

**Hauppauge Public Library  
Bylaws & Policy Manual**

**TABLE OF CONTENTS**

<b>SECTION</b>	<b>PAGE</b>
<b>Mission Statement</b>	<b>4</b>
<b>Library Bill of Rights</b>	<b>5</b>
<b>Bylaws</b>	<b>6 - 9</b>
<b>Institutional Policies</b>	<b>10</b>
Access to Public Records (Freedom of Information- FOIL)	11
Records Retention and Disposition	12
Library Director’s Job Description	13 - 15
Annual Report to the Board of Trustees	16
Confidentiality	17
Equal Employment Opportunity Statement	18
“Americans with Disabilities Act” Compliance	19
Public Awareness	20
Community Functions	21
The Friends of the Arts @ the Hauppauge Public Library	22
<b>Financial Policies</b>	<b>23</b>
Financial Integrity and Accountability	24
Budget	25
Payment of Bills	26
Purchasing	27
Investment Policy	28 - 33
Annual Audit	34
Financial Report	35
Deposit of Funds	36
Gifts and Donations Policy	37
Disposal and Sales of Surplus and Donated Items	38
Petty Cash	39
<b>Personnel Policies</b>	<b>40</b>
Introduction	41
Appointments	42
Code of Ethics	43 - 45
Conflict of Interest	46
Continuing Education and Professional Development	47
Disability Income Plan	48
Emergency Leave – Death in the Family	49

<b>SECTION</b>	<b>PAGE</b>
Exempt Employees	50
Extreme Weather, Transportation or Emergency Conditions	51
Family and Medical Leave	52 - 54
Full Time Employment	55
Grievance Procedure	56
Health Insurance Program Participation	57
Holidays and Other Closings	58
Jury Duty	59
Leaves of Absence	60
Lunch, Dinner and Rest Periods	61
Maternity/Paternity Leave	62 - 63
Mileage	64
Overtime	65
Pay Policy	66
Performance Evaluation	67
Personal Days	68
Promotions	69
Reinstatement	70
Resignation and Retirement	71
Retirement System Participation	72
Sexual Harassment	73
Sick Leave	74
Solicitation and Distribution (By Employees)	75
Tax Sheltered Annuity	76
Unused Sick Days	77
Vacations	78
Voting	79
Worker's Compensation	80
 <b>Patron Policies</b>	 <b>81</b>
Circulation Policy	82 - 83
Maintenance of Public Order (Behavior in the Library)	84 - 86
Rules of Conduct	87 - 88
Solicitation and Distribution	89
Unattended Minors	90
 <b>Services Policies</b>	 <b>91</b>
Internet Policy	92 - 93
Materials Selection	94
Materials De-selection	95
Program Registration	96
Copy Machines	97
Literacy	98
Technology Plan	99 - 101

<b>SECTION</b>	<b>PAGE</b>
<b>Facilities Policies</b>	<b>102</b>
Access to Library Premises	103
Hours of Operation	104
Bulletin Boards	105
Displays	106
Use of Library Meeting Space	107
Smoking	108
Pets in the Library	109
Lost and Found	110
Shoes and Shirts	111
Weapons	112
Workplace Hostility and Violence	113 - 114
 <b>Appendix</b>	 <b>115</b>
Current Fiscal Year Operating Budget	i
Current Salary Schedule -	ii

## **Hauppauge Public Library Mission Statement**

The Hauppauge Public Library strives to meet the educational, informational and entertainment needs of the residents of the Islip Town portion of the Hauppauge School District. The library meets these needs by providing popular materials and high interest services, in a variety of formats, on a wide array of topics of both general and specific interest to community residents.

## **Hauppauge Public Library Service Standard**

**Safety First** – our guests must be and feel safe and secure (both as individuals and for their family) when they visit and use the library’s services.

**Privacy and Respect** – our guests must feel confident that their privacy will be maintained and that their concerns and beliefs will be respected.

**Courtesy** – each of our guests should be treated like a VIP, a very important and very individual person.

**Accuracy** – the library will always strive to provide patrons with the most accurate answer to their inquiry. This does not insure an immediate response but it does help insure the right one.

Amended: October 20, 2005

Reviewed: July 15, 2010

## **The Library Bill of Rights**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Reviewed: July 15, 2010

# Hauppauge Public Library Bylaws

The Board of Trustees of the Hauppauge Public Library, a corporation created by a provisional charter granted under Section 255 of the New York State Education Law by the Board of Regents of The University of the State of New York, December 15, 2000 and a permanent charter granted May 22, 2007 hereby state that in addition to adhering to New York State Public Library Law, the Open Meetings Law and Section 18 of the New York State Public Officers Law, we adopt the following as our bylaws:

## **Article I      Trustees**

### **Section I**

The Library shall be governed by a Board of Trustees hereinafter referred to as the 'Board'. The Board shall consist of five residents of the Hauppauge/Islip Library District duly elected by a public ballot of the residents of the Hauppauge/Islip Library District.

### **Section II**

One Trustee will be elected each year to serve a five-year term, commencing on July 1<sup>st</sup> of that year and ending on June 30<sup>th</sup> of the fifth year served.

### **Section III**

If a Trustee does not complete their term, a replacement may be chosen by a majority vote of the remaining Trustees, to serve until the next regularly scheduled Trustee election. At that time a replacement will be elected to fill the remainder of the departed Trustee's term.

### **Section IV**

Each Trustee will have one vote and must be present at a meeting to have their vote counted.

### **Section V**

Any Trustee who fails to attend three consecutive regular meetings shall be declared to have vacated his/her seat pursuant to Section 226.4 of New York State Education Law unless a majority of all Trustees considers his/her absences excusable by ballot cast at the next regular meeting following the third consecutive absence. Such vacancy shall be filled as prescribed under Article I, Section III

## **Article II      Officers of the Board**

### **Section I**

The Officers of the Board shall be as follows:

President, Vice President, Finance Officer and Secretary  
The President and Vice President must be Board members.

### **Section II**

Officers shall be elected at the Board's annual organizational meeting and shall serve a term of one year. No Trustee may serve for more than two consecutive years in any office. After a lapse of one year a Trustee may serve in an office they have already held.

### **Section III**

The President shall preside at meetings of the Board. They shall execute all documents approved by the Board. They shall act as the Board's spokesperson in matters concerning the media.

### **Section IV**

The Vice President shall perform the duties of the President in their absence.

### **Section V**

The Finance Officer shall see that the Library maintains adequate and appropriate financial records. They shall make recommendations to the Board on the acquisition and disbursement of funds. In the absence of the President and Vice President the Finance Officer will serve as President.

### **Section VI**

The Secretary shall be responsible for preparing the agenda for the meetings, recording the minutes of the meetings and the handling of communications and correspondence.

### **Section VII**

If at any time an Officer leaves the Board the President shall appoint a successor. If at any time the President leaves the Board the Vice President shall assume the position of President and appoint a Vice President. All appointments or changes in position expire at the time of the next Board reorganization.

## **Article III      Meetings**

### **Section I**

Regular monthly meetings shall be held at dates and times to be established by the Board. All Board meetings will be publicized and are open to the public.

## **Section II**

A special meeting may be called by the President or by any three Trustees. All necessary legal notice will be given to publicize any special meeting.

## **Section III**

In order to conduct a meeting a quorum, consisting of three Trustees, must be present.

## **Section IV**

The Board shall organize as the first order of business at its July meeting. Included will be officer elections, a review of Library Bylaws and the Director's annual report.

## **Section V**

The following agenda shall take precedence at regular meetings:

- Call to order
- Pledge of allegiance
- Approval of minutes
- Treasurer's report
- Correspondence
- Director's report
- Committee reports
- Old business
- New business
- Period for public expression
- Executive session (when required)
- Adjournment

## **Article IV      Committees**

### **Section I**

The President may appoint special committees at any time from among the Trustees.

### **Section II**

The President shall appoint a committee chairperson from among their number.

### **Section III**

All committee appointments expire with the call to order of the July organizational meeting.

## **Article V      Fiscal**

### **Section I**

The fiscal year of the Library will run from July 1-June30.

## **Article VI Library Director**

### **Section I**

The Board shall appoint a qualified library director who shall be the executive and administrative officer of the Library.

### **Section II**

The Director shall be responsible for the proper performance of duties spelled out in the job description provided by the Board.

### **Section III**

It shall be the duty of the Director to attend all meetings of the Board. The Director shall have the right to speak on all matters under discussion at Board meetings, but shall not have the right to vote on them.

### **Section IV**

The Director shall serve as the Board Secretary.

## **Article VII Amendments to the Bylaws**

### **Section I**

An amendment to the Bylaws may be proposed by any Trustee. An amendment shall be valid after a majority vote at a regular board meeting. Such amendments may be adopted only after they have been presented at a prior regular Board meeting and included on the agenda for the meeting where they are voted on.

## **Article VIII Procedure**

### **Section I**

In the case of procedural disputes Robert's Rules of Order shall prevail.

Adopted: April 2001

Amended: July 2001; December 2001; January 2002; February 2002; July 2009

Reviewed: July 15, 2010

# Institutional Policies

## **Access to Public Records**

The amended Freedom of Information Law, which took effect on January 1, 1978 gives citizens the right to access many public records. The following rules govern the access of records generated and maintained by the Hauppauge Public Library.

The Library Director is the custodian of all Library records and serves as the “records access officer.”

The Minutes of the Library’s Board of Trustees Meetings and the Library’s Policies and Procedures Manual are available for viewing at any time the Library is open to the public.

Requests to view any other records must be made in writing to the Director. Written requests should include the name and mailing address of the requestor as well as a reasonable description of the records being sought.

The Director will respond to all written requests within five business days.

If a request is granted the requestor may gain access to the records in one of two ways:

- 1) Records may be viewed at the Library from 10 a.m. – 4 p.m. Monday – Friday.
- 2) Photocopies of the records can be made for a fee of 25 cents per page.

If a request is denied the Director will inform the requestor in writing of the reason for the denial and inform the requestor of their right to appeal.

All appeals will be heard by the Board of Trustees at the next regularly scheduled meeting

Adopted: November 2, 2000  
Amended: February 1, 2001  
Reviewed: July 15, 2010

## **Records Retention and Disposition**

Resolved by the Board of Trustees of the Hauppauge Public Library that New York State Education Department Records Retention and Disposition Schedule MI-1 issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, including any future revisions and re-issuances thereof, is hereby adopted for use by the Hauppauge Public Library in legally disposing of valueless records listed therein.

Further Resolved, that in accordance with Article 57-A:

- (a) those records that are described in New York State Education Department Records Retention and Disposition Schedule MI-1 may only be dispersed of after they have met the minimum retention periods described therein;
- (b) only those records that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods may be disposed of.

Further Resolved, that those records which the library maintains which are not described in New York State Education Department Records Retention and Disposition Schedule MI-1 may be disposed of after a period of no less than three months.

Further Resolved, that the library director is responsible for the proper retention and disposition of all library records in accordance with the above resolution and New York State Education Department Records Retention and Disposition Schedule MI-1.

Adopted: November 18, 2004  
Reviewed: July 15, 2010

## **Library Director's Job Description**

### **Summary of Responsibilities**

The Library Director is the chief operating officer of the library with major administrative responsibility for implementing Library Board policy and recommending, designing, implementing, directing, supervising and evaluating an active program of educational, cultural and information services relevant to the Hauppauge/Islip community in accordance with the goals and objectives established by the Board of Library Trustees.

### **Responsibilities to Patrons**

Provides a quality collection that meets the needs of the public.

Envisions and interprets community needs, developing new programs and services for all segments of the community.

Assures that the staff is responsive to the patrons and deals with them in a pleasant and professional manner.

Resolves complaints from the public, staff and Library Board.

Assures that the library environment is pleasant and the facilities and services meet patron needs and are easy to use.

### **Responsibilities to the Board**

Recommends policies and advises the Board on operational, fiscal, staffing and facilities matters.

Meets with the Library Board and its committees to discuss and plan policy recommendations.

Keeps the Library Board informed on matters pertaining to libraries.

Supervises the preparation of reports and collection of data and presents their report at each Board of Trustee meeting.

Establishes priorities and makes recommendations to the Library Board.

Works closely with the Board committees to carry out their directives.

Prepares agendas for Library Board meetings.

Assists in the orientation and education of Board members.

Maintains confidentiality of Board matters.

Performs other duties as may be assigned by the Library Board.

### **Fiscal Responsibilities**

Develops and recommends an annual budget and administers expenditures of funds within budget constraints.

Performs budgeting, financial, and purchasing functions of the library.

Advises designated committees, of the Library Board, on financial matters as needed.

Carries out responsibility for the care, custody and control of all funds of the library including the investment of funds in accordance with New York State statutes.

### **Collection Responsibilities**

Assures that the materials selected and the services provided meet the needs of the patrons and represent a judicious expenditure of funds.

Supervises and approves the selection and purchase of all library materials, equipment and services.

Supervises the development, implementation and evaluation of library programs and services.

Supervises the efficient circulation of materials to keep them readily available.

Supervises an eradication program which assures that the collection is current with the needs of the patrons.

### **Staffing Responsibilities**

Determines staffing requirements and hires the personnel necessary to meet those needs.

Supervises the selection, training and evaluation of library staff.

Assigns duties, defines staff responsibilities, establishes lines of authority and delegates work to library staff.

Works closely with supervisors and department managers in interpreting library policies.

Assures that personnel are properly trained and promotes individual development.

Assures that there is an effective and fair evaluation of all personnel and that proper records are maintained.

Informs the Board of recommendations for promotion and salary adjustments.

Informs the Board of disciplinary and possible dismissal actions.

Administers wages and benefits according to policies approved by the Board.

Serves on library committees.

Balances and coordinates all employees and activities into a smooth operation.

### **Facilities Responsibilities**

Assures that the physical facilities, grounds and equipment are properly maintained, updated and safe for use.

Oversees the library's human, material, equipment and facilities resources.

Evaluates and develops plans for effective allocation and utilization of building space to meet the changing needs of the library.

Negotiates contracts with vendors for necessary services.

### **Public Relations Responsibilities**

Maintains contacts with community and school officials to assure that good relationships and communications are maintained.

Communicates the library's services, resources and programs to the community.

Represents the library in the community and governmental, organizational and professional affairs and activities.

Serves as liaison and representative for the library with professional, community, business, civic, and governmental groups and organizations.

Keeps the public informed about library services and activities through the use of in-house publications and newspapers.

Assures that good communications and relationships are maintained with the library's neighbors.

**Professional Responsibilities**

Presents and promotes a professional atmosphere both in and out of the library.

Represents the library through participation in professional library organizations.

Works with other libraries through participation in professional library organizations to develop and promote cooperation in the delivery of library services.

Keeps abreast of current trends and new professional techniques.

**Planning Responsibilities**

Develops and recommends an annual operational plan and a long range plan when requested by the Board; ensures that the plans are carried out within budgetary constraints and at the discretion of the Board.

**Position Requirements**

Experience in professional library management and administrative positions.

Ability to deal effectively with Library Board, staff, public, other professionals and government officials.

A comprehensive knowledge of public library finance, and applicable federal and state law.

Thorough knowledge and demonstrated competence in library automation and technology.

Excellent written and oral communications skills.

Adopted: April 5, 2001

Reviewed: July 15, 2010

## **Annual Report to the Board of Trustees**

The Director will present an annual state of the Library report to the Board of Trustees each year at the July Board of Trustees meeting. Included in this report will be a summary of the successes and failures of the previous year and a listing of the primary plans and goals for the coming year.

Adopted: July 18, 2002  
Reviewed: July 15, 2010

## Confidentiality

The Hauppauge Public Library adheres to the following guidelines concerning the disclosure of information about library users.

No information regarding or including:

- 1) Patron's name
- 2) Patron's address
- 3) Patron's telephone number, fax number or email address
- 4) Library circulation records
- 5) Borrower's records
- 6) Number or character of questions asked by a patron
- 7) Frequency or content of a patron's visits to the Library
- 8) Any other information supplied to or gathered by the library

shall be given, made available or disclosed to any individual, corporation, institution, government agency or other agency without a valid process order or subpoena. The Library Director is the only person authorized to release any information regarding a patron.

The Hauppauge Public Library reserves the right to utilize its collected records while in the course of its operations and in cooperation with other public libraries in Suffolk County.

The Director may authorize the release of certain records to the parent or legal guardian of a library patron seventeen years of age or younger in order to facilitate the collection of fees.

All library employees (and any volunteers who work on its behalf) will be informed of this policy and instructed to comply with it.

Adopted: March 21, 2002  
Amended: November 2003  
Reviewed: July 15, 2010

## **Equal Employment Opportunity Statement**

The Hauppauge Public Library fully adheres to all Federal and State laws which guarantee equal employment opportunity to all persons based on individual qualifications and abilities without regard to race, color, national origin, gender, age, sexual orientation, disability, marital status, genetic predisposition or carrier status.

The Library recognizes its responsibility and obligation to insure that recruitment, selection for hiring and promotions, compensation, benefits, demotions, layoffs and educational and training programs will be administered in a fair and non-discriminatory manner.

The Director has the responsibility to ensure that all applicable employment laws are followed and that all personnel decisions are made on a non-discriminatory basis.

Adopted: October 16, 2001

Reviewed: July 15, 2010

## **“Americans with Disabilities Act” Compliance**

The Hauppauge Public Library is fully committed to following the “Americans with Disability Act” to both the letter and spirit of the law. The Library recognizes that access, to all users, of both its facility and services is of paramount importance. This policy will outline the steps the Library will take to ensure this access.

The Director will appoint an “ADA Compliance Coordinator” who will oversee the Library’s efforts to ensure full and complete access.

The Library will conduct a written ADA “self-evaluation” once every year to identify barriers to full access.

The Library will develop a written ADA “transition plan” to outline steps that will be taken to correct and/or overcome any barriers to full access.

Anyone who feels that they have been discriminated against because of a disability may file a verbal or written grievance with the Director at any time. The Director will respond to all grievances in writing within 14 days of receiving them.

Adopted: October 16, 2001

Reviewed: July 15, 2010

## **Public Awareness**

The Board of Trustees is committed to keeping the residents of the Hauppauge Public Library District informed about Library services, programs and issues.

The Director is responsible for overseeing the Library's community relations.

Information about the Library will be disseminated in many different formats. Included may be mailings, newsletters, public speaking engagements, internet sites, electronic mail and notices displayed at the Library.

Adopted: January 16, 2003  
Reviewed: July 15, 2010

## **Community Functions**

When appropriate members of the Board of Trustees and/or the Director may attend community functions at the expense of the Library.

In each case the Board must approve the expenses and will only do so on the recommendation of the Director.

Such a recommendation should only be made when there is a significant reason for the Library to be represented. For example, a function honoring an individual who has significantly aided the Library would be an appropriate time for attendance at Library expense. Another example would be a function of an organization of which the Library is a member.

In special circumstances a staff member may have expenses paid for attendance at a community function.

In no circumstances may the expenses of spouses or guests of the Director, Staff or Board members be paid by the Library.

Adopted: January 16, 2003  
Reviewed: July 15, 2010

## **“The Friends of the Arts @ the Hauppauge Public Library”**

The Hauppauge Public Library formally acknowledges and recognizes “The Friends of the Arts @ the Hauppauge Public Library.”

The library grants limited permission to “The Friends of the Arts @ the Hauppauge Public Library” to use the term “Hauppauge Public Library” in its name.

The library understands that the purpose of “The Friends of the Arts @ the Hauppauge Public Library” shall be to promote and further an interest in the arts at the Hauppauge Public Library and to enhance community knowledge of and participation in the arts.

The library understands that “The Friends of the Arts @ the Hauppauge Public Library” will have no desire to and shall not interfere in any aspect of the administration of the library.

The library reserves the right to revoke its acknowledgement and recognition of the organization and to withdraw permission for usage of the term “Hauppauge Public Library” if the organization is not fulfilling the above stated purpose or if it attempts to interfere in any aspect of the administration of the library.

The library director or his/her designee will be the official library liaison to “The Friends of the Arts @ the Hauppauge Public Library.”

The Board requests that the director offer “The Friends of the Arts @ the Hauppauge Public Library” continuous guidance as to how it can best assist and serve the library. The Board requests that the library director make available to “The Friends of the Arts @ the Hauppauge Public Library” the library’s personnel, services, supplies, materials and facility when and in an amount that the library director deems appropriate within the overall framework of the library’s annual operating budget, goals and mission.

The President of the Board of Trustees will appoint a member from the Board to serve as the Treasurer of “The Friends of the Arts @ the Hauppauge Public Library.” This appointment will take place at the library’s Annual Organizational Meeting each July. The Board President will limit the amount of time that any single trustee will serve as Treasurer of “The Friends of the Arts @ the Hauppauge Public Library” to two consecutive one-year terms. After not serving for one full year a trustee may again serve two consecutive terms as Treasurer of “The Friends of the Arts @ the Hauppauge Public Library.”

Adopted: October 20, 2005

Reviewed: July 15, 2010

# Financial Policies

## **Financial Integrity and Accountability**

The Board of Trustees recognizes their responsibility, to the residents and taxpayers of the Library district, to assure that the Library maintains an internal accounting and administrative control system that protects the Library's financial resources.

The Board of Trustees will serve in an advisory and oversight role so as to assure that the integrity of the Library's finances remain unimpeachable.

The Director is responsible for developing and maintaining a system of internal financial controls that will adequately protect the Library's assets and funds. This system of control should involve the staffing and oversight necessary to assure it success. This system should address controls at the departmental as well as Library wide level.

The internal control system should be established in accordance with the Standards established by the New York State Comptroller's Office. The internal controls should be periodically reviewed, evaluated and adjusted. The Director will report evaluations and changes in the internal control system to the Board of Trustees at the next regularly scheduled meeting.

The Library's auditor will submit a written report on the state of the Library's internal controls as a part of the annual audit.

Reviewed: July 15, 2010

## **Budget**

The Director shall annually draft a preliminary budget for discussion and development by the Board of Trustees.

The Board of Trustees will review the proposed annual budget proposal during a regularly scheduled open public meeting.

Reviewed: July 15, 2010

## **Payment of Bills**

The fiscal year of the Library shall run from July 1 through and including June 30.

Bills incurred by the Library shall be presented to the Board of Trustees at each regular Board meeting in a manner prescribed by the Board of Trustees and reviewed and approved by Board motion as is appropriate. After such approval, the Finance Officer and Director will co-sign each check used for payment. If the Finance Officer is unable to sign a check another authorized Board of Trustees member may do so.

The Director may pre-pay payroll and employment tax bills from a separate payroll account requiring both the Director's and Finance Officer's signature. If the Finance Officer is unable to sign a check another authorized Board of Trustees member may do so. A report of any such payments will be made to the Board of Trustees at the next regularly scheduled Board meeting.

The Director may pre-pay other bills (such as utilities, personnel benefits or those that carry a significant penalty for late payment) with a check co-signed by the Director and Finance Officer (or another authorized Board member.) A report of any such payments will be made to the Board of Trustees at the next regularly scheduled Board meeting.

Amended: September 2006  
Reviewed; July 15, 2010

## **Purchasing**

All products purchased by the Library require a signed purchase order. The Director is responsible for the signing and maintaining of purchase orders. The Director may delegate portions of that duty to appropriate staff.

All services procured by the Library require a written contract. The Director is responsible for the signing and maintaining of contracts. The Director may delegate portions of that duty to appropriate staff.

All Library purchases will be made in a lawful manner. Purchases that must by law be made through the competitive bidding process are to be made through the competitive bidding process.

The competitive bidding threshold under General Municipal Law for contracts for public works is \$20,000 and the threshold for purchase contracts is \$10,000.

If, in the opinion of the Director, a purchase that exceeds the thresholds needs not be subject to competitive bidding, the Director will make a recommendation for purchase to the Board of Trustees and present the reasons why bidding is not required. This will be done at a regular meeting of the Board of Trustees. The Board must agree by legal vote with the Director's recommendation for the purchase to be made. Reasons to dispense with competitive bidding may include emergencies, leases, professional services and sole source procurements.

When it is in the Library's benefit to add to or upgrade an existing system or equipment by using the same vendor who supplied the original existing system or equipment the Director must get Board approval before making such a purchase if the purchase will exceed the competitive bidding threshold.

Items or services costing at least \$10,000 will be brought to the attention of the full Board of Trustees for discussion and approval.

The Director may authorize the purchase of items or services costing less than \$ 10,000.

For purchases that exceed \$5,000 the Director should get at least two bids. For any purchase that exceeds \$7,500 the Director should get at least three bids.

In the event of a serious emergency that threatens safety or the ability of the Library to stay open to the public the Director is authorized to take necessary action, the cost of which shall not to exceed \$25,000, if calling an emergency meeting of the Board of Trustees beforehand is not practical.

Reviewed: July 15, 2010  
Amended: November 18, 2010

## **Investment Policy**

### **Scope**

This investment policy applies to all monies and other financial resources available for investment by the Hauppauge Public Library on its own behalf or on behalf of any other entity or individual.

### **Objectives**

The primary objectives of the Hauppauge Public Library's investment activities are, in priority order,

- 1) to conform to all applicable federal, state and other legal requirements (legal),
- 2) to adequately safeguard principal (safety),
- 3) to provide sufficient liquidity to meet all operating requirements (liquidity) and
- 4) to obtain a reasonable rate of return (yield.)

### **Delegation of Authority**

The Board's responsibility for administration of the investment program is delegated to the Library Director and/or his designees and the Treasurer who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a data base or records incorporating description and amounts of investments, transaction dates, and other relevant information and to regulate the activities of subordinate employees.

### **Prudence**

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Hauppauge Public Library to govern effectively.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

## **Diversification**

It is the policy of the Hauppauge Public Library to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

## **Internal Controls**

It is the policy of the Hauppauge Public Library that all moneys collected by any officer or employee be transferred to the Director within three days of deposit, or within the time period specified in law, whichever is shorter.

The Director is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly, and managed in compliance with applicable laws and regulations.

## **Designation of Depositaries**

The banks and trust companies authorized for the deposit of monies are:

Capital One Bank, Hauppauge, NY and TD Bank, Hauppauge, NY

## **Collateralizing of Deposits**

In accordance with the provisions of General Municipal Law, § 10, all deposits of the Hauppauge Public Library, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:

- 1) By a pledge of "eligible securities" with an aggregate "market value", or provided by General Municipal Law, § 10, equal to the aggregate amount of deposits from categories designated in Appendix A to this policy.
- 2) By an eligible "irrevocable letter of credit" issued by a qualified bank other than the bank with the deposits in favor of the government for a term not to exceed 90 days with an aggregate value equal to 140% of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk-based capital requirements.
- 3) By an eligible surety bond payable to the government for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State,

whose claims-paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations.

### **Safekeeping and Collateralization**

Eligible securities used for collateralizing deposits shall be held by the Capital One Bank and TD Bank and/or a third party bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure Hauppauge Public Library deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the local government to exercise its rights against pledged securities. In the event that the securities are not registered or inscribed in the name of the Hauppauge Public Library, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Hauppauge Public Library or its custodial bank.

The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for, the Hauppauge Public Library, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution, or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the Hauppauge Public Library a preferred interest in the securities.

### **Permitted Investments**

As authorized by General Municipal Law, § 11, the Hauppauge Public Library authorizes the Director to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- 1) Special time deposit accounts,
- 2) Certificates of deposits,
- 3) Obligations of the United States of America,
- 4) Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America,
- 5) Obligations of the State of New York,
- 6) Obligations issued pursuant to Local Finance Law § 24.00 or 25.00 (with approval of the State Comptroller) or by any municipality, school district or district corporation other than the Hauppauge Public Library.

- 7) Obligations of public authorities, public housing authorities, urban renewal agencies and industrial development agencies where the general State statutes governing such entities or whose specific enabling legislation authorizes such investments.
- 8) Certificates of participation (COPs) issued pursuant to General Municipal Law, § 109-b,
- 9) Obligations of the Hauppauge Public Library, but only with moneys in a reserve fund established pursuant to General Municipal Law, § 6-c, 6-d, 6-e, 6-g, 6-h, 6-j, 6-k, 6-l, 6-m, or 6-n.

All investment obligations shall be payable or redeemable at the option of the Hauppauge Public Library within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Hauppauge Public Library within two years of the date of purchase.

### **Authorized Financial Institutions and Dealers**

The Hauppauge Public Library shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount of investments which can be made with each financial institution or dealer. All financial institutions with which the Hauppauge Public Library conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the Hauppauge Public Library. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The Director is responsible for evaluating the financial position and maintaining a listing of proposed depositories, trading partners and custodians. Such listing shall be evaluated at least annually.

### **Purchase of Investments**

The Director is authorized to contract for the purchase of investments:

- 1) Directly, including through a repurchase agreement, from an authorized trading partner.
- 2) By participation in a cooperative investment program with another authorized governmental entity pursuant to Article 5G of the General Municipal Law where such program meets all the requirements set forth in the Office of the State Comptroller Opinion No. 88-46, and the specific program has been authorized by the Board of Trustees.
- 3) By utilizing an ongoing investment program with an authorized tracking partner pursuant to a contract authorized by the Board of Trustees.

All purchased obligations, unless registered or inscribed in the name of the Hauppauge Public Library, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with the prior written authorization from the Director. All such transactions shall be confirmed in writing to the Hauppauge Public Library by the bank or trust company. Any obligation held in custody of a bank or trust

company shall be held pursuant to a written custodial agreement as described in General Municipal Law, § 10.

The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for, the Hauppauge Public Library, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of securities. Such agreement shall include all provisions necessary to provide the Hauppauge Public Library a perfected interest in the securities.

### **Repurchase Agreements**

Repurchase agreements are authorized subject to the following restrictions:

- 1) All repurchase agreements must be entered into subject to a Master Repurchase Agreement.
- 2) Trading partners are limited to banks or trust companies authorized to do business in New York State and primary reporting dealers.
- 3) Obligations shall be limited to obligations of the United States of America and obligations of agencies of the United States of America where principal and interest are guaranteed by the United States of America.
- 4) No substitution of securities will be allowed.
- 5) The custodian shall be a party other than the trading party.

Adopted: April 5, 2001  
Amended: December 21, 2006  
Reviewed: July 15, 2010

## Appendix A

### **Schedule of Eligible Securities**

- 1) Obligations issued, or fully insured or guaranteed as to the payment of principal and interest, by the United States of America, an agency thereof or a United States government sponsored corporation.
- 2) Obligations issued or fully guaranteed by the International Bank for Reconstruction and Development, the Inter-American Development Bank, the Asian Development Bank, and the African Development Bank.
- 3) Obligations partially insured or guaranteed by any agency of the United States of America, at a proportion of the Market Value of the obligation that represents the amount of the insurance guaranty.
- 4) Obligations issued or fully insured or guaranteed by the State of New York, obligations issued by a municipal corporation, school district or district corporation of such State or obligations of any public benefit corporation which under a specific State statute may be accepted as security for deposit of public moneys.
- 5) Obligations issued by states (other than the State of New York) of the United States rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- 6) Obligations of Puerto Rico rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- 7) Obligations of counties, cities and other governmental entities of a state other than the State of New York having the power to levy taxes that are backed by the full faith and credit of such governmental entity and rated in one of the three highest rating categories by at least one nationally recognized statistical rating.
- 8) Obligations of domestic corporations rated in one of the two highest rating categories by at least one nationally recognized statistical rating organization.
- 9) Any mortgage rated securities, as defined in the Securities Exchange Act of 1934, as amended, which may be purchased by banks under the limitations established by bank regulatory agencies.
- 10) Commercial paper and bankers' acceptances issued by a bank, other than the Bank, rated in the highest short term category by at least one nationally recognized statistical rating organization and having maturities of not longer than 60 days from the day they are pledged.
- 11) Zero coupon obligations of the United States government marketed as "Treasury strips".

Adopted: April 5, 2001

Amended: December 21, 2006

Reviewed: July 15, 2010

## **Annual Audit**

The Hauppauge Public Library will retain the services of a certified public accountant who will provide advice and consultation to the Board of Trustees and the Director.

The accountant will also perform an annual audit and shall prepare a written report, including an opinion on the financial statements, at the close of each fiscal year. This shall be done in accordance with generally accepted accounting principles and in conformity with the requirements of the New York State Office of the Comptroller.

Fifteen days after receipt by the Board of Trustees the audit and report shall be made available, through the Director, to anyone who wishes to view it.

Adopted: December 20, 2001  
Reviewed: July 15, 2010

## **Financial Report**

The Director will present to the Board of Trustees a monthly financial report that will include:

- 1) Warrants
- 2) Summary of account cash balances
- 3) Listing of coded receipts and disbursements including year-to-date totals for all library funds.

Reviewed: July 15, 2010

## **Deposit of Funds**

The Director, or his/her designee, is authorized to deposit all available library funds in the short-term account that he/she feel best meets the Library's current financial needs.

The Director is to report the deposit of all Library funds to the Board of Trustees in the monthly financial report.

The Board of Trustees expects that the Director, or his/her designee, will deposit all available Library funds into authorized accounts in a timely manner.

Reviewed: July 15, 2010

## **Gifts and Donations**

The Hauppauge Public Library welcomes financial and material donations.

### **Financial donations:**

All gifts will be used at the Library's discretion unless the donor requests a special usage agreement. For donations of \$10,000 or less this agreement can be made between the donor and the Director. For gifts of more than \$10,000 the Board of Trustees must approve the agreement.

### **Materials donations:**

The Library may accept donations of library materials. The Library will choose to accept materials based primarily on the condition of the item, the popularity of the item, the accuracy and currency of the information contained in the item and whether the item compliments the current holdings in the Library's collections.

The Hauppauge Public Library retains full control over all donated materials. Donated items are added to the Library's collections, given to other institutions or disposed of in other ways at the sole discretion of the Library. No agreement will be made to waive this control.

The Library does not provide pick-up service for donated materials and all deliveries of donations must be arranged in advance with the Director, or his/her designee.

The Library will acknowledge all donations in writing. Only in the case of financial gifts will monetary values be assigned. It is the responsibility of the donor to have materials appraised before donating them to the Library.

Adopted: February 21, 2002

Reviewed: July 15, 2010

## **Disposal and Sales of Surplus or Donated Items**

The Director may dispose of surplus items in any legal manner. Disposals of items that originally cost more than \$2,000 should be reported to the Board of Trustees. Disposals of items that originally cost more than \$10,000 should be pre-approved by the Board of Trustees. The Director is authorized to sell surplus items by using a closed bid system. The receipts of all such sales should be reported to the Board of Trustees at their next regular meeting.

The Director may dispose of donated items in any legal manner. The Director is authorized to sell donated items using either a closed bid system for items valued at more than \$500 or a set price system for items valued at less. The sales of items using a closed bid system should be reported to the Board of Trustees at their next meeting. The sales of items using a fixed price system should be reported to the Board of Trustees as a part of the monthly financial report.

Reviewed: July 15, 2010

## **Petty Cash**

The Library will establish an account of \$ 150 to be used for small purchases made at the discretion of the Director. Receipts will be retained for all purchases made from the petty cash account and presented to the Board of Trustees as a part of the monthly warrant. The petty cash fund shall be replenished following the approval of the monthly warrant at each regular meeting of the Board of Trustees.

Reviewed: July 15, 2010

# Personnel Policies

## **Introduction**

It is the belief of the Board of Trustees that good personnel administration is concerned with the welfare of each employee as well as his or her efficiency. Effectively administered, the personnel policies adopted by the Board of Trustees should result in job satisfaction and harmonious relationships between administration and employees.

It is essential, however, for all employees to always bear in mind that the Library exists to serve its public and that the staff is expected to give user needs priority. Library policies will reflect this primacy of service to the user. At the same time, the Trustees recognize and respect the needs and aspirations of Library employees, and these personnel policies exist to help make employment at the Library productive, rewarding and pleasant.

Reviewed: July 15, 2010

## **Appointments**

All positions are to be filled and personnel policies administered recognizing the laws and rules of the State of New York and the Suffolk County Civil Service Commission as they pertain to the Library.

The selection of staff members is based strictly on merit with due consideration of personal and educational qualifications, and of training and aptitude for the position.

Applicants for employment shall be interviewed and carefully screened by the Director and/or the Director's designee. If the applicant meets the qualifications required for the position the applicant may be hired provisionally by the Director pending final Board approval.

Every permanent competitive appointment shall be for a probationary period of twenty-six weeks. If the position is classified under Civil Service, the probationary period cannot start until the employee has been certified by Civil Service. The employee should be given assistance and consultation on the job to help him or her qualify for permanent placement.

If the performance of the probationer is not satisfactory, employment may be terminated at any time on or before the completion of the probationary period of employment, consistent with the law and governing regulations.

Members of the Board of Trustees, and the spouses, parents and children of the Trustees and the Director are prohibited from being employed by the Library.

Employment preference for non-professional positions is given to residents of the Hauppauge Public Library district.

Reviewed: February 2009; July 15, 2010

## Code of Ethics

Pursuant to the provisions of Section 806 of the General Municipal Law, the Board of Trustees of the Hauppauge Public Library recognizes that there are rules of ethical conduct for public officers and employees which must be observed if a high degree of ethical conduct is to be obtained and if public confidence is to be maintained in the library. It is the purpose of this policy to promulgate rules of ethical conduct for the officers and employees of the library. These rules shall serve as a guide for official conduct of the officers and employees of the Hauppauge Public Library. The rules of ethical conduct of this policy as adopted, shall not conflict with, but shall be in addition to any prohibition of Article 18 of the General Municipal Law or any other general or special law relating to ethical conduct.

### 1. Definitions

(a) "Board of Trustees or Employee" means any trustee or employee of the Hauppauge Public Library, whether paid or unpaid, including members of any administrative or community committee.

(b) "Interest" means a direct or indirect monetary, financial or other material benefit to the Library employee or Board member or their family, consisting of parents, siblings, spouse, child, uncle, aunt, first cousin or household member. A person is deemed to have an interest in the contract of any firm, partnership or corporation of which he or she is an owner, partner, director, officer, employee or stockholder.

### 2. Standards of Conduct

All Library Rules, Regulations and Policies shall be applied equally and without favoritism among the Trustees, Staff and Patrons of the Library. Every Trustee or employee of the Hauppauge Public Library shall be subject to and abide by the following standards of conduct:

(a) Gifts A Trustee or employee shall not directly or indirectly solicit, accept or receive any gift having a value of seventy-five dollars or more whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence him/her or could reasonably be expected to influence him/her in the performance of his/her official duties or was intended as a reward for any official action on his/her part.

(b) Confidential Information A Trustee or employee shall not disclose confidential information acquired by him/her in the course of his/her official duties or use such information to further his/her personal interest. Disclosure of information obtained in Executive Session is specifically prohibited.

(c) Representation before the Board A Trustee or employee shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered, or buying and selling of products, in relation to any matter before the library which creates a conflict of interest.

(d) Representation before the Board for a Contingent Fee A Trustee or employee shall not enter into any agreement, express or implied for compensation for services rendered in relation to any matter before the library whereby the compensation is to be dependent or contingent upon any action by the library with respect to such matter.

(e) Disclosure of Interest in Matters Before the Board To the extent that he/she is aware of such interest, a member of the Board of Trustees or employee of the library, whether paid or unpaid, who participates in the discussion or gives official opinion to the Board of Trustees on any matter before the Board of Trustees shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest he/she has in such matters.

(f) Investments in Conflict with Official Duties A Trustee or employee shall not invest or hold any investment directly or indirectly in any financial, business, commercial or other private transaction which creates a conflict with his/her official duties.

(g) Private Employment A Trustee or employee shall not engage in, solicit, negotiate for or promise to accept private employment or render services for private interests when such employment or service creates a conflict with or impairs the proper discharge of his/her official duties.

(h) Future Employment A Trustee or employee shall not, after their termination of service or employment with the library, appear before the Board of Trustees in relation to any case, proceeding or application in which he/she personally participated during the period of his/her service or employment or that was under his/her active consideration. This shall not bar or prevent the timely filing by a present or former officer or employee of any claim, account, demand or suit against the library on his/her own behalf or on behalf of any member of his/her family arising out of any personal injury or property damage or for any lawful benefit authorized or permitted by law.

(i) Conflicting Employment No salaried employee of the Hauppauge Public Library or any member of his/her immediate family shall be eligible for election or appointment as Trustee.

(j) Appearance of impropriety No Trustee or employee of the library shall create an appearance of impropriety, by giving the impression that he or she will exercise or perform his or her official duties on the basis of family, private business or social relationships, or any consideration other than the welfare of the library.

(k) Use of position for personal, family or private gain

(1) No trustee or employee of the library may use his or her position to secure unwarranted personal or private gain for himself or herself or their family or for any other person or any organization. Unwarranted personal or private gain does not include any payment, benefit or opportunity that is available to all of the Trustees or employees of the library or the general public.

(2) No Trustee or employee of the library may use or permit the use of library resources for personal, family or private purposes except insofar as such use is available to all library patrons. Library resources include, but are not limited to, use of library personnel, or use of the library's money, vehicles, equipment, materials, supplies or other property.

(3) No Trustee or employee of the library shall cause the library to spend more than is reasonably necessary for transportation, meals or lodging in connection with official travel.

**3. Distribution of Code of Ethics**

The Director of the Hauppauge Public Library shall cause a copy of this Code of Ethics to be distributed to every Trustee and employee of the Library within thirty (30) days after its effective date. Each Trustee and employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of his office or employment.

Adopted: 2002

Amended: February 25, 2010

Reviewed: July 15, 2010

## **Conflict of Interest**

Members of the Board of Trustees of the Hauppauge Public Library shall not use their Board relationships for their personal gain. To ensure recognition of this responsibility, any Board member aware of a conflict of interest with a matter coming before the Board or any of its committees shall bring this to the attention of the Board or committee, shall not vote on the subject or attempt to influence the vote of others and shall not be counted in determining the quorum if that has not already been established for the meeting.

If the Board of Trustees has reasonable cause to believe that a Board member has failed to disclose actual or possible conflicts of interest, it shall inform the Board member of the basis for its belief and allow the Board member an opportunity to explain the alleged failure to disclose. Each Trustee shall annually sign a statement which affirms that he/she has received a copy of the conflict of interest policy; has read the policy and has agreed to comply with the policy.

Adopted: February 25, 2010

Reviewed: July 15, 2010

## **Continuing Education and Professional Development**

Continuing education, including attendance at professional conferences and in-service training programs, is encouraged by the Board of Trustees. Provisions for time and expenses will be made whenever possible within constraints imposed by economic and service considerations. Reimbursements for actual expenses shall be paid upon the submission of proper vouchers and approval by the Board of Trustees. For reimbursements to be considered by the Board of Trustees they must have been recommended by the Director.

No library employee is to attend meetings outside the district on Library time or at Library expense without the prior written approval of the Director.

No employee, except the Director, is to attend any meeting, conference, or workshop etc., which calls for overnight accommodations without prior approval of the Board of Trustees. The Director should report overnight travel at the next Board meeting if not approved in advance by the Board of Trustees.

Employees and Trustees are expected to share knowledge gained from continuing education opportunities with their fellow workers and/or Trustees so that the benefit to the Library is multiplied. Employees and Trustees who attend conferences and workshops requiring overnight accommodations should report in writing or at a Board meeting or department heads' meeting what they learned so that the educational benefit to the Library is maximized.

In order to foster and encourage staff participation in local and national professional organizations the library will pay the full cost of all full-time employees' membership in the Suffolk County Library Association and one half of the cost of full time professional employees' membership in statewide and national library associations approved by the library director.

Amended: August 19, 2004  
Reviewed: July 15, 2010

## **Disability Income Plan**

The Library will provide a long-term disability income plan for all full-time employees. The plan will provide a monthly benefit as outlined in the insurance carriers literature.

If an employee chooses to use accumulated sick time after qualifying for long-term disability benefits, the employee must apply for benefits and turn them over to the Library if he or she wishes to continue to receive sick pay.

Reviewed: July 15, 2010

## **Emergency Leave – Death in the Family**

Five days leave with pay will be granted upon the death of a full-time employee's spouse, parent or child. Three days leave with pay will be granted upon the death of a full-time employee's grandparent or grandchild of any generation, brother or sister, mother-in-law or father-in-law.

Full-time employees may take personal or vacation days, or leave without pay, if attendance at the funeral of a friend or relative other than those described above is necessary.

Employees who have lost a close relative and feel they need more time (for bereavement and/or taking care of necessary business) than that provided by this Library policy may take personal or vacation days, or leave without pay, in addition to the bereavement days provided, but such time off may not exceed ten business days.

Part-time employees are entitled to the same time off as full-time employees, but always without pay.

The Director should be notified of a death as soon as possible so that if necessary a replacement can be scheduled.

Reviewed: July 15, 2010

## **Exempt Employees**

The overtime compensation requirements of the Fair Labor Standards Act do not apply to employees who are employed in a bona fide executive, administrative or professional capacity. Such employees are said to be “exempt” employees.

“Exempt” employees at the Library will be the Director, any department heads, any full-time librarians, the director’s secretary, account clerk and any full-time computer specialists.

Amended: April 15, 2004; July 15, 2010  
Reviewed: July 15, 2010

## **Extreme Weather, Transportation or Emergency Conditions**

Emergency closings may be authorized by the Director or a designee. Staff members will be notified through a telephone chain. Staff will be paid for the number of hours normally scheduled to work.

When the Library is open, but extreme weather conditions make it impossible for a staff member to arrive at the regular time, reasonable allowances for lateness will be made. If the employee cannot report to work within a reasonable time, they may charge the day off to vacation or leave without pay.

If an emergency occurs during hours the Library is open, the Director, or a designee may authorize closing. Employees will be paid for any remaining hours scheduled.

When the Library is closed for weather or other emergencies, compensatory time off is not allowed for those not scheduled to work or on vacation.

Reviewed: July 15, 2010

## **Family and Medical Leave**

This policy is intended to meet the requirements of the Family and Medical Leave Act of 1993.

The Leave Policy; Employees are eligible to take up to 12 weeks of unpaid family/medical leave within any 12 month period and be restored to the same or an equivalent position upon their return from leave provided they have worked for the Library for at least 12 months, and for at least 1250 hours in the last 12 months. The Library uses the “rolling” 12-month period measured backwards from the date an employee uses and Family and Medical Leave Act leave to compute the 12-month eligibility period.

Reasons for Leave; Employees make take family medical leave for any of the following reasons: (1) the birth of son or daughter and in order to care for such son or daughter; (2) the placement of a son or daughter with you for adoption or foster care; (3) to care for a spouse, son, daughter, or parent (“covered relation”) with a serious health condition; or (4) because of their own serious health condition which renders them unable to perform the functions of their position. Leave because of reasons “1” or “2” must be completed within the 12 month period beginning on the date of birth or placement. In addition, employees employed by the Library who request leave because of reasons “1” or “2” or to care for an ill parent may only take a combined total of 12 weeks leave during any 12 month period. The Library provides an enhanced “Maternity/Paternity Leave” Policy beyond what is required by the Family and Medical Leave Act. See the “Maternity/Paternity Leave” Policy for further details.

Notice of Leave: If an employee’s need for family/medical leave is foreseeable, the employee should give the Library at least 30 days prior written notice. If this is not possible, the employee must at least give notice as soon is practicable (within two business days of learning of the employee’s need for leave.) Failure to provide such notice may be grounds for delay of leave. Where the need for leave is not foreseeable, the employee is expected to notify the Library within two business days of learning of the need for leave. The Library has a Request for Family/Medical Leave forms available from the Director. You should use these forms when requesting this type of leave.

Medical Certification: If you are requesting leave because of your own or a covered relation’s serious health condition, you and the relevant health care provider must supply appropriate medical certification. You may obtain Medical Certification Forms from the Director. When you request leave, the Library will notify you of the requirement for medical certification and when it is due (no more than fifteen days after you request leave.) Failure to provide requested medical certification in a timely manner may result in the denial of leave until it is provided. The Library, at its expense, may require an examination by a second health care provider designated by the Library, if it reasonably doubts the medical certification that you initially provide. If the second health care provider’s opinion conflicts with the original medical certification, the Library, at its expense, may require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion. The Library may require subsequent medical re-certification on a reasonable basis.

**Reporting While on Leave:** If an employee takes leave because of the employee's own serious health condition or to care for a covered relation, the employee must contact the Library every Tuesday regarding the status of the condition and the employee's intention to return to work.

**Leave is Unpaid:** Family/medical leave is unpaid leave (although you may be eligible for long-term disability and/or worker's compensation benefits under those insurance plans.) If the employee requests leave because of a birth, adoption or foster care placement of a child, any accrued paid vacation and personal days first will be substituted for unpaid family/medical leave. If the employee requests leave because of the employee's own serious health condition, any accrued paid vacation, personal days or medical/sick leave first will be substituted for any unpaid family/medical leave. If the employee requests leave because of a covered relation with a serious health condition, any accrued paid vacation or personal days first will be substituted for any unpaid family/medical leave. The substitution of paid leave time for unpaid leave times does not extend the 12-week leave period.

**Medical and Other Benefits:** During an approved family/medical leave, the Library will maintain the employee's health benefits, as if he or she continued to be actively employed. If paid leave is substituted for unpaid family/medical leave time, the Library will deduct the employee's portion of the health plan premium as a regular payroll deduction. If your leave is unpaid, you must pay your portion of the premium by delivering a check or money order to the Library before the date each month when the premium is due to the insurance carrier. Your health care coverage will cease if your premium payment is more than 30days late. If you elect not to return to work at the end of the leave period, you will be required to reimburse the Library for the cost of the premiums paid by the Library for maintaining coverage during your leave, unless you cannot return to work because of a serious health condition or other circumstances beyond your control. No other benefits will accrue during family/medical leave.

**Intermittent and Reduced Schedule Leave:** Leave because of a serious health condition, may be taken intermittently (in separate blocks of time due to a single health condition) or on a reduced leave schedule (reducing the usual number of hours you work per workweek or workday) if medically necessary. If leave is unpaid, the Library will reduce your salary based on the amount of time actually worked. In addition, while you are on an intermittent or reduced schedule leave, the Library may temporarily transfer you to an available alternative position which better accommodates your recurring leave and which has equivalent pay and benefits.

**Returning from Leave:** If you take leave because of your own serious health condition, you are required to provide medical certification that you are fit to resume work. You may obtain Return to Work Medical Certification Forms from the Director. Employees failing to provide the Return to Work Medical Certification Form will not be permitted to resume work until it is provided.

**State and Local Family and Medical Leave Laws:** Where state or local family and medical leave laws offer more protections or benefits to employees, the protections or benefits provided by such laws apply.

Definitions: For the purposes of this policy the following definitions apply:

“Spouse” is defined in accordance with applicable state law.

“Parent” includes biological parents and individuals who acted as your parents, but does not include parent’s in-law.

“Son” or “daughter” includes biological, adopted, foster children, stepchildren, legal wards and other persons for whom you act in the capacity of a parent and who is under 18 years of age or over 18 years of age but incapable of caring for themselves.

“Serious health condition” means any illness, injury, impairment or physical or mental condition that involves (1) any incapacity or treatment in connection with inpatient care; (2) an incapacity requiring absence of more than three calendar days and continuing treatment by a health care provider, (3) continuing treatment by a health care provider of a chronic or long-term condition that is incurable or will likely result in incapacity of more than three days if not treated.

“Continuing treatment” means (1) two or more treatments by a health care provider, (2) two or more treatments by a provider of health care services (e.g. physical therapist) on a referral by or under orders of a health care provider, (3) at least one treatment by health care provider which results in a regimen of continuing treatment under the supervision of the health care provider (e.g. a program of medication or therapy) or (4) under the supervision of, although not actively treated by, a health care provider for a serious long-term or chronic condition or disability which can not be cured.

“Health Care Provider” includes licensed MDs or ODs, podiatrists, dentists, clinical psychologists, optometrists, chiropractors authorized to practice in the state, nurse practitioner and nurse-midwives authorized under state law and Christian Science practitioners.

“Needed to care for” a family member encompasses: (1) physical and psychological care; and (2) where the employee is needed to fill in for others providing care or to arrange for a third party care of the family member.

The phrase “unable to perform the functions of his/her job” unable to work at all means an employee is: (1) unable to work at all; or (2) unable to perform any of the essential functions of his/her position. The term “essential functions” is borrowed from the Americans with Disabilities ACT (“ADA”) to mean “the fundamental job duties of the employment position,” but does not include the marginal functions of the position.

Reviewed: July 15, 2010

## **Full Time Employment**

For the purposes of this policy, a “full time” employee is an employee who is paid for working at the Library a regular schedule of thirty-five or more hours a week and has been appointed following applicable Civil Service laws and regulations.

Full time employees will work thirty-five hours per week. Full time employees may be required to work every second Saturday, two evenings per week and one Sunday per month as part of their regular workweek.

Reviewed: July 15, 2010

## **Grievance Procedure**

It is the policy of the Board of Trustees that all grievances be resolved informally or at the earliest possible state in the grievance procedure.

A grievance is any dispute concerning the meaning or application of the policies adopted by the Board of Trustees.

A grievance may be initiated by any employee on his or her behalf only.

Proper chain of command must always be followed in dealing with any grievance.

Any employee filing a formal grievance shall submit that grievance in writing to the Director. The submittal should be clearly labeled as a grievance. If the grievance determination made by the Director is unsatisfactory by the employee, then he/she may request that the grievance be referred to the Board of Trustees.

All determinations made by the Director shall be made within five business days of the date they are received. All determinations made by the Board of Trustees shall be made within thirty-five days of receipt by the Secretary of the Board.

All employees shall be entitled to use the above procedures without fear of reprisal. However, these procedures will not protect an employee from warranted disciplinary action.

Reviewed: July 15, 2010

## **Health Insurance Program Participation**

All full-time employees are eligible and may join the New York State Employees Health Insurance Program and other library sponsored medical insurance programs.

Full time employees hired prior to April 1, 2001 receive the Core Plus Medical and Psychiatric Enhancements Option. For such employees the Library pays the full cost of the above plan and other library sponsored medical insurance plans for both individual and dependent coverage.

Full time employees hired after April 1, 2001 as a group receive the Core Plus Medical and Psychiatric Enhancements Option. The Library will pay the full cost of the above plan and other library sponsored medical insurance plans for individual coverage. The Library will pay 85% (and the employee will pay 15%) of the cost of the above plan and other library sponsored medical insurance plans for dependent coverage. On January 1 following five full years of full-time employment, for those hired after April 1, 2001, the Library will pay 90% (and the employee will pay 10%) of the cost of the above plan and other library sponsored medical insurance plans for dependent coverage.

The starting date for coverage in the Health Insurance Program and other library sponsored medical insurance plans will be the first date following employment permitted by the plans.

An employee's coverage in the plans will cease on the last day of the month in which they leave eligible status, except when defined below through retirement, and except when and to the extent that extension of such coverage is legally mandated by the former employees' payment therefore.

Full time employees who are on a leave of absence, authorized by the Board of Trustees, may have their insurance coverage continued but the employee must bear the full cost of the insurance as well as a small service charge recommended by the plans. Payment must be received by the Library prior to the time it must be sent to the plans or coverage will be automatically dropped without chance of reinstatement until the employee returns to work on a full time basis.

Eligible employees who choose not to enroll in the Health Insurance Program will receive, as salary, one third of the Library's cost of individual coverage in the Program. This payment will be computed and paid on a yearly basis, near the end of Library's fiscal year, and will cease whenever the employee becomes enrolled in the Health Insurance Program.

Eligible employees choosing not to enroll in the Health Insurance Program must demonstrate and certify that they (and their dependents, if any) are sufficiently covered by a health insurance plan and must exonerate the Library from any liability for coverage.

Employees who have worked twelve or more years as a full time employee of the Library and who retire from the Library will receive the Medical Core Plus Medical and Psychiatric Enhancements Option during their retirement. The full cost of individual coverage will be borne by the Library.

Adopted: March 1, 2001  
Amended: April 15, 2004  
Reviewed: July 15, 2010

## **Holidays and Other Closings**

The following days are considered to be holidays at the Hauppauge Public Library: New Years Day, Martin Luther King Day, Presidents Day, Easter Sunday, Mother's Day, Sunday of Memorial Day Weekend, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Eve (close at 5PM), Thanksgiving Day, Christmas Eve, Christmas Day, New Years Eve (close at 1PM.)

When a holiday falls on a Sunday, Monday is the usual holiday and the Library in that instance will be closed.

Amended: November 2007; July 15, 2010  
Reviewed: July 15, 2010

## **Jury Duty**

Full time employees will be continued in full pay status during time off for jury duty. If any payment is received for jury duty, other than travel expenses, it must be turned over to the Library if the staff member wants to be regularly paid for such time spent on jury duty. Full time employees who are regularly scheduled to work on a weekend are expected to work weekend hours if not actively serving on a jury for those days.

Part time employees who work jury duty on their regular scheduled workdays will be paid \$40 per day for the first three days of jury duty. Thereafter schedules will be rearranged, if the part time employee so desires and if possible, in order that they can continue to work while on jury duty. If any payment is received for jury duty, other than travel expenses, it must be turned over to the Library if the staff member wants to be paid for such time spent on jury duty.

All employees must provide written proof of jury duty summonses and service.

Reviewed: July 15, 2010

## **Leaves of Absence**

The Director may grant leaves of absence, without pay, to full time employees. Leaves of more than three months must also have the approval of the Board of Trustees. Such leaves must be for serious reasons, must be requested in writing and must be for a specific period of time. The Director and the Board of Trustees assume the responsibility of deciding in each case whether the granting of leave is warranted.

Leave may not be granted (except for maternity/paternity), if the absence of the employee making the request will, in the opinion of the Director, negatively effect the operations of the Library.

Part time employees may be granted leaves of absence without pay, with the approval of the Director, for a period not to exceed six months.

Reviewed: July 15, 2010

## **Lunch, Dinner and Rest Periods**

Personnel who work six hours or more in a day must take a meal period each day on their own time. The meal period for personnel working seven hours or more is normally one hour. The meal period for personnel working less than seven hours is normally 30 minutes. With permission of the Director or a designee more or less than the usual time may be taken for lunch or dinner if so scheduled in advance, except that no employee is to take a meal period of less than 30 minutes.

Personnel who work at least four hours in a day but less than seven hours in a day are given the privilege of one fifteen minute break. Personnel working seven hours or more in a day are given the privilege of two fifteen-minute breaks. These “breaks” should be taken at approximately the midpoint between the start of work and the end of work or meal period. “Break” schedules should be arranged by the Director or a designee.

Break time is entirely a privilege granted and never to be added onto lunch hours, or used to compensate for late arrival or early departure. It may be refused for a good reason to any employee at the discretion of the Director. Such reasons might include an emergency situation, temporary shortage of staff or as a way to discipline an employee.

Reviewed: July 15, 2010

## **Maternity/Paternity Leave**

Maternity/Paternity leave will be granted in conformity with applicable State and Federal laws, including the Family and Medical Leave Act of 1993.

Maternity/Paternity leave, without pay, shall be granted to employees who request it in writing. Such leave shall be granted only for births or adoptions, and provided that the leave starts immediately after birth or adoption. A written request for Maternity/Paternity leave shall be given to the Director at least three months prior to the commencement of leave, if possible. The leave may extend up to one year. The duration of the leave must be stated prior to the granting of leave so that the Library may adequately plan for staffing during the leave. An employee may only return prior to the end of the requested leave period if a request for early return is made to the Director, and the Director determines there is a need and adequate funding for the employee's services.

While on leave, the employee may at the employee's discretion first use accumulated sick and/or vacation time. Sick time may only be used if in a doctor's opinion there is a health related reason that prevents the employee from returning to work. If the employee qualifies for long-term disability insurance, it is available. When sick and vacation leave the employee chooses to utilize have been exhausted, the employee who has requested "Maternity/Paternity leave" will be on leave without pay. At the start of Maternity/Paternity leave without pay, health insurance payments by the Library will end, except as required by the Family and Medical leave act of 1993, and also, except that such payments will continue one month for each previous full year of full time employment. The employee may have health insurance coverage continued by making the full premium payments by delivering a check or money order to the Library before the date each month when payment is due to the insurance carrier.

The employee must confirm in writing intent and ability to return on the date set forth in the request for Maternity/Paternity leave and this written notice must be given to the Director at least two months prior to such return.

When the staff member is reinstated, the same salary step will apply and annual leave, sick leave and retirement credits accrued will re-commence. No credit for annual leave or sick leave will accrue during the period of absence due to disability leave or Maternity/Paternity leave without pay, even if the employee returns to work part time prior to the end of leave from full time duties. The employee will return to regular full time employment at the same rate of pay and civil service classification they attained before taking leave. There is no guarantee, however, of returning to work in the same department or to the exact same tasks.

Continuous employment for the purposes of computing annual and sick leave and establishing an anniversary date will be computed by using the original date of employment but subtracting from the total that period of time during which the staff member was not employed full time because of Maternity/Paternity leave without pay of while receiving disability insurance.

A previously full time staff member who wishes to return from Maternity/Paternity leave as a part-timer until the originally requested leave is up may make such a request. However, the granting of such a request is not automatic. It may be granted at the sole discretion of the Director who must take into account the needs of the Library, including the availability of both appropriate tasks and sufficient funds. Such part time employment shall not exceed 17 ½ hours per week. The hourly wage will be computed by multiplying the employee's annual salary by .00055. There will be no other benefits or accrual of benefits.

The Library will make every reasonable attempt consistent with this policy to meet the needs of its employees in this important matter of Maternity/Paternity leave. Employees for their part should keep the Director fully informed in all matters regarding Maternity/Paternity leave so that the Library can be adequately staffed.

Reviewed: July 15, 2010

## **Mileage**

The IRS standard mile rate may be reimbursed when traveling on Library business in the employee's own car. For such travel to be reimbursable it must be authorized in advanced by the Director if it is outside of district boundaries.

The exact mileage must be shown on the request for reimbursement.

When traveling from home to a location other than the Library, or from a location other than the Library to home, the regular distance traveled for the Library's reimbursement is computed by first subtracting the distance from one's home to the Library, if the travel is between home and a location other than the Library.

For example, if an employee travels from home to a meeting and then to the Library, the Library will reimburse the employee the mileage from home to the meeting and then to the Library, minus the distance from home to the Library.

Amended: January 16, 2003  
Reviewed: July 15, 2010

## **Overtime**

Full time staff members are scheduled to work thirty-five hours per week. The hours of any staff member may be extended when emergencies require it.

Full-time non-exempt employees will be compensated for daily or weekly overtime by the granting of compensatory time off during the same pay period whenever possible, or a later period when necessary. The Board of Trustees do not wish to pay any employees for overtime, except in an emergency and when required by law. All such overtime payments must be reported to the Board at its next meeting.

The Director's duties, by nature, require that their work schedule be flexible. The Director is required to discharge their duties and responsibilities as the needs of the job dictate and must do so, regardless of the number of hours required.

The Director and other exempt employees are never entitled to overtime pay. In special cases it may be granted to exempt employees (other than the Director), but only with the recommendation of the Director and the approval of the Board of Trustees by means of a vote at a Board meeting.

Reviewed: July 15, 2010

## **Pay Policy**

Pay schedules for full and part-time personnel will be reviewed annually and will be re-established by the Board of Trustees before the start of each fiscal year. Raises are granted once each year on the anniversary of employment or promotion.

All personnel will be paid on a biweekly basis.

The Director's salary and fringe benefits are negotiated directly and separate from the rest of the staff.

Amended: June 18, 2002  
Reviewed: July 15, 2010

## **Performance Evaluation**

All employees have the right to know how they are performing in the estimation of their supervisor.

For that reason, the Board of Trustees considers it important that there be regular communication between supervisors and employees. That communication should include:

- (1) what is expected of the employee,
- (2) the setting of goals,
- (3) the recognition of achievement,
- (4) the recognition of problems, if they exist, and the suggestion of solutions, and
- (5) an opportunity for the employee to voice his or her concerns.

At appropriate periodic intervals, supervisors should meet with employees to discuss the items listed above. Such meetings should be held at least annually.

All employees should receive at least one formal performance appraisal during their first six months of employment. Additional evaluations will be conducted for each employee at least yearly.

Each employee will be given an opportunity to discuss performance appraisals or any critical comments made in writing with the appraiser and to respond in writing. All such written comments and responses will be submitted to the Director for review. The Director will review all such written performance appraisals and critical written comments, and each employee will be given an opportunity to discuss all critical written comments and employee responses will be kept as a part of that employee's permanent personnel record.

Amended: April 15, 2004

Reviewed: July 15, 2010

## **Personal Days**

Full time employees are entitled to personal leave, with pay, of up to four days each calendar year. One personal day is earned for each three full calendar months worked as a full time employee. However, a personal day may be used during the period it is being earned. An employee must have worked full-time at least three months before using a personal day. Personal days may be earned in only full day increments.

A personal day may be refused if notice of less than three days is given or if the granting of such leave is detrimental to the operation of the library.

Personal days are to be requested on the appropriate form. Personal days may be requested in only half day or full day increments. Personal days can be carried over into a new calendar year as sick leave and are then treated as such.

Reviewed: July 15, 2010  
Amended: November 15, 2007

## **Promotions**

Promotions should be made from within the ranks of the Library staff if there are employees who are legally qualified for a promotion and, in the judgment of the Director, able to perform successfully in the position in question. Promotions should be based on ability, past performance, aptitude for the work involved and appropriate experience.

While it may be considered, seniority alone should never be the basis for any promotion.

It is the Board of Trustees' desire that the Director will provide appropriate in-service training and encourage staff members to study and seek advancement.

Reviewed: July 15, 2010

## **Reinstatement**

Reinstatement of full time employees returning from leave without pay (except maternity/paternity leave) shall be on the recommendation of the Director based upon budgetary provisions, available positions and job requirements at the termination of leave. There is no guarantee that a job will be immediately available, except in the cases of maternity/paternity leave.

Reinstated employees will return to the salary step and civil service position that they left, but not necessarily in the same department or performing the same specific tasks.

Reviewed: July 15, 2010

## **Resignation and Retirement**

The Library asks for at least twenty working days written notice from all employees who are protected by Section 75 of the Civil Service Law.

All other employees work “at will.”

An employee will be granted a lump-sum payment upon his or her termination of employment for annual vacation leave and sick leave (see “Unused Sick Leave Policy) earned to that date, payable at the time of the next payday immediately following the effective date of the resignation or retirement.

Reviewed: July 15, 2010

## **Retirement System Participation**

All full-time employees (defined as those who work a regularly scheduled workweek of at least 35 hours) must join the New York State Employees Retirement System.

All part-time employees (defined as those who work a regularly scheduled workweek of less than 35 hours) may join the New York State Employees Retirement System if they desire.

Contribution rates and retirement eligibility are determined by New York State law.

The Library participates in Article 14 & 15 and Section 41J

Adopted: April 5, 2001  
Reviewed: July 15, 2010

## Sexual Harassment

The Hauppauge Public Library recognizes its responsibility to insure for its employees a working climate that is free from any form of sexual harassment.

For the purposes of this document sexual harassment is defined as deliberate and/or repeated unsolicited verbal comments, questions, representation or physical contact of an intimate or sexual nature by an employee or Board of Trustee member that is not welcomed by the recipient employee. It can also take the form of making or threatening to make decisions affecting an employee's job on the basis of acceptance or refusal of a request of a sexual intimacy.

The Board of Trustees of the Hauppauge Public Library recognizes that sexual harassment is an unacceptable form of misconduct that undermines the integrity of the employment relationship. It undermines morale and interferes with the productivity of its victims. While it is not the Board of Trustees' intent to regulate employees' social interaction where relationships are freely entered into, conduct constituting sexual harassment will not be tolerated.

The Board of Trustees guarantees the right of sexually harassed employees to exercise grievance procedures and/or their right to present an informal appeal to an appropriate and impartial supervisor chosen by the harassed employee. The Board of Trustees further guarantees that an employee or Board of Trustee member who engages in sexual harassment in the agency can expect appropriate disciplinary action.

Individuals who feel that they have been the objects of sexual harassment should advise their supervisor or the Director. Employees are free to choose the supervisor with whom they feel the most comfortable. It need not be a supervisor in their department.

In investigating such complaints, the following principles will be observed:

- 1) That the person bringing the complaint would suffer no retaliation.
- 2) That the complaint would not be discussed with anyone else without the complainant's permission.
- 3) That if permission were given to pursue the complaint such an investigation would be conducted by the Director or a supervisor.
- 4) That in conducting such an investigation, the right to confidentiality, both of the complainant and of the accused would be respected.
- 5) That the investigation would be conducted as quickly as possible and the results reported to the complainant.
- 6) That in the event the complaint is found to be valid that the person that has been found guilty of sexual harassment will receive appropriate counseling and/or disciplinary action.

Reviewed: July 15, 2010

## **Sick Leave**

Full time employees shall be granted sick leave on the basis of 12 days each calendar year.

Sick leave is pro-rated according to the time in full-time employment beginning from the start of employment. After that time sick leave will be based on a calendar year. Sick leave owed to the library will be deducted from the final paycheck.

An employee may begin using sick leave credits for bona fide illness or injury, or for doctor's appointments resulting from illness or injury, after one day of leave has been accumulated.

Employees may also use sick days to care for a sick or injured child, spouse or parent. When no sick leave has been accumulated, time must be taken without pay, or earned vacation or personal days may be used.

Unused sick leave may be accumulated to an unlimited number. This leave is provided to protect employees in cases of actual sickness and should not be considered as an alternate way to get additional vacation time.

A doctor's certificate may be required by the Director, from any employee to certify proof of illness, and/or that the individual is fit to return to work and carry on normal duties.

See the Unused Sick Days Policy for information regarding reimbursement and service credit for unused sick days.

Adopted: May 3, 2001  
Amended: December 16, 2010  
Reviewed: July 15, 2010

### **Solicitation and Distribution (By Employees)**

Literature may not be distributed at any time by anyone in any area of the Library except with prior approval of the Director, and only literature relating to Library services and programs may be distributed in the Library.

Activities, including soliciting, during working hours on behalf of any organization or agency – including those of a charitable, educational or profit making nature – are not permitted on Library premises.

When employees are on Library property and are not working, they must follow rules of behavior required by any patron, including the prohibition against soliciting of any kind by patrons.

Employees who have questions concerning this policy are asked to contact the Director.

Adopted: October 16, 2001

Reviewed: July 15, 2010

## **Tax Sheltered Annuity**

The library allows all employees to participate in a tax sheltered annuity program through means of a payroll deduction. The Library does not contribute towards the annuity. The Board of Trustees will periodically approve a selection of tax shelter annuity products. The Library assumes no responsibility on the matter of any aspect of the annuity program to which any payroll deduction is forwarded

Adopted: July 19, 2007  
Reviewed: July 15, 2010

## **Unused Sick Days**

Any full time employee who has accumulated more than 75 unused sick days prior to the start of any Calendar Year may choose to be reimbursed for five of their annual unused sick days at the rate of 33% of the employee's current rate of pay.

Any full time employee who has accumulated more than 50 unused sick days who is terminated, resigns or retires is entitled to receive in either pay or time, based on the discretion of the Director for each unused sick day over 50 days at the current daily rate multiplied by one third (33.3%). As an example, an employee with seventy-one (71) unused sick days who resigns or retires would receive seven (7) days of pay for unused sick time, computed as follows:  $(71-50) \times 33.3\% = 7$  days. The current rate of pay is determined by multiplying the annual gross salary by  $1/260$ .

The library participates in Subdivision (j) of Section 41 of the New York State Employees Retirement System which provides additional service credit toward retirement for unpaid, unused sick days up to a maximum of 165 days. Any full time employee who retires from the Hauppauge Public Library is entitled to this benefit.

This policy has been adopted to recognize and reward those employees who have exhibited a substantial and lengthy pattern of excellent attendance.

Adopted: July 8, 2001  
Amended: December 16, 2010  
Reviewed: July 15, 2010

## Vacations

All vacation requests shall be submitted to the Director for approval. These requests must be submitted by dates determined by the Director to be in the best interests of the Library for purposes of scheduling and supervision.

Full time employees shall be granted vacation time each calendar year on the basis of 20 days for Professional Staff (Librarian, Librarian Trainee, Network and Systems Specialist) and 15 days for Clerical Staff. After one year of continuous service the vacation allowance for Clerical Staff will increase by one additional day each year, up to five years of continuous service.

Vacation is pro-rated according to the time in employment beginning from the start of employment to the end of the calendar year. After that time the vacations will be based on the calendar year. Vacation time owed to the library will be deducted from the final paycheck.

Yearly earned vacation time must be used within the calendar year or lost, except for 5 days which may be accumulated to a maximum of 30 days.

Any full-time employee of the library who is terminated, resigns or retires is entitled to receive one day of either time or pay, based on the discretion of the Director, for every unused accumulated vacation day up to the maximum of 30 days. No other time may be used or accrued and no salary increments may be awarded during this period.

No vacation allowance is given to part time personnel.

The Director may authorize leave without pay for part time personnel, but only if such leave will not have a negative impact on the Library.

Adopted: May 16, 2001

Amended: April 18, 2002, May 16, 2002, November 21, 2002, December 16, 2010

Reviewed: July 15, 2010

## **Voting**

New York State law requires that: “If an employee has four consecutive hours, either between the opening of the polls and the beginning of his work shift, or between the ending of his work shift and the closing of the polls, he shall be deemed to have sufficient time outside his working hours within which to vote. If he has less than four consecutive hours he may take off so much working time as will, when added to his voting time outside his working hours, enable him to vote, but not more than two hours of which shall be allowed time off for voting only at the beginning or end of his working shift, as the employer may designate, unless otherwise mutually agreed.”

The Library will abide by this law.

Reviewed: July 15, 2010

## **Worker's Compensation**

All employees, as defined in section 201 of the New York State Disability Benefits Law, are covered by Worker's Compensation. Time lost as a result of a compensable disability is not deducted from sick time.

Reviewed: July 15, 2010

# Patron Policies

## **Circulation Policy**

All residents of the Islip portion of the Hauppauge School District are eligible to receive a Hauppauge Public Library Card. A patron must be present at the Library to apply for a card, except in cases where the patron will be registering for homebound library service. A single valid photo identification listing local residency is sufficient to prove residency. These can include a driver's license, state issued identification card or passport. If the local street address is not listed on the document a second item listing local residency must also be provided. Those can include a current utility bill (which lists the street address) or a current lease. Other items may be accepted at the Director's discretion.

In the case of children, no identification is required if the child accompanies their Hauppauge Public Library card holding parent/guardian to the library when the parent/guardian applies for the child's card. If the child is not present the parent/guardian must show identification for the child, such as a birth certificate or social security card.

There is no charge or fee to apply for a library card. On the day a patron applies for a card they may take out up to four items. Their cards will be available to be picked up within three business days. Replacement cards are \$2.00 for adults and \$1.00 for children age 15 or younger. Replacement cards will only be issued once the previous card is free of fees and overdue items.

Cards are valid for three years. Staff will update expired cards after the patron is asked to confirm that all of the information on the card and on the patron's registration is correct and show identification as stated above.

All patrons, in good standing, with Hauppauge Public Library cards may take out any item available for circulation at the Library. Parents/guardians may register to restrict their children, fifteen years of age or younger, to just juvenile materials. A restriction form will be available at the circulation desk and staff will alert parents of this process at the time a library card application is filed. Once a child is restricted there will be no exceptions made to the circulation policy until the parent/guardian revokes the restriction.

A patron should have their library card with them when taking out items.

Books, musical CDs, audio books on tape, audio books on CD and informational videos/DVDs circulate for twenty-one days. Magazines and entertainment videos/DVDs circulate for seven days. Reference materials never circulate.

The Hauppauge Public Library will circulate up to ten items (except those classified as New Books) to Direct Access cardholders. All other regulations, including fees, apply to Direct Access cardholders in the same manner as district residents.

A patron can renew materials that are not on reserve for another patron up to two times. Renewals can be done in person, online or over the phone. Only materials that can be reserved may be renewed.

A patron may reserve any item that circulates. Reserves may be placed in person, online or over the phone. Library staff will contact patrons to alert them when an item they have on hold is available to be picked up. Once the library has contacted the patron they will have three days to pick up the item. After that time the item will go to the next patron on the reserve list or back on the shelf.

Patrons may have fifty items out on their library card at any one time. Of those fifty items there is a limit of six videos/DVDs, six musical CDs and books are limited to four on any one subject. Library staff may choose to further restrict certain seasonal or topical items.

Materials are due back to the library by the close of business on the due date. Any materials returned after the close of business shall be considered returned on the following day.

Extended use fees are charged for materials kept out beyond the date an item is due. Items that circulate for more than seven days and periodicals are charged at a rate of five cents per day with a maximum extended use fee of \$2.00 per item. Items that circulate for seven days are charged at a rate of \$1.00 per day with a maximum extended use fee of \$5.00 per item.

Patrons will be asked to pay any extended use fees due at the time the materials are returned. If they are unable to pay at that time the fee will be added to their library card account. Each time a patron desires to check materials out of the library, staff will alert them if they have fees on their accounts. Once a patron has \$5.00 worth of fees on their library card account they will be prevented from checking out items until they have paid off the fees. If any member of a household has library fees and/or outstanding materials, the total value of which is at least \$200 for a period of thirty days, the accounts of all members of the household may be suspended until the delinquent account is cleared. Patrons with outstanding fees may also face restrictions on other library services, including program attendance.

In certain cases, where special circumstances warrant, the Library Director, or their designee, may waive a fee. All fees that are waived will be documented.

If patrons lose, damage or fail to return items they will be charged a materials fee. That fee will equal the cost of having the item repurchased, reprocessed and returned to the shelves. If the item is one the library cannot or chooses not to replace the fee will be equal to the original cost of the item.

The Hauppauge Public Library will attempt to inter-library loan materials that are not available in our collections. All loan period and fee policies, in the case of inter-library loans, are determined by the lending library. Our patrons will be expected to abide by those rules.

Adopted: October 16, 2001

Amended: May 16, 2001, October 18, 2002, July 10, 2003

Reviewed: July 15, 2010

## **Maintenance of Public Order**

### **Purpose**

The Hauppauge Public Library is chartered by the State of New York to meet the educational, information, cultural, and recreational needs of the community it serves. In order to ensure an atmosphere conducive to these purposes, the following rules, regulations, and procedures are enacted by the Board of Trustees for the purpose of maintaining public order in the library facilities and grounds by all Library patrons, visitors, and employees, in accordance with Section 262 of the Education Law of the State of New York.

### **Conditional Permission for Use of Library Facilities**

As a condition for the use of Library premises, Library patrons, visitors, and employees, who enter upon or remain at the Library facilities, agree that they shall be subject to these rules and regulations. Failure to comply with the same shall constitute grounds for their immediate ejection as a trespasser, suspension of Library borrowing privileges and revocation of rights to enter upon Library premises for up to one year, and other action as deemed appropriate by the Library Board of Trustees. The Director or his/her designee is empowered to enforce the rules and regulations promulgated by the Board of Trustees.

### **Purpose of Use of Library Facilities**

The use of Library facilities and entry onto Library premises shall be limited to employees of the Library in the performance of their duties, and patrons and visitors to the Library facilities and offices for Library related purposes such as research, reading, selecting, returning, and borrowing of books and materials, conducting business with the library, and attendance at educational conferences, meetings, programs and concerts authorized or conducted by the Board of Trustees or other library personnel. Any person who, while lawfully at such Library facilities, causes or attempts to cause physical injury to the person or property of another, or willfully causes or attempts to cause physical damage to books and other Library materials or property, or interferes with another's lawful use of the Library, or enters in unauthorized areas, refuses to comply with the directives of the Library Director or other authorized personnel, willfully disrupts library functions or programs authorized by Library personnel, damages, alters, mars or defaces library books and related materials or property, transports illegal drugs, alcoholic beverages, fireworks, firearms, or weapons onto Library premises, or who violates the annexed Rules of Conduct, shall be deemed to be a trespasser and in violation of these rules and regulations.

### **Procedures**

- While the Hauppauge Public Library facilities are open, the Library Director or his/her designees, in the first instance, shall be responsible for the enforcement of the rules and regulations. Any violation thereof shall be immediately reported to the Library Director or his/her designee who shall thereupon immediately make inquiry of the facts and circumstances surrounding the complaint, and who may thereupon either direct the trespasser to cease and desist the violation or vacate the premises. Upon the refusal of such person to obey the directive of the Library Director or his/her designee, such Library

Director or designee is hereby authorized and directed to make a complaint to the

appropriate law enforcement agency and to sign any information as necessary charging said trespasser with the appropriate violation of the Penal Law. The Library Director shall forthwith make a report to the Board of Trustees.

- When the Library Director or his/her designee is not present, the Library employee-in-charge, upon observing and being informed of any violation of these rules and regulations, is authorized to make inquiry of the facts and circumstances surrounding the violation and any such employees may either direct the trespasser to cease and desist the violation or vacate the premises. Upon the refusal of such person to obey the directive of the employee-in-charge, such employee-in-charge is hereby authorized and directed to make a complaint to the appropriate law enforcement agency and sign any information as necessary charging said violator with the appropriate violation of the Penal Law. Subsequently, such Library employee-in-charge, at the first opportunity shall make a written report of the facts and circumstances surrounding the enforcement of these rules and regulation to the Library Director.
- The Library shall indemnify and save harmless the Library Director, his/her designee, or any Library personnel, from any action, claim or proceeding instituted against such person arising out of the enforcement of these rules and regulations by such Library personnel.
- In addition to all the foregoing summary remedies against the trespasser and/or person in violation of Law and these rules and regulations, the Library Director may thereafter, in his/her sole discretion, take the following action with respect to the following categories.
  - 1) Library patrons: Persons qualified for registration as a borrower of library books and materials may have their privileges to enter and/or use the Library's facilities and/or services suspended for a period not to exceed one year.
  - 2) Visitors: Said persons may be subject to the revocation of their privilege to enter upon library property for a period not to exceed one year. The Hauppauge Library Director may, at his/her discretion, notify other agencies of actions taken and the individuals involved.
  - 3) Library personnel: Employees are subject to the provisions of this policy, applicable portions of the Civil Service Law; the Education Law and other applicable laws; and pertinent personnel policies adopted by the Library Board of Trustees and may be disciplined, censured, suspended, or discharged accordingly.

**Appeal Procedure**

Appeals by Library patrons and registered borrowers of library materials relating to suspension of borrowing privileges and revocation of their privileges to enter upon Library premises shall be made to the Board of Trustees. Appeals by Library personnel subject to the provisions of the Civil Service Law and Education Law may be made to the Board of Trustees. Appeals by visitors, licensees and invitees may be made to the Board of Trustees.

Each person, not an employee of the Library, shall have the right to submit a written notice of appeal to the Board of Trustees by certified mail return receipt requested within thirty (30) days of any action of the Library Director suspending borrowing privileges or revoking their license to enter upon Library premises. The Board of Trustees, or their designee, shall convene a hearing within fourteen (14) days of submission of such notice of appeal, at which time and place the aggrieved shall be afforded the opportunity to present evidence, testify and cross examine witnesses. Within fourteen (14) days of such hearing, the Board of Trustees shall render a decision in writing.

Adopted: March 21, 2002

Amended: June 17, 2010

Reviewed: July 15, 2010

## Rules of Conduct

The Hauppauge Public Library is chartered by the State of New York to meet the educational, informational, cultural, and recreational needs of the community it serves. In order to ensure an atmosphere conducive to these purposes, the following rules, regulations, and procedures are enacted by the Board of Trustees for the purpose of maintaining public order in the library facilities and grounds by all Library patrons, visitors, and employees, as well as other licensees and invitees, in accordance with Section 262 of the Education Law of the State of New York.

The following are rules designed for the comfort and protection of all people who use the facilities of the Hauppauge Public Library.

The following activities are prohibited:

- Leaving young children unattended (Please see Unattended Minors Policy)
- Engaging in disruptive behavior or disorderly conduct
- Interfering with other people's use of the Library
- Harassing people on Library property
- Obstructing vehicular or pedestrian traffic, operating bicycles, skateboards or rollerblades on sidewalks, in parking areas or on landscaped grounds
- Using loud, abusive, or threatening language
- Defacing, destroying, or tampering with Library material, property, or equipment
- Congregating, loitering, sleeping, or soliciting on Library property
- Rearranging or putting feet on furniture or sitting on tables
- Having bare feet or inappropriate dress
- Using equipment without headphones or at a volume level that is audible to others
- Smoking, consuming alcohol, partaking of controlled substances, or carrying weapons
- Bringing animals into the library unless necessary for assisting the disabled, or if the animal is being trained to assist the disabled
- Distributing leaflets, circulating petitions, or electioneering
- Violating the Internet Policy
- Engaging in a course of conduct which alarms or "seriously annoys" another person and would serve no legitimate purpose; such prohibition to include but not limited to striking, shoving, kicking, unpermitted touching, or otherwise subjecting another person to physical contact or attempting or threatening to do so
- Making obscene gestures or using abusive language
- Disturbing one or more persons by arguing, propagandizing, or preaching
- Staring at another person or following another person about the premises such that the other person could reasonably be considered to be annoyed, disturbed, or threatened
- Monopolizing public access equipment such as telephones, restrooms, and computers
- Evidencing bodily hygiene so offensive as to constitute a nuisance to other patrons
- Defacing or rendering a restroom inoperable or unsanitary

Failure to follow these guidelines and the directions of the Library staff may result in your being asked to leave the Library and as detailed in the Library's Maintenance of Public Order Policy could result in the suspension of your privilege to use library facilities for up to one year. Library personnel are authorized to contact the appropriate law enforcement agency to ensure compliance. These guidelines are extracted from the Library's formal Maintenance of Public Order Policy, a copy of which is available on request.

Adopted: June 17, 2010  
Reviewed: July 15, 2010

## **Solicitation and Distribution**

Organizations and individuals are prohibited from canvassing, distributing literature, circulating petitions or selling merchandise to employees or patrons on Library premises. Solicitation is not permitted on Library property at any time.

Reviewed: July 15, 2010

## **Unattended Minors**

The Hauppauge Public Library welcomes children and youth of all ages to use its facilities and services. The safety and well being of patrons of all ages and the maintenance of an atmosphere conducive to library use are major concerns. Though staff will always respond with care and concern, they cannot assume responsibility for the safety and comfort of minors when they are unattended. Young children must be attended and adequately supervised at all times. Older youth may use the library unattended provided they are able to maintain proper library behavior. Responsibility for the welfare, supervision and the behavior of all minors using the library rests with the parent/guardian/caregiver.

If in the judgment of the library staff an unsupervised child's conduct, capacity or age or the conduct or age of those responsible for the child exposes the child or others to risk, disrupts the operation of the library or requires continual staff intervention then the staff will require that such child and those with such child leave the library unless in the judgment of the library staff the child cannot safely leave the premises without adult supervision due to age, capacity, weather, time of day, or other circumstances. In such event the library staff will attempt to contact the parent or legal guardian and request the child's removal from the library. If a parent or legal guardian is unavailable then proper authorities will be notified.

Adopted: October 16, 2003

Amended: October 2010

Reviewed: July 15, 2010

# Services Policies

## Internet Policy

The Board of Trustees of the Hauppauge Public Library recognizes that computers and the Internet are essential research and educational tools. The Library, therefore, offers Internet access as an extension of the Library's reference and research functions.

Patrons should be aware; however, that information on the Internet might be inaccurate, incomplete, dated or offensive to some individuals. The Board strongly recommends that patrons evaluate the validity and appropriateness of information obtained via the Internet. In an effort to assist its users, the Library provides training to help the public in using the Internet in a safe, effective and efficient manner.

The Board of Trustees recognizes the rights of parents/guardians to decide which library resources are appropriate for their minor children. Accordingly, The Hauppauge Public Library urges minors and their parents or guardians to keep in mind the following safety guidelines:

- never give out identifying information such as home address, school name, or telephone number
- let parents or guardians decide whether personal information such as age, marital status, or financial information should be revealed
- never arrange a face-to-face meeting with someone via the computer without a parent's or guardian's approval
- never respond to messages that are suggestive, obscene, threatening, or make one uncomfortable and tell a parent or guardian if you receive such a message
- have parents or guardians report an incident to the Library and the National Center for Missing and Exploited Children at 1-800-843-5678 if one becomes aware of the transmission of child pornography
- remember that people online may not be who they say they are
- remember that not everything one reads is true

Patrons are responsible at all times for using the Internet appropriately. The Board expects parents/guardians to supervise their children's Internet sessions to ensure appropriate and safe access. Use of the Internet for unlawful purposes including, but not limited to, the production or distribution of threatening material; expressions of bigotry, racism or hate; cyber-bullying; obscene or sexually explicit material; and material protected by trade secret is prohibited. The harassment of other Internet users is also prohibited.

The New York State Legislature (in enacting New York's obscenity laws) and numerous courts (in interpreting such laws), have recognized the existence of community standards when defining obscene or sexually offensive materials. The Board of Trustees seeks to place reasonable

restraints on the public display or distribution of certain materials that lack literary, artistic, political or scientific value. The Hauppauge Public Library fully complies with the provisions of the Children's Internet Protection Act. The Library utilizes filtering technologies. Hauppauge Public Library is guided by the following American Library Association statements on access to information: *The Library Bill of Rights, The Freedom to Read, and Access to Electronic Information, Services and Networks: an interpretation of the Library Bill of Rights.*

Adopted: February 20, 2003  
Reviewed: July 15, 2010  
Amended: November 18, 2010

## Materials Selection

The Library will provide an extensive collection of printed, audio-visual and electronic materials for the information, education, enrichment and recreation of the community.

The Library recognizes its obligation as a public institution serving the needs of a large group of people with varied backgrounds, abilities, tastes, interests and purposes; thus, the Library will endeavor to assemble a collection sufficient to make it a dependable source of materials for most of the people, most of the time. Materials selected should conform to the interest of the community without being restricted by them.

Library materials will be selected for values of interest and information. There should be the fullest practical provision of materials presenting diverse points of views concerning the problems and issues of our times and the past.

Materials shall not be proscribed or removed because of partisan, doctrinal or moral views. The only materials that ipso facto should not be in the Library's collection are those judged by the appropriate court or courts to be illegal. The Library shall not be the political, religious, moral or cultural arbiter of the community.

The Library will provide materials for users of all ages.

The Director is responsible for the selection of materials and the development of the collection. Selection, however, is a two way process. The users of the Library indicate their interests and needs and then the staff executes critical judgment in anticipating demands and in selecting the best materials with which to satisfy the users.

The selection of materials may be limited by the following factors,

- 1) physical limitation of the facilities
- 2) suitability of the format for Library purposes
- 3) budgetary considerations
- 4) availability of special materials in more comprehensive library collections in the area
- 5) inexpensive accessibility in other locations

No attempt will be made to supply textbooks used in the schools and colleges in the area. However, a book is not to be excluded only because it is a textbook.

Suggestions for items should be made in writing to the appropriate Library staff member and they are welcome from any Hauppauge Public Library cardholder.

Adopted: December 20, 2001

Reviewed: July 15, 2010

## **Materials De-selection**

The Director and staff continually evaluate the Library's collections. From time to time it is necessary or advisable to discard materials in the Library's collections. In general, materials which are out of date, for which there is unlikely to be future interest, for which multiple copies are no longer needed, which are in formats or editions which have been superseded, or which are in poor condition, should not be kept in the collection.

The Director and staff will work to assure that the collection is weeded on an ongoing basis to provide room for new and more popular materials and to keep the collection current and up to date. Weeding also assures that the more useful, informative and requested items are easy for our patrons to browse and find.

It is the Director's responsibility to establish criteria for discarding items. Such items may be disposed of in any legal manner. However, the Board of Trustees wishes that-when practical-discarded items not be destroyed, but rather sent to other agencies if they can be put to productive use.

Adopted: December 20, 2001  
Reviewed: July 15, 2010

## **Program Registration**

The Director is responsible for maintaining a fair and orderly system for registering patrons who wish to join and/or participate in Library programs. The process may vary for different departments and/or programs.

The Board of Trustees insists that non-district residents only be able to register for and/or attend Hauppauge Public Library programs once it has been determined that all district residents wishing to attend a program have been given every fair opportunity to do so.

Only a nominal fee to assure attendance (less than \$2) or a small fee to assist with offsetting materials costs (less than \$10) may ever be charged for a Library program.

Programs sanctioned by the Library but conducted by outside agencies (such as defensive driving courses) may charge higher fees.

Adopted: April 18, 2002  
Reviewed: July 15, 2010

## **Copy Machines**

The Hauppauge Public Library will make photocopy services available to the public. A per copy fee will be charged. The fee will be determined by the cost of maintaining and operating the photocopy equipment.

Patrons may be limited to twenty-five copies when others are waiting in line.

Patrons making more than fifty copies may pre-arrange with the Circulation Department to use the by-pass key before Library hours.

The Circulation Department will handle all appointments and the use of the by-pass key.

Local community organizations may pre-arrange to make between 50-500 copies by contacting the Director. "Next day" service may be available.

If information is unavailable to patrons in circulating materials, free copies of restricted materials may be made for Hauppauge Public Library cardholders at the discretion of a librarian.

Adopted: July 18, 2002  
Reviewed: July 15, 2010

## **Literacy**

The Board of Trustees support the achievement of national literacy through educational activities utilizing the historical and cultural resources of libraries and librarians.

The Board of Trustees is especially intent on supporting programs that improve adult literacy in the Library District.

Adopted: January 16, 2003  
Reviewed: July 15, 2010

## Technology Plan

**Mission Statement:** The Hauppauge Public Library provides services to the residents of the Hauppauge School District. The library assists people with current, high interest materials, and useful information in specific areas of knowledge in a variety of formats.

**Technology:** In furtherance of that mission, the library will avail itself of all forms of information and entertainment resources, including print, non-print and electronic to better serve the public. This plan addresses specifically the technology and electronic element in the furtherance of our mission.

**Assessment of Current Technology Services:** The library currently has available nineteen (19) Internet ready computers and three networked laser printers for public use. These computers also offer access to word processing, desktop publishing, spreadsheets and database management. The library has ten (10) laptop computers that can be used with a large screen projector for use in technology classes and demonstrations. The library also has two (2) computers designated for the use of children's educational games and four (4) computers used by patrons to search the library's catalog and holdings. Currently, our library is using an internet connection with up to 10Mb of bandwidth as part of the Suffolk Cooperative Library System. We anticipate this usage will increase as our community's patrons reap the benefits of using our high speed connections.

### Public Service Technology Goals

**Reference Resources:** To make electronic reference tools available when it is the best and most cost effective way to do so.

**Telecommunications:** To provide the community with the telecommunications framework necessary to identify and obtain information electronically from both the home and library for research and enlightenment through participation in a regional network.

**Resource Sharing:** To collaborate with the Suffolk Cooperative Library System and the other public libraries in Suffolk County to offer access to technologies and a streamlined sharing of holdings and resources.

**Internet:** To offer patron access to the Internet, from both home and the library, and to assist users with finding, using and evaluating information online.

**Computer and Technology Literacy:** To support the community's need to develop computer and technology literacy through classes and the assistance of a trained staff.

**Public Computer Availability:** To make computer hardware and software available to the public at the library.

**ADA Access:** To ensure that the same level of electronic access to information is available to people with disabilities through the provision of assistive technologies and a staff skilled in its use.

**Staff Training:** To insure that the Library staff is well trained and experienced in using and assisting users with the technology available. This will be accomplished through classes, workshops, training, access to computers and other technologies and an institutional philosophy that encourages independent exploration and skill development. This past year's schedule of training is attached as an example of this effort. Similar schedules will likely be followed for the period of this plan.

### **Infrastructure Objectives**

**Bandwidth:** To maintain and expend as necessary the appropriate bandwidth required to satisfy access to online resources and other shared networks. Our current bandwidth needs are to be increased over the plan's period.

**Technology:** To maintain an inventory of all Hauppauge Public Library technology to be used in evaluating the currency and scope of the library's technological holdings. The library is committed to having the technology necessary to offer the public access to the services and information that it needs. Our current inventory consists of: (See attached inventory). We anticipate the following changes over the life of this plan: increase the number of computers designated for the use of children's educational games and add internet access computers as needed

**Telecommunications:** To maintain an inventory of all Hauppauge Public Library telecommunications hardware to be used in evaluating the currency and scope of the library's telecommunications capacity. The library is committed to having the telecommunications capacity necessary to offer the public access to the services and information that it needs. Our current inventory consists of: (See attached inventory). We anticipate the following changes over the life of this plan: add additional phone lines as needed.

**Training:** To develop and implement a technology education program for staff and patrons at the library.

**Evaluation:** To monitor the library's technological accomplishments and to do a periodic written evaluation of the library's technological status.

**Electronic Doorway Library Program Compliance:** The Hauppauge Public Library fully supports the goals and objectives of the New York State Division of Library Development's Electronic Doorway Program. The Hauppauge Public Library will adhere to the principles of the EDL and, in collaboration with the Suffolk Cooperative Library System, endeavor to provide the best possible access, content, and training for library staff and library users.

**Compliance with CIPA and Other Legislative Initiatives:** The Hauppauge Public Library respects the goals and objectives of CIPA and other legislative initiatives and will work to ensure that the library complies fully with all of its legal requirements.

**Budget Information Statement:** The Hauppauge Public Library currently budgets approximately \$170,000 per year in support of library technologies. This includes approximately \$84,000 for personnel, \$6,000 for software and services, \$27,000 for automation and hardware, \$26,000 for telecommunications and networks and \$24,000 for consortium fees, and \$3,000 for technology training. Our projected budgets include:

Budget Area	2010-11	2011-12	2012-13
Telecom & Networks	\$26,000	\$26,500	\$26,500
Technology Training	\$3,000	\$3,200	\$3,500
Library Technologies	\$84,000	\$87,000	\$90,850
Software & Services	\$6,000	\$6,200	\$6,400
Automation & Hdwre	\$27,000	\$28,000	\$30,000
Consortium Fees	\$24,000	\$25,000	\$26,000

Adopted: June 7, 2001

Amended: April 15, 2004; January 21, 2010

Reviewed: July 15, 2010

# Facilities Policies

## **Access to Library Premises**

The Director has responsibility for maintaining the security of the Library facility. No one may visit or use the Library facility outside of official operations without the specific authorization of the Director.

Only the Director, full time Library staff members (who have responsibility for opening and closing the Library) and authorized vendors will be given keys to the Library and alarm access codes.

The Director will maintain a list of people with keys and access codes.

Reviewed: July 15, 2010

## **Hours of Operation**

It is the intent of the Board of Trustees that the Hauppauge Public Library be open to the public the maximum number of hours possible. The Director will set the public hours of operation after considering financial and staffing issues.

The current public hours of operation are:

Monday – Friday:	9:30 a.m. – 9:00 p.m.
Saturday:	9:30 a.m. – 5:00 p.m.
Sunday: (Mid Sept. – Mid June):	1:00 p.m.-5:00 p.m.

Adopted: July 18, 2002

Amended: April 15, 2004, July 15, 2004, February 25, 2010, July 15, 2010

Reviewed: July 15, 2010

## Bulletin Boards

The Library provides bulletin boards in public service areas. Since space is limited, the types of items that will be posted must also be limited. Space will be allocated in the following priority: information about the Library and its services; information supplied by local non-profit organizations (about upcoming events only); and information supplied by local, state and national governments.

If space permits, the library will display materials if the following criteria are met:

1. Exhibit materials to be displayed must be submitted for approval to the Library and are subject to approval by the Library Director and/or their designee.
2. No organization or individual shall be permitted to display or exhibit any materials which advocate the election or defeat of any candidate for office, or which advocate any affirmative or negative vote for or against any proposition.
3. The Library reserves the right to restrict the size, number, and location of display materials. The time span during which the materials are exhibited will be determined by the Library.
4. The Library assumes no responsibility for the content of the notices or materials, nor for possible damage or theft of materials.
5. Items posted are done so for informational purposes only. Posting does not imply endorsement by the Library.
6. Soliciting funds, except for library purposes, is not permitted.
7. No organization or individual shall be permitted to place in the Library any box, receptacle, or canister which solicits donations, except with the permission of the Library Director.
8. Posters announcing fundraising programs sponsored by any local non-profit organization may be displayed provided there is space available.
9. Petitions may not be posted in the Library.
10. Any item posted or displayed must clearly state the name of the sponsoring organization and contact telephone number for further information and/or clarification.

Adopted: July 18, 2002

Amended: February 25, 2010

Reviewed: July 15, 2010

## **Displays**

The Hauppauge Public Library welcomes displays of arts, crafts, and other items of general interest to the community.

The Library will provide space for library district residents and local organizations for such displays when possible.

Such displays are to be arranged through the Director or the Director's designee.

The following criteria are to be used in deciding whether items are appropriate for public display in the Library.

- 1) sufficient artistic and/or general interest;
- 2) politically non partisan;
- 3) non proselytizing;
- 4) would not bother or offend children (especially since parents cannot reasonably stop their children from seeing displays without keeping children from using the Library);
- 5) is in an appropriate format for display;
- 6) the exhibitor will release the Library from any liability for items on display which are lost, stolen or damaged in any way, even through negligence or gross negligence.

In regard to the fourth criterion, the Trustees emphasize that they do not countenance censorship of written words or images contained within materials the Library possesses or lends. However, they do believe that the items on display should not be offensive to Library visitors of any age.

The Director, in his/her sole judgment, will be the final arbiter regarding what may be displayed in the Library, where and how it will be displayed, and for what length of time. There can be no appeal in regard to this matter.

Adopted: October 16, 2001  
Amended: December 19, 2002  
Reviewed: July 15, 2010

## Use of Library Meeting Space

The Board of Trustees feel that the Hauppauge Public Library should serve as a community center and it hopes that the largest possible number of district residents will use the library. The Hauppauge Public Library's facilities are operated to meet the educational, informational and entertainment needs of library district residents.

The library will accept applications from outside groups or organizations to use the library's meeting space on a temporary and periodic basis. These requests will only be considered if they comply with New York State Education Law and they would not, in the estimation of the Library Director, cause any disruption of normal library activity.

The Board of Trustees insists that priority is always given to groups and organizations having a majority of their members who reside within the library district.

All such groups and organizations shall be afforded equal and non-discriminatory treatment.

The use of library meeting space must be for the holding of educational, social, civic or recreational meetings and entertainments, civic forums and other uses pertaining to the welfare of the Hauppauge/Islip community.

All meetings held at the library must be open to the public.

The Library Director is solely responsible for scheduling the use of library facilities and meeting space.

The following regulations govern the use of library meeting space. These regulations should be attached to the "Application for Use of Library Meeting Space."

- 1) Library sponsored programs shall always have precedence in the scheduling of library facilities.
- 2) Applications to use library space will only be considered once the Application and the Legal Agreement, both properly completed and signed by an authorized representative of the organization, are submitted to the library at least ONE WEEK before the first listed date of use.
- 3) Meetings may be scheduled no more than six months in advance.
- 4) There is no charge or fee for organizations to use library facilities during regular library hours of operation. A fee of \$60.00 per hour, paid in advance, will be charged for any hour, or portion thereof, of usage outside of regular library hours of operation. Checks should be made payable to: Hauppauge Public Library.
- 5) The use of staff space and/or kitchen facilities is not permitted.

Adopted: October 16, 2001 Amended: April 15, 2004 Reviewed: July 15, 2010

## **Smoking**

For reasons of public health and safety, there is to be no smoking at any time by anyone within the Hauppauge Public Library.

Adopted: January 17, 2002  
Reviewed: July 15, 2010

## **Pets in the Library**

For both health and safety reasons pets are prohibited from being in the Library. The only exceptions are 1) seeing-eye dogs for users with a visual disability and 2) those “appearing” at the Library as a part of a Library sanctioned program.

Adopted: October 16, 2001  
Reviewed: July 15, 2010

## **Lost and Found**

Items left at the Library, including materials left in copy machines, are labeled with the date when discovered in the Library and are stored for one month. Items not claimed are either discarded or donated to charity.

Adopted: April 18, 2002  
Reviewed: July 15, 2010

## **Shoes and Shirts**

For both health and safety reasons shoes and shirts must be worn at all times by all library visitors.

Adopted: April 15, 2004  
Reviewed: July 15, 2010

## **Weapons**

Weapons of any kind are prohibited from being on library property, library grounds or within the library facility.

A weapon is defined as a gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutter, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb or other material or substance that can cause physical injury or death when used to cause physical injury or death.

Adopted: March 15, 2004  
Reviewed: July 15, 2010

## **Workplace Hostility and Violence Policy**

The Director and Board of Trustees of the Hauppauge Public Library (“the library”) are committed to encouraging actively the prevention of violence in the workplace and to the promotion of a violence free environment. Any act or threats of violence against employees and/or Library patrons are unacceptable and will not be tolerated.

The library, with effective procedures, shall ensure that every reasonable step is taken to promote a safe and comfortable environment that is free from all types of hostile behavior and violence, and one which is in compliance with local, state and federal laws.

### **Definitions:**

**Hostile Behavior:** Behavior that creates an environment that a reasonable person would find intimidating, menacing or abusive and compromises a person’s psychological or physical well being. Examples include abusive or threatening language, rudeness or discourtesy, and/or malicious gossip toward employees, supervisors, and patrons.

**Violent Behavior:** Behavior that includes but is not limited to, harassment, threats, and physical attack of employee or patron, damage to or theft of library, employee and/or patron property.

**Physical attack:** This is intentional hostile physical contact with another person such as hitting, fighting and shoving, or throwing objects.

### **Procedure for Reporting Threats or Attacks:**

Each incident of hostile or violent behavior, whether involving patrons or employees, must be reported immediately to the Library Director or, in the event of his/her unavailability, to the supervisor in charge. An Incident Report Form is available at all Reference Desks, the Circulation Desk and the Personnel Office. An Incident Report must with reasonable promptness be filled out and left with the Library Director. The Director or supervisor-in-charge will assess, investigate and determine the appropriate action to be taken. In critical incidents in which serious threat or injury occurs, Police, Fire and/or Ambulance personnel will be notified.

### **Disciplinary Process:**

In an emergency situation involving actual or potential violence, the first priority is to protect the safety and well-being of the actual and/or potential victims. Because each situation involves unique factors, the following are intended to provide general guidance:

- A patron of the library who has been found in violation of this policy will be subject to a warning or removal from the library, and depending on the offense, may also be subject to prosecution by local or other law enforcement.
- An employee who has been found in violation of this policy will be subject to a verbal or written warning, and/or termination or removal from the library. Depending on the offense, the employee may also be subject to prosecution by local or other law enforcement.

### **Non-Retaliation:**

This policy prohibits retaliation in any form against an employee who brings a complaint of violence, intimidation or harassment.

### **Conflicting Provisions**

To the extent, if at all, that the library's other policy statements –including without limitation those relating to sexual harassment, behavior in the library, access to library premises, and weapons – are inconsistent with this Policy (and its implementation), the latter shall control.

Adopted: March 15, 2007

Reviewed: July 15, 2010