that work period is more than 4 hours long. Breaks may not be taken at the beginning or the end of the workday and may not be attached to lunch periods.

### **E. Lunch Periods**

Lunch periods are unpaid and are scheduled by the Director for staff working more than 5 hours at a time as required by law.

### **3. Leave policy**

#### **3-1 Holiday Closings**

Holiday closings are determined by a schedule submitted by the Director to the Board of Trustees in November. Hourly staff members are not paid for holiday closings.

3-2 In compliance with New York Labor Law Section 196-b, (see link: [New York Paid Sick Leave](#)), for as long as the Library had or has 5 or more employees in the previous or the current calendar year, the Library shall provide those employees with up to 40 paid hours of sick leave in the calendar year.

If the Library should have less than 5 employees in the current and previous calendar years, those employees shall be provided with up to 40 hours unpaid sick leave in the calendar year.

Employees may earn sick leave on an accrual basis, earning one hour of sick leave for every 30 hours worked.

Exceptions:

Salaried employees are entitled to 40 hours per calendar year of paid sick leave, as at January 1<sup>st</sup> of that year, regardless of the total number of employees, and cannot accrue additional sick leave hours.

Employees may not use more than 40 hours of sick leave in one year.

Any unused sick leave will be carried over into successive years, but only to a maximum of 40 hours.

Employees will not be reimbursed for any unused sick leave, even at termination of service.

The minimum increment for the use of sick leave is ¼ hour (15 minutes).

The Library will not require the disclosure of confidential information as a condition of using accrued sick leave.

To see how accrued sick leave may be used, please review the NY State law per the above link.

In the case of an employee taking sick leave to care for a family member as defined in the link ([New York Paid Sick Leave](#)) and they are about to exhaust that leave, then they may still be entitled to apply for NY Paid Family Leave, if their reason makes them eligible. (see link <https://www.dol.gov/whd/fmla/> and the NYS PFL Act <https://paidfamilyleave.ny.gov>.)

3-3 PTO – paid time off - comprises any type of leave, other than sick leave per 3.2 above.

As of January 2019, new hourly hires will not receive paid vacation time or personal time.

For hourly employees with a start date prior to January 2019, all leave/paid time off (PTO), aside from sick leave, is calculated based on previous year's Average Weekly Hours worked/paid (AWH).

AWH = Total Hours worked/paid for the year\* divided by 52. (\*based on the End of Year Payroll Report.)

For example, in the previous year, an hourly employee was paid for a total of 572 hours of which 520 hours were hours worked and an additional 52 hours were taken as PTO. Therefore their AWH was  $572/52 = 11$ .

All salaried positions have an AWH of 40 hours.

All salaried employees (any hiring date) and hourly employees hired prior to January 2019 will continue to receive the following PTO:

Length of Service	PTO Allowance
After 1 full year of service	Eligible for 1.25 times AWH
After 2 full years of service	Eligible for 2.25 times AWH
After 10 full years of service	Eligible for 3.25 times AWH
After 20 full years of service	Eligible for 4.25 times AWH

In the above example, if the hourly employee with an AWH of 11 hours has 3 full years of service, then using the table above, they will have earned  $11 \times 2.25 = 24.75$  hours of PTO.

For any salaried new hire, their PTO allowance during the first year of service will be a pro-rated portion of 1.25 times 40 (salaried AWH).

Staff members wishing to take PTO may do so with the Director's permission. If the Director plans to take one or more weeks of their PTO at one time, they should advise the Board.

Any unused PTO may be carried over to the next calendar year only. That means that every January, the maximum PTO allowed will be the number of PTO hours earned for the current year (which starts January 1) plus the number of PTO hours earned but not used in the previous calendar year.

Employees will not be reimbursed for any unused PTO, even at termination of service.

The Director will be responsible for tracking Sick Leave accrued, Sick Leave taken, PTO earned and PTO taken and must provide this information to employees within three business days of request.

### **3-4 Jury Duty**

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

All employees will be compensated the difference between the compensation they receive from the judicial system and their regular daily pay.

### **3-5 PFL**

The Library conforms to the NYS PFL Act <https://paidfamilyleave.ny.gov>.

Information on applying for PFL may be obtained from either of the resources listed above, and may be initiated by a request to the Director (or for the Director, a request to the Board President).

### **3-6 Leave of Absence Without Pay**

Leave of absence without pay may be requested in writing to the Director. Request should include the reason for the leave and the proposed dates of the Leave period. Extended or long-term leaves shall not exceed one year, in which case the position will be open to employment to others. Any such leave is subject to the discretion of the Director.

### **3-7 Other Benefits**

- A. Staff orders: Employees may purchase books and other materials through the staff order process.
- B. Overdue materials: Overdues are waived under most circumstances for employees. Fines will be charged, however, if materials are overdue an extended time period (beyond one month), or are in-demand or reserved material (e.g., videos, books-on-tape, CDs), and replacement fees will be charged when required.

## **4. Hiring, Development and Training**

### **4-1 Job Posting of Vacancies**

When a formal resignation or retirement is submitted, the position will be posted on the community bulletin board and library website with an application deadline clearly stated.

### **4-2 Equal Employment Opportunity Policy**

The Youngstown Free Library does not discriminate in hiring on the basis of age, race, color, religion, sex, gender identity, sexual orientation, physical disability, genetic information, marital status, pregnancy, caste, or national origin.

### **4-3 COVID-19 Vaccination or Weekly Testing for New Employees and Volunteers**

It is required that all staff and volunteers be able to show proof of COVID-19 vaccination or that person will be required to present proof of a negative result from an FDA-approved test on a weekly basis. The cost of that test and the time taken to obtain that test will not be paid for by the YFL.

### **4-4 Staff Training**

#### **A. Employees**

New employees must meet with the Director for a brief orientation session and a review of the Personnel Policy and must attend training on the Sexual Harassment policy within 30 days of hire. All employees are expected to become familiar with the Constitution of the Youngstown Free Library, Trustees Bylaws, the Library Bill of Rights, and the library policies governing confidentiality and patron conduct.

#### **B. On-the-Job Trainings, Conferences, Workshops, Meetings**

The Library Director organizes staff training. All off-site training, workshops, meetings, and conferences with a duration of more than one day should receive preapproval from the Board. Any incurred expenses must be within budget. For on- and off-site training, employees will be compensated at their normal pay rate. Any travel undertaken in their personal vehicle will be reimbursed at the standard mileage rate set in the Budget each year.

### **4-5 Probationary Periods**

There is a 60-day probationary period for new hourly staff members. The Director's probationary period is 6 months. The Director will give an evaluation at the end of new staff member's

probationary period. New staff members can be terminated without cause within the probationary period.

#### **4-6 Staff Evaluations**

All staff will be evaluated at the end of their probationary period and on an annual basis thereafter by the Director. The Director will be evaluated by the Personnel Committee at the end of the six-month probationary period and then evaluated annually. All staff may review their personnel file upon request at any time.

### **5. Staff Conduct**

#### **5-1 Code of Ethics**

Employees are to follow the American Library Association Statement of Professional Ethics <http://www.ala.org/tools/ethics>.

##### **a. Whistleblower Policy**

**Reporting Responsibility** - All trustees, employees and volunteers have a responsibility to report known or suspected violations of the law, library policies, finances, or governance. "Known or suspected violations" include but are not limited to the following: incorrect financial reporting, unlawful activity, activities that are inconsistent with library policies, activities which otherwise amount to serious improper conduct. Library staff and trustees must complete a whistleblower form annually.

##### **b. Confidentiality**

Employees are to respect the privacy of patron information as required by library policy and the law of the State of New York.

##### **c. Conflict of Interest**

Library staff and trustees must be transparent regarding conflicts of interests and must complete a COI disclosure form annually.

#### **5-2 Progressive Discipline**

##### **A. Levels of discipline**

- 5.1.1. 1<sup>st</sup> Level offense: oral warning
- 5.1.2. 2<sup>nd</sup> Level offense: written warning (The Personnel Committee will be made aware of any written warnings given to staff members).
- 5.1.3. 3<sup>rd</sup> level offense: disciplinary lay-off or suspension.
- 5.1.4. 4<sup>th</sup> level offense: dismissal

##### **B. Other Considerations**

Discipline may begin at any level depending upon the severity of the offense, a record of which may become a part of the personnel file.

#### **5-3 Termination of Service**

## A. Resignation

Employee resignations are to be submitted in writing to the Director who will report such to the Board via the personnel committee chair. The Director's resignation should be submitted directly to the Board. Since the library depends on excellent staff, one month's notice to enable the library to plan for a replacement is required by all employees.

## B. Retirement

Retirement at age 65 is not compulsory. Employees choosing to retire are to give one month's notice prior to the effective date.

## C. Suspension and Dismissal

Some reasons that the Library may find it necessary to suspend (with or without pay) or terminate an employee's employment include, but are not limited to:

1. Incompetence
2. Irregular attendance
3. Frequent tardiness
4. Unauthorized absence from the workstation during work time
5. Unbusinesslike conduct
6. False references
7. Insubordination
8. Disorderly conduct
9. Using foul or abusive language
10. Dishonesty, embezzlement, or theft
11. Failure to follow the Library policies
12. Damaging the Library property
13. Inappropriate use of Library equipment or technology
14. Creating or contributing to unsafe or unsanitary conditions
15. Falsifying employment information or other records, including filling out another employee's time sheet or allowing another employee to fill out her/his time sheet
16. Engaging in conduct prohibited by law, such as racial discrimination, sexual harassment, or the like
17. Engaging in threats or threatening conduct to others during working hours or on Library premises
18. Fighting
19. Possession, use or being under the influence of drugs, alcohol or any other intoxicant on Library premises, other than those prescribed by a medical doctor.
20. Releasing confidential information, including but not limited to patron records, correspondence designated as confidential (for example, notes of a board executive session), and Personnel Files.

At the discretion of the Library, discipline may be progressive or summary.

Within what is allowed by law, the library will treat termination for cause-related information as sensitive. If asked about the status of a former employee, the answer is: " \_\_\_\_\_ is no longer with the Library." Further inquiries should be sent to the Director.

## D. Layoffs

The Library may find it necessary to terminate an employee on an involuntary basis without cause. This involuntary termination may result from causes beyond the Library's control, such as reduction in staff because of economic conditions, the combination or reorganization of departments, technological advances, etc.

#### E. Personnel Files

Personnel files are regarded as "Confidential" and only the Director, the employee a file pertains to, and the board Personnel Committee, have access.

### **5.5 Staff Conduct and Responsibilities**

#### A. Professional behavior

Professional behavior and respect are the most important facets of each employee's presentation of library service to the public. We must be courteous, tactful, and pleasant at all times, treating the most trying patrons as well as we treat our most pleasant ones. That said, no staff member is expected to take abuse from patrons or other staff. All staff members are expected to maintain certain Standards of Performance. These standards are consistent for all staff members. They include:

- o Maintaining a positive mental attitude and displaying such toward public and fellow staff.
- o Encouraging, promoting, and modeling teamwork behaviors.
- o Being punctual and regular in attendance.
- o Observing Library Rules, Policies, and Procedures.
- o Completing the duties & responsibilities of the job.

#### B. Personal Appearance and Hygiene

The personal appearance of employees shall be one that emanates pride and professionalism to correspond with the position held. Employees should strive to look professional, efficient, knowledgeable, approachable, and friendly. Employee dress reflects on the library's image and appropriate attire and good grooming are a positive reflection on the employee and their work. Clothing should be clean and cared-for. Employees are encouraged to follow a business casual level of dress. Business casual offers many options and places business before casual. Footwear and accessories should follow the same guidelines.

#### C. Identification

All staff may be required to wear name badges for specific programs or when working in the public areas of the Library. Name badges should have first names only.

#### D. Tidiness

Each employee is responsible for cleaning up after her/himself at all times in the library and other areas of the Village Center.

#### E. Staff Meetings

Meetings will be held at the discretion of the Director. If there is a need for a special meeting, staff members may petition the Director for an emergency meeting. Attendance is mandatory and therefore, is considered to be work time.

#### F. Reading on the job

Personal reading is not to be done on library time.

#### G. Phone Calls

Telephones are provided for business purposes. Personal calls, even if on personal mobile phones, should be placed during break times or mealtimes. Incoming personal calls should be avoided unless there is an immediate family concern and should be kept as short as possible (3 minutes or fewer). Please take any personal calls on phones that are away from the public's view.

#### H. Use of Technology Services and Equipment

The Library recognizes the need to provide access to computers and other electronic communications equipment for staff. Access to computer networks, including the Internet, facilitates resource sharing, innovation, collaboration, and communication. However, it is the user's responsibility to access the Internet in a manner consistent with the objectives of the Library.

All technology services and equipment of the Library, including all messages transmitted or stored by them, are the sole property of the Library. Equipment is solely for the business purposes of the Library. Any unauthorized use is prohibited. Such unauthorized use includes, but is not limited to: accessing, posting, or downloading pornographic material; computer "hacking" and other related activities; attempting to disable or compromise Library computer systems or networks including technology protection measures taken by the Library; attempting to access another employee's files; forging electronic mail messages; and any other illegal or improper purpose. The creation or forwarding of offensive, demeaning, discriminatory or disruptive messages is also prohibited. This includes, but is not limited to, messages that are inconsistent with Library policies including the policies prohibiting sexual harassment and all other forms of harassment.

The Library reserves the right, at any time, to access, review and monitor the use of electronic communication services, Library equipment and usage, as well as the data that is stored or transmitted. Employees should have no expectation of privacy or confidentiality while utilizing these services and Library equipment. When an individual leaves the Library, (s)he is expected to return his/her equipment in good working condition.

Electronic communication services and equipment includes electronic mail, Internet access, computer hardware and software, computer systems, handheld personal devices, printers, scanners, copiers, facsimiles, telephone systems, computer networks, on-line services, computer files, digital cameras, audio and/or recorders and recordings, pagers, cellular phones and the cloud.

The Library prohibits reproduction or use of software or related documentation in violation of the license granted by the developer. Employees who make, acquire or use unauthorized copies of such items are subject to discipline as well as civil penalties under the U.S. Copyright laws.

Any employee who violates this policy or uses the Internet or electronic mail system for improper purposes shall be subject to discipline, up to and including discharge.

The Library reserves the right to change this policy and accompanying regulations at any time as may be required under the circumstances.

The Director of the Library is directed to establish the appropriate regulations and procedures to implement this policy in an effective manner.

### **6. The Youngstown Free Library Regulations for Computer Use, E-Mail, and Internet Usage by Employees**

The Library reserves the right to monitor all employee e-mail and Internet access using Library resources or during work hours. Any unauthorized use of employee e-mail and the Library's Internet service is prohibited.

No rights of privacy from use of Library computers are intended nor should they be expected by any employee using such resources for purposes of their employment.

#### ACCEPTABLE USE

The Library maintains a computer network with access to e-mail and the Internet. This system is provided by the Library for educational and research purposes, professional development, communication and publication consistent with the Library's mission and goals.

Use of the Library's computer network is a privilege, not a right. Inappropriate usage will result in the suspension or revocation of that privilege pending a review by the appropriate administrator.

#### A. Email

The Library maintains an email address for each staff member. This email system is provided by the Library for educational and research purposes, professional development, communication, and publication consistent with the Library's mission and goals.

- The Library insists that all users follow the highest ethical standards when utilizing the Library's email addresses. E-mail is for Library business use only and never for correspondence such as personal communication, junk mailings, chain letters, solicitations, harassment, etc. The Library reserves the right to monitor e-mail at any given time without notice. Any violation of this policy may be subject to disciplinary action.
- The electronic mail system hardware is Library property. Additionally, all messages composed, sent, forwarded or received on the electronic mail system are and remain the property of the Library. The messages are not the private property of the sender or the recipient.
- The use of the Library's email system may not be used for personal business.
- The electronic mail system shall not be used to solicit for commercial ventures, religious or political causes, outside organizations, or other non-Library-related solicitations.
- The electronic mail system shall not be used to create, send or forward any offensive or disruptive messages. Among those messages which are considered offensive are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin or disability.
- The electronic mail system shall not be used to send(upload), receive (download) or forward any copyrighted materials, trade secrets, proprietary information, or similar materials without prior authorization.
- The Library reserves and intends to exercise the right to review, audit, intercept, access and disclose any and all messages created, received, forwarded or sent over the electronic mail system.
- Notwithstanding the Library's right to retrieve and read any electronic mail messages, such messages should be treated as confidential by other individuals and accessed only by the intended recipient. E-mail users are not authorized to retrieve or read any e-mail messages that are not sent to them or that are not on public email accounts checked by all staff members. Any exception to this policy must receive prior approval by the Library.
- Any employee who discovers a violation of this policy shall notify the Director.
- Any stored messages, documents, files, or record of use may be accessed through the Freedom of Information Law or subpoena.

#### B. Internet Use

The Library provides Internet access. This system is provided by the Library for educational and research purposes, professional development, communication, and publication consistent with the Library's mission and goals.

- Any unauthorized use of the Library provided Internet access is prohibited. Unauthorized use includes, but is not limited to: connecting, posting or downloading pornographic material; engaging in computer "hacking", blogging and other related activities;

attempting to disable or compromise the security of the Library's computer system or any other system.

- Postings placed on the Internet may display the Library's IP address. Any information posted on the Internet must reflect the standards and policies of the Library. Under no circumstances should information of a confidential, sensitive or otherwise proprietary nature be placed on the Internet.
- Any reproduction of information or photographic material posted or otherwise available over the Internet may be done only with the express permission of the owner of the copyright or trademark. Exceptions to this restriction include use of materials that are in the public domain and use of copyrighted materials that falls within the fair use provision of federal copyright law.
- Any user who violates these regulations or uses the Library's Internet access capabilities for improper purposes shall be subject to discipline.

#### **C. Computer Use**

The Library provides licensed software and hardware. This software and hardware is provided by the Library for educational and research purposes, professional development, communication and publication consistent with the Library's mission and goals.

- Any unauthorized installation or removal of software applications or hardware is prohibited.

### **7. Smoking**

Smoking/Vaping is not allowed in any area in the building or the entrances. Those wishing to smoke/vape must stand at least 100 feet away from the library's property.

### **8. Solicitation and Distribution of Literature**

Employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during work time. The circulation of petitions, surveys, or the sale of any merchandise, raffle tickets, etc., while off duty, is allowed only in the staff area. Materials may be reviewed at the discretion of the Director.

Employees who wish to post information should place it in the office counter or on the staff bulletin board or consult with the Director for broader distribution approval.

### **9. Suggestions**

Any suggestions to increase efficiency, improve working conditions, provide better service, or to cut costs will be appreciated and encouraged. Suggestions should be made in writing to the Director. A suggestion box is also located in the library.

### **10. Change of Address, Phone, Personal Information**

Employees must report immediately any changes in personal information that is pertinent to their employment, such as personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in case of emergency, and changes in direct payroll deposit accounts. If any personal data has changed, the employee must notify the Director.

### **11. Privacy**

Employees should be aware that lockers, desks, e-mail accounts, computers, and other personal spaces provided by the library are still library property and are subject to search if necessary. In addition, any personal property that is located or stored on the Library's premises is also subject to search if necessary. "Necessary", for this Section 11, means if there is an immediate threat to safety, or the search is

authorized by the board as part of a formal investigation under a relevant policy (for instance, Sexual Harassment, Whistleblowing, etc.)

Non-disclosure: Only the Director may acknowledge dates of employment, position, and salary and wage information regarding employees, on behalf of the Library, for the purposes of credit checks, etc. Only the Director is authorized to answer requests for personal references and to respond to court orders on behalf of the Library.

Employment Reference Checks: The Director or her designee will respond to all reference check inquiries from banks, mortgage companies, or other employers. Responses to such inquiries will be limited to factual information that can be substantiated by the Library's written records. No other employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

## **12. Guest Visitation**

To provide for the safety and security of employees and the facilities at the Library, only authorized visitors are allowed in the office areas of the building. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances. Employees are responsible for the safety and conduct of their guests. Any unauthorized guests should be reported to the Director immediately.

## **13. Safety and Health**

### **A. Safety**

Each employee is expected to obey safety rules and to exercise caution in all work activities. Any employee who notices a dangerous, or potentially dangerous, situation, whether involving staff or the public, should report it to the Director or the person in charge that day. The Director and/or Board of Trustees will look into and correct any safety problems. Steps will be taken to eliminate the danger as soon as possible.

### **B. Accident/Injury Reporting**

If an accident or injury occurs on Library property, it should be reported using the Incident Report Form. This includes patrons, staff, and anyone else who may have an accident on the property. As much information about the exact circumstances of the accident should be gathered as possible, as well as the names, addresses, and phone numbers of all involved. It is important that this be done no matter how insignificant the injury may seem, to comply with worker's compensation laws. This should be turned in to the Director within 24 hours of the occurrence.

### **C. Incident Reporting**

If any form of incident involving Library staff occurs on Library property, it should be reported using the Incident Report Form. As much information about the exact circumstances of the incident should be gathered as possible, as well as the names, addresses, and phone numbers of all involved and turned in to the Director within 24 hours of the occurrence.

### **D. Drug Free Workplace Statement**

The Library complies with all Federal and State regulations regarding drug use while on the job. The unlawful manufacture, distribution, dispensing, possession, or use of any controlled substance, including alcohol, while on the job, is grounds for immediate dismissal. The use of over the counter medications, when taken as directed, is permissible.

Being under the influence of any unlawful or controlled substance, without a doctor's prescription and work release, is also grounds for immediate dismissal. Employees convicted of a criminal drug statute

must notify the Library within 5 days of such conviction and may be required (at his/her own expense) to complete an approved drug abuse or rehabilitation program. For help or additional information, contact the Director.

The Library prohibits the consumption of alcohol on its premises, unless specifically authorized by the Director at library-sponsored or approved events.

In addition, any employee found selling, purchasing or using any illegal drugs or controlled substances on the premises will be subject to immediate dismissal. In accordance with local laws, such violations will also be reported to the appropriate law enforcement agencies.

#### E. Weapons

No weapons of any kind are permitted on the Library's premises.

### **Staff-Questions and Problems**

Staff members with questions or problems should speak to the Director without delay. If not satisfied with the action taken, the employee may seek input from the personnel committee chairperson, who may refer the matter to the Board for discussion and/or action. "If and when a grievance reaches the Board level, it is usually the responsibility of the Director to communicate the Board's decision back to the staff. Only in those cases where the grievance involves the director should the Board communicate directly with the staff." (refer to Trustee Handbook)

YOUNGSTOWN FREE LIBRARY  
JOB DESCRIPTION  
(ADOPTED November 2, 2016)

**JOB TITLE:** Library Director

**GENERAL DESCRIPTION:** The Librarian for today and tomorrow must be forward looking and understand what is required to provide sustainable services to our community. The Library Director embraces the advent of the digital, virtual library, and is knowledgeable in digital information management skills. In addition, skills in the areas of communication and teamwork, as well as an understanding of the industry in which they operate and compete are important. The Director must be available as a resource to all users, no matter who they are or what digital device they use. It is a job for a team player and a good problem solver who is committed to serving the community.

Under broad policy guidance and direction from the Library Board, and while coordinating with [Nioga](#), the Director performs professional and administrative duties in planning, developing, implementing and directing public library services for the Youngstown Free Library.

The Youngstown Free Library is an Equal Opportunity Employer, committed to diversity and inclusion in the workplace.

## **QUALIFICATIONS**

### **Required Knowledge Skills and Responsibilities**

Knowledge of current trends in library services, programming, and technology. Stays abreast of new trends and innovations in the field of public library management.

Knowledge of the Library computer system, personal computer including web search engines, library's website, word processing, database management software, copy and fax machine, and online automation of library services.

Ability to evaluate and use online sources of data, books, entertainment, software, and social communication.

Working knowledge of budgetary and accounting processes.

Ability to establish and maintain effective and harmonious working relationships with employees, other agencies, and the public.

Ability to communicate effectively, verbally and in writing.

Ability to keep accurate records.

Ability to initiate, organize and carry out programs, services, and projects.

Ability to supervise, lead, and delegate tasks and authority.

Working knowledge of public relations procedures.

Knowledge of Federal, State, and Local regulations governing library operations. Stays abreast of all regulatory changes. Has knowledge of funding opportunities to support Library operations.

Committed to excellence in customer service.

### **Education, Experience, and Training**

Master's Degree in Library Science, and experience in overseeing public library operations; or an equivalent combination of education and experience with substantial experience in public services and dealing with the public.

### **Essential Functions and Responsibilities**

Oversees and directs the Library's operations including public services, technology, administration, staff, and facilities management.

### **Work with the Library Board of Trustees**

Works in conjunction with the Board of Trustees to develop and maintain short- and long-term goals and plans for the collections, services, and programs for the Library in keeping with the mission statement and long-term plans of the Library.

Administers board policies, makes policy recommendations to Board, provides staff support and information to the Board.

Prepares a regular narrative Director's report and statistical reports for the Library Board of Trustees. Participates in monthly meetings of the Board of Trustees and provides a detailed report of Library operations and developments at each business meeting (6). In January presents an Annual Report to the Community and Board of Trustees regarding the "State of the Library". The report will be made available to our funding agencies – Town of Porter, Village of Youngstown, Niagara County Legislature.

Provides professional expertise and guidance to the Board of the Trustees.

Assists in preparing meeting agendas and materials and participates in Library Board of Trustee meetings. Attends other meetings as required.

### **Library Services**

Oversees the maintenance, preservation, and disposal of materials of the Library's collection, develops policies in relation to the selection and purchase of all Library purchases.

Ensures the delivery of high-quality Library programs and services to the community.

Reviews and evaluates the Library's services and programs.

Accountable for all activities, programs, and services.

Directs, attends, and participates in a variety of Nioga meetings, workshops, seminars; serves on committees.

### **Public Relations**

Directs a public relations program to promote and publicize the library's collections, services, and programs.

Speaks before local groups, prepares questionnaires and surveys to evaluate public responses to library services.

Administers the volunteer program.

Works with the Friends of the Library Organization in promoting the library to the community.

### **Facilities Management**

Interacts with the appropriate Village employees for the maintenance of the Library's building and administers the maintenance of the furnishings and equipment.

### **Supervision**

Hires, trains, supervises, monitors, and evaluates the performance of employees.

### **Budget and Money Management**

Prepares an annual budget with the Treasurer for Library Board approval; controls operating expenditures per the Board adopted budget.

Responsible for the collection and accounting of fines, fees, and other charges.

Responsible for managing the budget, making bank deposits, and working with Board Treasurer and Accountant to maintain accurate financial records.

### **Library Policies and Procedures**

Assists the Board of Trustees in the development and review of Library policies.

Collects and maintains data regarding the operations, performance, and usage of the library. Reports this information to the Board of Trustees regularly.

Initiates grant requests from state and federal agencies and non-profit foundations. Administers grant funds upon award.

Prepares specifications for the acquisition through lease or purchase of equipment and supplies.

**Other**

Performs other related duties as assigned.

**JOB TITLE:** Library Clerk

**SUPERVISOR:** Library Director

**GENERAL DESCRIPTION:** The Clerks are vital members of a team that works together to provide an outstanding library operation. Library Clerks assist patrons with both the use of the library collection and the general policies/procedures of the library. They perform the routine library clerical duties necessary for the proper organization and distribution of library materials. They may work alone and open or close the building based on their shifts. However, because of the Library's small size, the Clerk must also be flexible enough to assist wherever help may be needed.

**MAJOR RESPONSIBILITIES.**

1. Provides information to the patrons on library policies and procedures.
2. Inspects returned library material for damage.
3. Repairs damaged library materials.
4. Performs routine searches of computer records.
5. Performs routine searches of library materials.
6. Issues borrower cards according to library procedures.
7. Performs routine circulation, reserve, and overdue functions.

8. Operates office technologies such as photocopiers, scanners, printers, fax machines, label makers, computers, and smartphones/tablets.
9. Receives calls and emails; takes messages and returns calls and emails as necessary.
10. Calls and emails patrons to deliver messages or information on library materials.
11. Shelves library materials; shelf-read collections as needed to keep them neat and in proper order.
12. Assists in maintaining the collection database by cataloging and processing new materials and records, deleting discarded materials and records, checking files for accuracy, and participating in periodic inventories.
13. Provides services to patrons throughout the Library while maintaining services by phone and at the Circulation Desk.
14. Provides collection and technical help to library patrons over the phone, in person, and digitally.
15. Process loans to and from other libraries.
16. Assist or run programs as needed.
17. Assist in maintaining new book displays and in the preparation of special displays during the course of the year.
18. Meet regularly with the Director in staff meetings, develop skills to meet new demands of the operation, and generally assist the Director in maintaining the smooth operation of the library.
19. Assist in keeping the library clean and tidy as necessary.
20. Monitor patrons' behavior in the library.
21. Other duties as assigned by the Library Director.

**TYPICAL WORK WEEK;** The Clerks' total weekly hours and specific schedule are assigned by the Director and depend on the nature of their specific responsibilities, the staffing needs of the library, and the budgetary guidelines established by the Board of Trustees.

**QUALIFICATIONS:**

1. High school diploma or GED
2. Ability to work neatly and with attention to detail
3. Working knowledge of library services and practices
4. Working knowledge of office terminology, procedures and equipment as applied to library clerical work
5. Good knowledge of library filing and shelving rules
6. Ability to understand and follow oral and written instructions
7. Ability to plan, coordinate, and supervise the work of volunteers
8. Ability to operate an alphanumeric keyboard accurately
9. General technology skills, including email, Office, G Suite, e-readers, smartphones, iPads, and the ability to teach oneself technology skills.
10. Tact and courtesy in dealing with the public
11. Ability to lift and push at least 25 pounds.

Library experience is highly desirable.

**JOB TITLE:** Library Page

**SUPERVISOR:** Library Director

**GENERAL DESCRIPTION:** The Pages are vital members of a team that works together to provide an outstanding library operation. Library Pages assist patrons with both the use of the library collection and the general policies/procedures of the library. They perform the routine library clerical duties necessary for the proper organization and distribution of library materials. They work with Clerks and/or Director. However, because of the Library's small size, the Clerk must also be flexible enough to assist wherever help may be needed.

**MAJOR RESPONSIBILITIES:**

1. Shelves library materials; shelf-read collections as needed to keep them neat and in proper order.
2. Distributes library materials to patrons, including curbside pick-up service.
3. Performs routine circulation, reserve, and overdue functions.
4. Performs routine searches of computer records.
5. Performs routine searches of library materials.
6. Operates office technologies such as photocopiers, scanners, printers, fax machines, label makers, computers, and smartphones/tablets.
7. Assists with collection database maintenance with other staff members.

8. Process loans to and from other libraries.
9. Provides back-up assistance to patrons throughout the Library.
10. Assist or run programs as needed.
11. Meet regularly with the Director in staff meetings, develop skills to meet new demands of the operation, and generally assist the Director in maintaining the smooth operation of the library.
12. Assist in keeping the library clean and tidy, as necessary.
13. Monitor patrons' behavior in the library.
14. Other duties as assigned by the library Director.

**TYPICAL WORK WEEK:** The Pages' total weekly hours and specific schedule are assigned by the Director and depend on the nature of their specific responsibilities, the staffing needs of the library, and the budgetary guidelines established by the Board of Trustees.

**QUALIFICATIONS:**

1. At least 16 years old
2. Ability to work neatly and with attention to detail
3. Working knowledge of library services and practices
4. Working knowledge of office terminology, procedures and equipment as applied to library clerical work
5. Good knowledge of library filing and shelving rules
6. Ability to understand and follow oral and written instructions
7. Ability to operate an alphanumeric keyboard accurately
8. General technology skills, including email, Office, G Suite, e-readers, smartphones, iPads, and the ability to teach oneself technology skills
9. Tact and courtesy in dealing with the public
10. Ability to lift and push at least 25 pounds

Library experience is highly desirable.

**JOB TITLE:** Certified Public Accountant – Contractual Position – Providing Payroll and Accounting Services

**REPORTS TO:** Treasurer of the Board of Trustees

**GENERAL DESCRIPTION:** See Finance Policy for responsibilities