

Rose Memorial Library
79 East Main Street, Stony Point, NY 10980
Regular Meeting of the Board of Trustees
Wednesday, September 15, 2021
AGENDA

- I. Call to Order**
- II. Adoption of Minutes**
Regular Meeting, July 21, 2021 (pending) and August 26, 2021
- III. Public Comments**
- IV. Finance**
 - a. Narrative Report, August 2021
 - b. Approval of Disbursements: August 2021*
 - c. Financial Reports for August 2021*
- V. Reports**
 - a. Director's Report August 2021
 - b. Board Committees
 - i. Marketing & Fundraising
 - ii. Facilities & Capital Projects
 - iii. Finance & Budget
 - iv. Long Range Plan Committee
 - v. Technology
- VI. Old Business**
 - a. Status ~ Application for Registration & ID for raffle
 - b. Reminder: 2021 RCLS Trustee Training per RCLS
 - c. Review and approval of Employee Handbook*
- VII. New Business**
 - a. Fundraiser Ideas and Potential Timeline
- VIII. Executive Session***
- IX. Announcements**
- X. Adjournment**

Next scheduled Board Meeting ~ October 20, 2021 at 5:30pm

**motion required*

**AUGUST 2021 MONTHLY MEETING
ROSE MEMORIAL LIBRARY ASSOCIATION
BOARD OF TRUSTEES**

August 26, 2021, meeting held at Rose Memorial Library Kennedy Room.

Present: James Brooks, Board President; Amanda Pagan-Glass, Board Vice President; Ted Needleman, Treasurer; Richard Eggers, Trustee. Rose Memorial Library Director Alice Meacham; Office Manager Carole Gomez

Excused: F. Hollis Griffin, Jr., Secretary

- I. **Call to Order:** Meeting called to order at 5:30pm by James Brooks.
- II. **Adoption of Minutes:** Minutes from July 2021 monthly meeting are pending.
- III. **Public Comments:** No public comments.
- IV. **Finance:**
 - a. **Narrative Report**, August 2021, reviewed.
 - b. **Approval of Disbursements**, August, 2021: Upon motion of James Brooks and second by Ted Needleman and with the agreement of all Trustees, the disbursement report was approved.
 - c. **Financial Reports**, August 2021: There is a continuing concern that the property at 61 East Main St., formerly owned by RMLA, is still showing as an asset. This is to be addressed shortly. Upon motion of James Brooks and second by Ted Needleman and with the approval of all Trustees, the Financial Report was approved.
 - d. **Note:** There was a discussion concerning the pros/cons of a search for a new financial advisor. The Finance Committee, consisting of James Brooks, F. Hollis Griffin, Jr. and Richard Eggers will meet on Wednesday, September 1, 2021, at 6pm to discuss researching the future of investments.
- V. **Reports**
 - a. **Director's Report, August 2021**
 - i. The Library Director, Alice Meacham, informed the Board of Trustees that a replacement has been hired for the two staff who have left Rose Memorial Library over the summer. Her name is Toni Ann Mulligan and her start date is September 7th.
 - ii. The Library Director has scheduled a series of Roundtables to gather information on the public's vision for the future of Rose Memorial Library. September 17th, September 18th, September 23rd. An additional Roundtable will be held on September 21st for members of the Stony Point Town Board.

- iii. ADP has been chosen as the provider for a Time & Attendance Program to be implemented during the pay period beginning September 12th.
- iv. With approval of the Board, the Kennedy Room will be converted to LED lighting utilizing the O&R Instant Rebate.
- b. **Committee Reports**
 - i. The Fundraising Committee reported that the Raffle Project is on hold due to lack of inventory from the donating company.
 - ii. The Fundraising Committee, consisting of Amanda Pagan-Glass, James Brooks and Director Alice Meacham will meet on September 2, 2021 at 6pm to discuss possible fundraisers including art auction, silent auction, golf outing, etc.
- VI. **Old Business**
 - a. **Status of application for registration & ID for raffle.** (see above under Committee Reports).
 - b. **Status of Fundraisers.** (see above under Committee Reports.)
 - c. **Board Training:** The Board is responsible to complete the NYS mandated Sexual Harassment training on an annual basis. The link to MyNicheAcadamy will be resent and it is also available on YouTube.
- VII. **New Business**
 - a. **Employee Handbook:** The RMLA Employee Handbook will be discussed at the September meeting to allow the Trustees to review the contents.
 - b. **2022 Tentative Budget:** The budget is now available for review and input by the Board subject to future approval.
 - c. **Strategic Planning:** The RML Roundtables have been planned and advertised (see Library Director's Report).
- VIII. **Adjournment**

The meeting closed at 6:15pm with consent of all Trustees.

ROSE MEMORIAL LIBRARY ASSOCIATION
SEPTEMBER 2021 BOARD MEETING
FINANCIAL NARRATIVE

The financial reports for this month, posted on Google Drive, reflect income and expenses as of August 31, 2021. As of that date, RML had on deposit in TD Bank:

- Operating Account: \$396,992.85
- Savings Account: \$ 7,502.94
- Payroll Account: \$ 648.84

The Merrill Lynch investment accounts had a value of \$436,751.42 as of August 31, 2021. Monthly change: (+\$1.57).

There were two payrolls in the month of August 2021 totaling \$25,655.89.

The largest expenditures include:

Diamond Shine Cleaning Service	\$760.00
Frontline Data	\$760.00
Orange & Rockland	\$1,114.60
Utica National	\$1,648.00
Brodart (including backorders)	\$1,744.53
Oxford Health	\$1,873.30

NOTE: Deposit of \$3,871.00, 2021-2022 NYS LLSA (Local Library Service Aid)

Rose Memorial Library Association Balance Sheet As of August 31, 2021

ASSETS

Aug 31, 21

Current Assets

Checking/Savings

1000 · Operating Account - TD Bank	396,992.85
1005 · Payroll Acct - TD Bank	648.84
1006 · Savings - Special Funds	7,502.94
1040 · Petty Cash	101.27

Total Checking/Savings 405,245.90

Accounts Receivable

1110 · Accounts Receivable	
1111 · Accrued Interest Income	-7,678.72
1110 · Accounts Receivable - Other	1,089.63

Total 1110 · Accounts Receivable -6,589.09

Total Accounts Receivable -6,589.09

Other Current Assets

1033 · Merrill Lynch Cash Acct	81,137.39
1036 · Merrill Lynch Cash - Future Fund	82,336.92

1201 · Merrill Lynch Investment Acct

1202 · Municipal Bonds	
1206 · Discount/Premiums Paid	34,245.46
1202 · Municipal Bonds - Other	264,309.74

Total 1202 · Municipal Bonds 298,555.20

1208 · Municipal Bonds - Future Fund

1209 · Discounts/Premiums-Future Fund	10,045.20
1208 · Municipal Bonds - Future Fund - Other	75,172.00

Total 1208 · Municipal Bonds - Future Fund 85,217.20

1201 · Merrill Lynch Investment Acct - Other -99,372.77

Total 1201 · Merrill Lynch Investment Acct 284,399.63

Total Other Current Assets 447,873.94

Total Current Assets 846,530.75

Fixed Assets

1802 · Land - 61 East Main Street	472,263.00
1803 · Land Improvements-61 E. Main	5,850.00
1804 · Land Improve - 61 E. - Acc Depr	-5,291.00
1808 · Land Improve - 79 E - Acc Depr	-105,044.00

1810 · Buildings

1811 · Acc Depr - Bldg	-115,709.00
1810 · Buildings - Other	137,574.00

Total 1810 · Buildings 21,865.00

1814 · Bldg Improvements-Sewer 186,556.00

1820 · Furniture & Fixtures

1821 · Acc Depr -F & F	-13,097.00
1820 · Furniture & Fixtures - Other	18,885.13

Total 1820 · Furniture & Fixtures 5,788.13

1830 · Books/Videos

1831 · Acc Depr - B/V/S	-233,000.00
1830 · Books/Videos - Other	337,578.58

Total 1830 · Books/Videos 104,578.58

1835 · Equipment

1836 · Acc Depr - Equipmnt	-16,832.00
1835 · Equipment - Other	17,140.20

Total 1835 · Equipment 308.20

1840 · Building-61 East Main Street

1841 · Acc Depr-Building-61 East Main	-28,975.00
1840 · Building-61 East Main Street - Other	95,150.26

Total 1840 · Building-61 East Main Street 66,175.26

Rose Memorial Library Association Balance Sheet As of August 31, 2021

ACCOUNTS	Aug 31, 21
Total Fixed Assets	<u>753,049.17</u>
TOTAL ASSETS	<u>1,599,579.92</u>
LIABILITIES & EQUITY	
Equity	
3010 - Unrestrict (retained earnings)	-350,014.27
3998 - Fund Balance	1,679,401.80
Net Income	<u>270,192.39</u>
Total Equity	<u>1,599,579.92</u>
TOTAL LIABILITIES & EQUITY	<u>1,599,579.92</u>

Rose Memorial Library Association Cash Disbursement Report As of August 31, 2021

ACBANKING					1000 - Operating Account - TD Bank				
Date	Num	Name	Memo	Paid Amount					
08/02/2021			Deposit	74					
08/03/2021			Deposit	1,777					
08/04/2021	9438	Blackstone Audio, Inc.	Audio Books	(101)					
08/04/2021	9439	Brodart - Books	Books	(1,745)					
08/04/2021	9440	It's All Relative Genealogy, LLC	Genealogy- How to Find Records- 8/23/2021	(150)					
08/04/2021	9441	Midwest Tape	Digital Reading	(212)					
08/04/2021	9442	O & R	Gas & Electric	(1,115)					
08/04/2021	9443	Ramapo Catskill Library System	Microsoft Office	(29)					
08/04/2021	9444	Staples		(204)					
08/11/2021			Deposit	71					
08/11/2021	9445	Avaya Financial Services	Phone Rental	(90)					
08/11/2021	9446	Blackstone Audio, Inc.	Audio Books	(100)					
08/11/2021	9447	Journal News	Daily service from 08/01/21-10/31/2021 plus gratuity (\$65.00)	(284)					
08/11/2021	9448	KeyBank		(322)					
08/11/2021	9449	Purchase Power	Postage	(90)					
08/11/2021	9450	Thomson Gale	Books	(30)					
08/13/2021			Deposit	10					
08/13/2021	EFT	ADP	PAYROLL PROCESSING FEES -	(71)					
08/15/2021			Payroll Funds Transfer	(28,000)					
08/17/2021			Deposit	60					
08/18/2021	9451	Diamond Shine Cleaning Service	COMMERCIAL CLEANING 3X PER WEEK	(760)					
08/18/2021	9452	Frontline Data Services	Remote and virus monitoring	(760)					
08/18/2021	9453	Jan Way	Library Wallets	(357)					
08/18/2021	9454	Oxford Health Plans	Health Insurance	(1,873)					
08/18/2021	9455	Ulta National	Insurance	(1,648)					
08/18/2021	9456	Reddi Alarm	Service Call Fire Alarm Trip 6/28/2021	(335)					
08/18/2021	9457	SUEZ Water New York	Water Bill	(29)					
08/20/2021	eft	Pitney Bowes - reserve acct	Postage	(125)					
08/20/2021	eft	ADP	PAYROLL PROCESSING FEES -	(7)					
08/24/2021			Deposit	46					
08/27/2021	eft	ADP	PAYROLL PROCESSING FEES -	(71)					
08/31/2021			Deposit	3,933					
08/31/2021			Interest	4					
Total 1000 - Operating Account - TD Bank				(32,533)					

Rose Memorial Library Association YTD Profit & Loss Budget vs. Actual January through August 2021

AQANPWRES

	Jan - Aug 21	Budget *	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · Tax Levy	0	0	0	0%
4001 · Local Public Funds	295,000	295,000	0	100%
4010 · LLSWA State Aid	5,075	3,960	1,115	128%
4011 · Grants & Aid	0	1,000	(1,000)	0%
4014 · Fundraising Income - Appeal	3,035	7,917	(4,882)	38%
4015 · Investment Income	10,536	13,333	(2,797)	79%
4016 · Gifts and Donations	165	0	165	100%
4018 · Friends - Income	0	133	(133)	0%
4031 · Library Charges	345	2,667	(2,322)	13%
4032 · Other Income	656	2,600	(1,944)	25%
4037 · Exp. Reimbursements-61 E. Main	282,844			
4038 · Rental Income - 61 E. Main	0	0	0	0%
Total Income	597,656	326,610	271,046	183%
Gross Profit	597,656	326,610	271,046	183%
Expense				
6001 · Salaries	199,095	234,555	(35,460)	85%
6002 · Benefits	21,548	23,206	(1,658)	93%
6007 · Office Postage	1,056	1,333	(277)	79%
6008 · Accounting & Other Prof Fees	1,800	900	900	200%
6009 · Legal	5,010	4,067	943	123%
6010 · Repairs and Maintenance	14,386	13,379	1,007	108%
6011 · Health Insurance Premiums Paid	10,972	15,561	(4,589)	71%
6015 · Telecommunications	898	2,029	(1,131)	44%
6017 · Utilities	5,907	5,767	140	102%
6018 · Insurance	4,743	4,116	627	115%
6019 · Dues/Fees	1,036	1,210	(174)	86%
6028 · Sewer Taxes	1,490	700	790	213%
6031 · Internet Access	1,158	1,079	79	107%
6032 · Ansernet Service Fee	11,030	9,029	2,001	122%
6034 · Software Licensing Fees	0	1,173	(1,173)	0%
6035 · Newsletters	3,113	5,531	(2,418)	56%
6036 · Fundraising	0	0	0	0%
6043 · Retirement 403B	(25)	0	(25)	100%
6045 · Advertising and Promotion	0	2,867	(2,867)	0%
6046 · Movie Licensing Contract	0	565	(565)	0%
6050 · RCLS Service Fee	2,196	1,646	550	133%
6051 · Computer Technical Support	4,323	2,000	2,323	216%
6052 · New Library Website	135	500	(365)	27%
6053 · Website Hosting Fee	560	600	(40)	93%
6101 · Capital Expenditures				
6022 · Fixed Asset & Capital Purchases	1,250	1,800	(550)	69%
6100 · Books	15,803	17,233	(1,430)	92%
6150 · AV	10,922	10,334	588	106%
Total 6101 · Capital Expenditures	27,975	29,367	(1,392)	95%
6125 · Serials	1,740	2,823	(1,083)	62%
6200 · Programs	2,519	8,000	(5,481)	31%
6300 · Supplies	5,262	7,783	(2,521)	68%
6819 · Covid 19 Expenses	(461)	0	(461)	100%
Total Expense	327,466	379,786	(52,320)	
Net Ordinary Income	270,190	(53,176)	323,366	
Other Income/Expense				
Other Expense				
6800 · Net Payroll	0	0	0	
Total Other Expense	0	0	0	
Net Other Income	0	0	0	
Net Income	270,190	(53,176)	323,366	

Rose Memorial Library Association YTD Profit & Loss Budget vs. Actual January through August 2021

AGANMARRS

Jan - Aug 21	Budget *	\$ Over Budget	% of Budget
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Cash Balances:	01/01/21	08/31/21
Operating Acct - TD Bank	129,859.09	396,992.85
Payroll Acct -TD Bank	10.68	648.84
Savings Acct - TD Bank	7,501.00	7,502.94
Bank CDs - Future Fund	0.00	0.00
Bank CDs - Other	0.00	0.00
Petty Cash	111.26	101.27
Merrill Lynch	436,722.90	436,751.42

Legend:

* 2020 Budget Amounts

Rose Memorial Library Association Profit & Loss August 2021

AQAMIBAS	Aug 21
Ordinary Income/Expense	
Income	
4010 · LLSWA State Aid	3,871
4014 · Fundraising Income - Appeal	40
4015 · Investment Income	1,782
4016 · Gifts and Donations	1
4031 · Library Charges	50
4032 · Other Income	231
Total Income	<u>5,975</u>
Gross Profit	5,975
Expense	
6001 · Salaries	38,313
6002 · Benefits	3,428
6007 · Office Postage	215
6010 · Repairs and Maintenance	1,185
6011 · Health Insurance Premiums Paid	1,614
6017 · Utilities	1,144
6018 · Insurance	1,654
6019 · Dues/Fees	18
6043 · Retirement 403B	(25)
6051 · Computer Technical Support	760
6101 · Capital Expenditures	
6100 · Books	1,775
6150 · AV	472
Total 6101 · Capital Expenditures	<u>2,247</u>
6125 · Serials	284
6200 · Programs	150
6300 · Supplies	591
Total Expense	<u>51,578</u>
Net Ordinary Income	(45,603)
Other Income/Expense	
Other Expense	
6800 · Net Payroll	0
Total Other Expense	<u>0</u>
Net Other Income	<u>0</u>
Net Income	<u>(45,603)</u>

Rose Memorial Library Association Profit & Loss Prev Year Comparison January through August 2021

ACCOUNTS

Ordinary Income/Expense

	Jan - Aug 21	Jan - Aug 20	\$ Change	% Change
Income				
4001 · Local Public Funds	295,000.00	295,000.00	0.00	0.0%
4010 · LLSWA State Aid	5,075.40	0.00	5,075.40	100.0%
4014 · Fundraising Income - Appeal				
4040 · Fund Raising Income - Newslette	1,455.00	175.00	1,280.00	731.43%
4049 · Fundrasing	0.00	12.17	-12.17	-100.0%
4051 · Donations - Adult Programs	0.00	37.00	-37.00	-100.0%
4014 · Fundraising Income - Appeal - Other	1,580.00	1,860.00	-280.00	-15.05%
Total 4014 · Fundraising Income - Appeal	3,035.00	2,084.17	950.83	45.62%
4015 · Investment Income				
4033 · Interest Income	1,248.57	397.04	851.53	214.47%
4034 · Dividend Income	37.51	37.51	0.00	0.0%
4036 · Other Investment Related Income	0.00	0.00	0.00	0.0%
4015 · Investment Income - Other	9,250.38	13,718.12	-4,467.74	-32.57%
Total 4015 · Investment Income	10,536.46	14,152.67	-3,616.21	-25.55%
4016 · Gifts and Donations	165.10	151.84	13.26	8.73%
4031 · Library Charges	345.18	734.69	-389.51	-53.02%
4032 · Other Income	655.73	1,375.15	-719.42	-52.32%
4037 · Exp. Reimbursements-61 E. Main	282,844.03	0.00	282,844.03	100.0%
4038 · Rental Income - 61 E. Main	0.00	9,800.00	-9,800.00	-100.0%
Total Income	597,656.90	323,298.52	274,358.38	84.86%
Gross Profit	597,656.90	323,298.52	274,358.38	84.86%
Expense				
6001 · Salaries	199,094.89	233,548.75	-34,453.86	-14.75%
6002 · Benefits				
6003 · Education	261.66	0.00	261.66	100.0%
6004 · Travel Reimbursement	0.00	24.72	-24.72	-100.0%
6023 · Payroll Processing Fees	1,421.16	1,396.65	24.51	1.76%
6002 · Benefits - Other	19,864.78	20,774.48	-909.70	-4.38%
Total 6002 · Benefits	21,547.60	22,195.85	-648.25	-2.92%
6007 · Office Postage	1,056.14	1,310.00	-253.86	-19.38%
6008 · Accounting & Other Prof Fees	1,800.00	5,519.00	-3,719.00	-67.39%
6009 · Legal	5,010.09	2,445.00	2,565.09	104.91%
6010 · Repairs and Maintenance				
6014 · R & M Equipment	1,375.52	1,982.02	-606.50	-30.6%
6029 · Maintenance- Grounds				
6406 · Maintenance - Grounds-61 E.Main	600.00	1,890.00	-1,290.00	-68.25%
6029 · Maintenance- Grounds - Other	2,562.02	2,103.00	459.02	21.83%
Total 6029 · Maintenance- Grounds	3,162.02	3,993.00	-830.98	-20.81%
6030 · R & M - Building				
6020 · Custodial Supplies	275.74	660.51	-384.77	-58.25%
6030 · R & M - Building - Other	8,772.62	13,469.33	-4,696.71	-34.87%
Total 6030 · R & M - Building	9,048.36	14,129.84	-5,081.48	-35.96%
6409 · Building Maintenance-61 E. Main	800.00	0.00	800.00	100.0%
Total 6010 · Repairs and Maintenance	14,385.90	20,104.86	-5,718.96	-28.45%
6011 · Health Insurance Premiums Paid	10,971.84	14,057.29	-3,085.45	-21.95%
6015 · Telecommunications	897.71	1,006.40	-108.69	-10.8%
6017 · Utilities				
6404 · Utilities-61 E. Main Street	623.04	384.92	238.12	61.86%
6017 · Utilities - Other	5,283.52	5,840.68	-557.16	-9.54%
Total 6017 · Utilities	5,906.56	6,225.60	-319.04	-5.13%
6018 · Insurance	4,743.24	4,632.35	110.89	2.39%
6019 · Dues/Fees				
6024 · Bank Chgs/ML Fees	593.95	521.10	72.85	13.98%
6019 · Dues/Fees - Other	441.74	1,576.56	-1,134.82	-71.98%
Total 6019 · Dues/Fees	1,035.69	2,097.66	-1,061.97	-50.63%
6028 · Sewer Taxes				
6411 · Property Taxes - 61 E. Main	781.86	752.85	29.01	3.85%
6028 · Sewer Taxes - Other	708.41	702.88	5.53	0.79%
Total 6028 · Sewer Taxes	1,490.27	1,455.73	34.54	2.37%
6031 · Internet Access	1,158.46	1,295.21	-136.75	-10.56%
6032 · Ansernet Service Fee	11,029.92	10,398.41	631.51	6.07%
6035 · Newsletters				
6037 · Newsletter Postage	1,056.43	487.08	569.35	116.89%

Rose Memorial Library Association Profit & Loss Prev Year Comparison January through August 2021

AQANP08/25

	Jan - Aug 21	Jan - Aug 20	\$ Change	% Change
6035 · Newsletters - Other	2,057.00	1,025.00	1,032.00	100.68%
Total 6035 · Newsletters	3,113.43	1,512.08	1,601.35	105.9%
6036 · Fundraising				
6038 · Fundraising Postage	0.00	537.99	-537.99	-100.0%
Total 6036 · Fundraising	0.00	537.99	-537.99	-100.0%
6043 · Retirement 403B	-25.00	0.00	-25.00	-100.0%
6046 · Movie Licensing Contract	0.00	387.00	-387.00	-100.0%
6050 · RCLS Service Fee	2,196.21	2,195.23	0.98	0.05%
6051 · Computer Technical Support	4,322.50	4,155.00	167.50	4.03%
6052 · New Library Website	134.93	0.00	134.93	100.0%
6053 · Website Hosting Fee	559.75	419.68	140.07	33.38%
6101 · Capital Expenditures				
6022 · Fixed Asset & Capital Purchases	1,250.00	413.46	836.54	202.33%
6100 · Books				
6100-A · Books	12,036.95	9,707.35	2,329.60	24.0%
6100-C · Books- Children	3,241.71	2,878.90	362.81	12.6%
6100-YA · Books- YA	524.37	443.51	80.86	18.23%
Total 6100 · Books	15,803.03	13,029.76	2,773.27	21.28%
6150 · AV				
6110 · AV-Audio				
6115 · Audio Books	1,416.39	1,264.19	152.20	12.04%
6120 · Music	281.01	390.13	-109.12	-27.97%
Total 6110 · AV-Audio	1,697.40	1,654.32	43.08	2.6%
6130 · Video Tapes and DVDs	2,607.10	3,753.56	-1,146.46	-30.54%
6141 · Digital Reading Technology	4,990.84	4,659.08	331.76	7.12%
6160 · Software				
6161 · Video Games	838.54	487.02	351.52	72.18%
6160 · Software - Other	787.75	3,183.89	-2,396.14	-75.26%
Total 6160 · Software	1,626.29	3,670.91	-2,044.62	-55.7%
Total 6150 · AV	10,921.63	13,737.87	-2,816.24	-20.5%
Total 6101 · Capital Expenditures	27,974.66	27,181.09	793.57	2.92%
6125 · Serials	1,739.80	2,215.41	-475.61	-21.47%
6200 · Programs				
6210 · Adult Program Fees	500.00	1,280.00	-780.00	-60.94%
6220 · Child's Program Fees	498.00	1,400.00	-902.00	-64.43%
6225 · Museum Passes	845.00	0.00	845.00	100.0%
6250 · Summer Reading Program				
6251 · Summer Program Fees - Childrens	675.76	0.00	675.76	100.0%
6253 · Summer Program Fees - YA	0.00	150.00	-150.00	-100.0%
Total 6250 · Summer Reading Program	675.76	150.00	525.76	350.51%
Total 6200 · Programs	2,518.76	2,830.00	-311.24	-11.0%
6300 · Supplies				
6013 · Library Supplies	869.70	335.66	534.04	159.1%
6027 · Office Supplies & Expense				
6041 · Equipment Rental	180.00	60.00	120.00	200.0%
6027 · Office Supplies & Expense - Other	2,427.09	4,907.12	-2,480.03	-50.54%
Total 6027 · Office Supplies & Expense	2,607.09	4,967.12	-2,360.03	-47.51%
6254 · SRP Expenses - YA	132.75	0.00	132.75	100.0%
6301 · Program Supplies - Adult	351.26	74.25	277.01	373.08%
6302 · Program Supplies - Children's				
6252 · SRP Expenses - Children's	691.43	23.50	667.93	2,842.26%
6302 · Program Supplies - Children's - Other	366.15	957.60	-591.45	-61.76%
Total 6302 · Program Supplies - Children's	1,057.58	981.10	76.48	7.8%
6304 · Program Supplies - Young Adults	244.02	335.98	-91.96	-27.37%
Total 6300 · Supplies	5,262.40	6,694.11	-1,431.71	-21.39%
6819 · Covid 19 Expenses	-461.24	4,096.40	-4,557.64	-111.26%
Total Expense	327,464.51	378,516.10	-51,051.59	-13.49%
Net Ordinary Income	270,192.39	-55,217.58	325,409.97	
Other Income/Expense				
Other Expense				
6800 · Net Payroll	0.00	0.00	0.00	
Total Other Expense	0.00	0.00	0.00	
Net Other Income	0.00	0.00	0.00	
Net Income	270,192.39	-55,217.58	325,409.97	

Rose Memorial Library

September 2021 Board Meeting

Director's Report

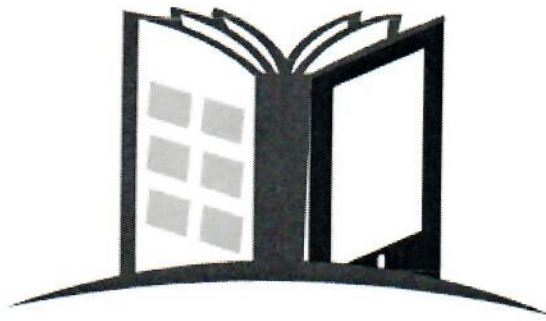
- We are looking forward to holding Roundtable Discussions with community members this month to help shape the vision for Rose Memorial Library's future.
- Toni Ann Mulligan joined the Rose Memorial staff on September 7, 2021 as a Part-Time Circ Clerk. She is already an excellent addition to the RML team and we are excited to have her on board!

Carole Gomez, Office Manager

- The 2021 Appeal has received 249 donations and now totals \$10,683.00. As previously noted, after the April newsletter was published, we received \$805 and following the June newsletter, \$975 was donated. The September newsletter hit homes two days ago. All amounts are included in the total.
- RML issued 22 new library cards during the month of August
- During August, 609 patrons signed in when visiting RML. The actual number may be slightly higher. there were 4 Curbside Pickups, 4 Books by Mail and 3 home deliveries.
- The LED project for the Kennedy Room is moving forward. D&G Electrical has quoted \$600 for the tubes with a \$325 O&R instant rebate. Total of the tubes is approximately \$275. Hush Maintenance will be doing the install. I will have an estimate from them before the September meeting.
- The 50 yard signs have been ordered from Shell Ann Printing and will be ready shortly.

ROSE MEMORIAL LIBRARY ASSOCIATION

EMPLOYEE HANDBOOK



Revised 08/19/2021

ROSE MEMORIAL LIBRARY ASSOCIATION
EMPLOYEE HANDBOOK

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ROSE MEMORIAL LIBRARY MISSION, VISION, AND SHARED VALUES

To be added upon completion and approval by the Rose Memorial Library Board

POLICY STATEMENT

The Board of Trustees is the governing body of the Rose Memorial Library Association elected by the Members of the Association. The following shall constitute this Library's statement of Personnel Policies and Procedures to be followed in all matters relating to personnel.

The Board of Trustees employs the Library Director and the Library Director is empowered, upon consultation with the Board of Trustees, to employ the staff. The chief executive officer of the Library is the Director, who is responsible for carrying out Library policies and who has general charge of the Library and the persons employed therein. The Board of Trustees formulates Library policies and sees to it that these Library policies are administered by the Director. The Director and Trustees (or Committee) shall review this policy as needed and make recommendations for any necessary revisions to the Board of Trustees.

The staff consists of salaried and hourly employees. References should be made to job descriptions for further details. Employee work hours are approved by the Director. Rates of pay and pay periods for all employees are approved by the Board of Trustees with recommendations from the Director.

Library hours of operation may change from time to time and will be posted.

EQUAL EMPLOYMENT OPPORTUNITY AND ANTI-DISCRIMINATION

The Rose Memorial Library (the "Library") is an equal opportunity employer. It is a primary focus of the Library to provide a safe, non-discriminatory workplace for all employees and foster a productive environment conducive to providing high quality service to our patrons.

Any discrimination or harassment on account of race, color, religion, creed, sex, national origin, ancestry, age, qualified mental or physical disability, sexual orientation, genetic carrier status, any veteran status, any military service, any application for military service or membership in any other category or class protected under the law will not be tolerated. [*Refer to Ramapo Catskill Library System Anti-Discrimination And Anti-Harassment Policy*]

A. Equal Opportunity Employer

All employment decisions and personnel actions at the Library are administered without regard to race, color, religion, creed, national origin, ancestry, sex, age, qualified mental or physical disability, sexual orientation, genetic carrier status, any veteran status, any military service, any application for any military service, or any other category or class protected by federal, state, or local laws. All employment decisions and personnel actions, such as hiring, promotion, compensation, benefits, and termination, are and will continue to be administered in accordance with, and to further the principle of, equal employment opportunity.

B. Procedure for Reporting Discrimination and/or Harassment

If any employee believes that the actions or words of a manager/supervisor, fellow employee, patron, vendor or other individual in the workplace constitutes unlawful harassment or discrimination, the employee has a responsibility to promptly report that behavior to the Library.

Any individual who believes he/she has been the victim of any form of discrimination, including harassment, shall promptly give notice of his/her claim. Employees may formally or informally complain, orally or in writing, and are not required to complain within their chain of command. Prompt reporting enables the Library to stop the discrimination, including harassment, before it becomes severe or pervasive. Furthermore, employees are encouraged to promptly report all alleged incidents of harassment even if someone else is a possible victim.

All complaints of discrimination, including harassment, will be reviewed and investigated promptly and impartially by the Library management and/or its designee. Once management receives notice of any complaint of alleged discrimination, including harassment, it will swiftly determine whether or not a fact-finding investigation is necessary. If it is determined that a fact-finding investigation is necessary, it will be launched promptly. If necessary, intermediate measures may be taken before completing the investigation to ensure that further discrimination, including harassment, does not occur. Moreover, the Library will protect the confidentiality of the allegations to the extent possible.

The complaining party will be given notice of the outcome of the investigation of any formal or informal complaint. An individual who believes he/she has been the victim of any form of discrimination, including harassment, also has the option of filing a complaint with the New York State Division of Human Rights (DHR) and/or the Equal Employment Opportunity Commission (EEOC).

EMPLOYMENT PROCEDURES

The Library is committed to employing only United States citizens and aliens who are authorized to work in the United States. The Library does not unlawfully discriminate on the basis of citizenship or national origin.

A. Employment Practices

- The Board of Trustees approves all positions and salaries.
- The Board of Trustees selects and appoints the Director. For other positions, when a vacancy occurs, the Director reviews job applications, screens the applicants, interviews select candidates, and approves the final selection.
- Staff members are selected based on personnel and educational qualifications for the position involved. All professional Librarians must have or must apply for a New York State Public Librarian's Professional Certificate within the first month of employment.

B. Immigration Law Compliance

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9

with the Library within the past three years, or if their previous I-9 is no longer retained or valid. I-9 Forms will be kept in a separate and confidential file. Employees with questions or seeking more information on immigration law issues are encouraged to contact the Library Director.

C. Hiring of Relatives

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment may be carried into day-to-day working relationships.

Although the Library has no prohibition against hiring relatives of existing employees, we are committed to monitoring situations in which relatives work in the same area. In case of actual or potential problems, the Library will take prompt action. This can include reassignment or, if necessary, termination of employment for one or both of the individuals involved.

For the purposes of this policy, relatives are defined to include spouse, parent, son, daughter, brother, sister, brother & sister-in-law, father & mother-in-law, stepparent, stepbrother, stepsister and stepchild. This policy also applies to an individual who is not legally related but who resides with the employee.

D. Conflicts of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the Library wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. [*Refer to Ramapo Catskill Library System Conflict of Interest Policy*]

EMPLOYMENT CLASSIFICATIONS.

Full-time employees are those who regularly work thirty-five (35) hours per week. Salaried full-time staff receive a set annual compensation in equal bi-weekly paychecks. According to the Fair Labor Standards Act (FLSA) full-time, salaried, professional and administrative staff (fulfilling certain guidelines) are considered "exempt" and generally do not receive overtime pay.

Salaried full-time or part-time staff, who do not have professional and administrative responsibilities, and/or full-time or part-time staff who are paid hourly, are considered "non-exempt" under the provisions of FLSA and are paid for all hours worked including overtime. Part-time employees are those who regularly work less than thirty-five (35) hours per week. They are paid an hourly wage. Temporary employees are those who work only as required on an irregular basis for a limited period of time. They are paid an hourly wage.

- A. Training Period** ~ Newly hired employees can expect a training period of three (3) months. All staff need to demonstrate proficiency in the basic duties of their roles, as well as basic circulation processes after this time. The Director and appointed supervisors will monitor the employee's performance.
- B. Attendance Record** ~ All employees will record their time of arrival and time of departure. Attendance records shall be retained for seven (7) years. The record needs to be calculated by the employee for each shift, totaled for each week and approved by the staff member at the end of the pay period to signify agreement with the calculated hours. Failure to formally approve hours will be considered tacit approval.
- C. Hours Of Service** ~ In order for the Library to fulfill its mission of service to the public, hours may be adjusted to meet the needs of the community. When the Director deems that a permanent change in the hours of operation is needed, they will make the recommendation to the Board for approval.
- D. Unpaid Meal Breaks** ~ The workweek, exclusive of unpaid thirty-minute (30) lunch and dinner periods, is thirty-five (35) hours per week. Monday through Friday the opening shift for all staff who are interacting with the public shall begin thirty (30) minutes before the opening time in order to prepare for the workday. The Saturday and Sunday shifts shall begin fifteen (15) minutes before the opening time.
- E. Breaks** ~
 - There is a fifteen (15) minute paid break for full-time employees either in the morning or the afternoon.
 - Employees who work a minimum of four (4) consecutive hours but less than six (6) consecutive hours are entitled to a paid fifteen (15) minute break.
 - Employees who work six (6) or more consecutive hours are entitled to a fifteen (15) minute paid break plus a compulsory unpaid "meal" break of thirty (30) minutes.

- An employee who works a full day on Saturday will be entitled to a thirty (30) minute (paid) break. Employees must remain on the premises during this paid break.
 - NOTE: It is not acceptable to decide not to take the unpaid break and leave early or arrive late. Any schedule changes must be approved in advance by the supervisor.
- F. Overtime** ~ Non-exempt employees are employees who, because of the type of duties performed, the usual level of decision-making authority, and the method of compensation, are subject to all Fair Labor Standards Act (FLSA) provisions including the payment of overtime. Non-exempt employees are required to account for all hours and fractional hours worked. Employers must compensate non-exempt employees for all hours worked overtime at their standard rate beyond 35 hours and at the premium (time-and-one-half) rate of pay beyond 40 hours. Any hours worked beyond an employee's scheduled hours for the week must be approved in advance by the Director.
- G. Compensatory Time** ~ It is generally expected that exempt administrative staff can complete their work in a normal (35-hour) workweek. However, it is implicit by the nature of their positions that time beyond the normal work schedule may be required. Compensatory time shall be earned in thirty (30) minute increments and may be taken in thirty (30) minute increments subject to mutual agreement between the employee and his/her immediate supervisor. Compensatory time may not be carried over from year to year.
- H. Flex Time** ~ Occasionally professional or administrative employees may have to work outside of their expected work schedule; for example, when required to be present at an evening community meeting or program. These employees are strongly encouraged to take advantage of flex time scheduling within a pay period to minimize excessively long hours. However, when flex scheduling is not possible, exempt employees may earn compensatory time and non-exempt employees may earn overtime for the time they are required to work beyond 35 hours. All flex scheduling, compensatory time and overtime must be pre-approved by the Director.

COMPENSATION

Salary is a fixed amount of money or compensation paid to an employee by an employer in return for work performed. The exempt employee's salary is paid in 26 even paychecks over

the course of the calendar year on a bi-weekly basis via direct deposit. An employee who is paid a salary is expected to complete a whole job in return for the salary. Exempt employees are expected, by most organizations, to work whatever hours are necessary to accomplish the goals and deliverables of their exempt position.

Non-exempt employees are compensated via an hourly wage. Due to the nature of their positions and changes in number of hours worked from week to week, the amount of their paychecks may fluctuate. Non-exempt employees will be paid on a bi-weekly basis via direct deposit. Occasionally a non-exempt staff member's employer may ask them to work overtime and the employer must compensate the non-exempt employee for all hours worked overtime at their standard rate beyond 35 hours and at the premium (time-and-one-half) rate of pay beyond 40 hours.

RESIGNATIONS

Resignations must be submitted in writing to the Library Director who in turn presents the letter to the Board of Trustees at the next regular meeting. One month's notice is required for full-time employees and two weeks' notice for part-time positions. Employees who have given proper notice of resignation will be granted a lump sum payment of up to two work weeks (using the average numbers of hours they worked on a weekly basis) of any unused Paid Time Off at their standard rate of pay.

EMPLOYEE CONDUCT & WORK RULES

In order to provide a friendly, comfortable, and professional atmosphere for our community, all employees need to adhere to general rules.

A. Conduct

- All staff must arrive on time and be ready to work when scheduled.
- In the event of an illness or emergency that prevents an employee from working their shift, they should immediately contact their supervisor, the Office Manager, or the Director preferably six (6), no less than one (1) hour prior to the start of their shift. If live contact cannot be made, employees should call the Library and inform another employee about their status.

- The public's impression of the Library often is based on the actions of the staff. Employees shall:
 - be responsible for Library property, records, or other materials in their care and custody.
 - refrain from talking negatively or gossiping about patrons and co-workers.
 - deal with the public in a warm and patient manner at all times.
 - focus on their duties and responsibilities without interfering with those of other employees.
 - report to work free from the influence of drugs and/or alcohol.
- Employees should use common sense, communicate clearly, and notify the Director of any notable concerns about the effective operation of the Library.

B. Work Rules

- To assure orderly operations and provide the best possible work environment, the Library expects employees to follow rules of conduct that will protect the interests and safety of all employees and the Library.
- It is not possible to list all forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:
 - Theft or inappropriate removal or possession of Library property.
 - Falsification of timekeeping or other Library records.
 - Smoking on Library property.
 - Working under the influence of alcohol or illegal drugs.
 - Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace.
 - Fighting or threatening violence in the workplace.
 - Boisterous or disruptive activity in the workplace.
 - Negligence or improper conduct leading to damage of property.
 - Insubordination or other disrespectful conduct.
 - Exhibition of negative behavior or use language, including gossip, directed toward or about fellow staff members, library patrons, community members or protected classes while in the workplace or on social media accounts.
 - Endangering the safety or health of others.
 - Sexual, racial, or other harassment.
 - Excessive absenteeism or absence without notice.
 - Unauthorized absence from workstation during the workday.
 - Unauthorized use of telephones, mail system, or other Library equipment.

- Violation of personnel rules and regulations as outlined in the Employee Handbook and Library Policies Guide.
- Unsatisfactory performance or conduct.

[Refer to Ramapo Catskill Library System Code of Conduct Policy]

PERSONAL APPEARANCE

Employees are welcome to express their individual senses of style through their personal appearance and clothing, as long as it does not impact their ability to safely and effectively do their jobs.

PHONE USAGE

Personal phone calls and text messaging are to be confined to break time or meal time. Personal calls and texts should not be made, nor received, in public areas of the Library. However, it is recognized that there may be some occasions, normally due to unforeseen circumstances or an emergency, when it is necessary for staff to make or receive personal telephone calls or texts. These calls/texts should be kept to a minimum and be of short duration.

INTERNET, EMAIL & TECHNOLOGY USE

The Library's technology is to be used as an official means of business communication with patrons and vendors.

All employees are assigned a rcls.org email address. Staff members are expected to check their work email at the beginning of each shift in order to remain updated about library procedures and information that may have changed since their previous shift. This email address should be used exclusively for work purposes.

All employees should be aware of and follow the conditions and access guidelines within the *Ramapo Catskill Library System Email Account Usage Policy*.

Employees are provided access to computers and information resources of the internet for the purpose of increasing productivity for Library purposes, including communicating with

patrons, vendors, colleagues and carrying out research. Misuse may potentially violate regulations, policies and laws, including copyright laws, which could result in personal liability. Technology and internet usage should not impact productivity or performance of duties of the job.

Library printers, scanners, and fax machines may be used by staff within reasonable bounds.

PERFORMANCE EVALUATION AND GOAL-SETTING

The purpose of performance evaluations to encourage the growth of individual employee's performance and help ensure the staff as a whole are supporting the Library's organizational goals. Timely feedback has been shown to be the strongest way to coach better performance, therefore evaluation, overseen by the Library Director, will be ongoing throughout the year. However, staff will set personal performance goals annually.

- Every November, staff members will have a one-on-one meetings with the Library Director to set work-related goals for the following year.
- Check-ins on goals or real-time feedback meetings can happen at any time, as needed, and will be recorded in staff files.
 - Additional goals may also be set at any point to reflect ongoing evaluation.
- Copies of feedback files will be added to personnel files at the end of every year.
- Employees can request to see their feedback files at any point.
- The Library Director will be evaluated by the Board of Trustees in the manner they see fit.

GRIEVANCE PROCEDURES

Complaints should be submitted in writing to the Director within ten (10) days of the incident and settled informally whenever possible. If a satisfactory solution cannot be reached, the Director may refer the matter to the Board of Trustees for resolution. In the event that the Board's decision is not satisfactory to the staff member, he or she may submit a written request to meet with the Director and the Board.

[Refer to Ramapo Catskill Library System Whistleblower Policy]

LEAVE

A. HOLIDAY CLOSINGS

The Director, with the approval of the Board, will establish annually the dates of holiday closings for the year.

There are consistently nine (9) full-day closings and one (1) half-day closing. The full-day closings are as follows:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- The Day after Thanksgiving
- Christmas Eve
- Christmas Day
- Easter Sunday

All staff whose normal schedule would include any of the holidays will receive pro-rated holiday pay.

The Library will remain open on the following holidays in order to afford the public extra access to the resources and programs of the Library:

- Martin Luther King Day
- President's Day
- Juneteenth
- Veteran's Day
- Thanksgiving Eve
- Columbus Day

Hourly employees working a shift on these holidays may choose to either work at the premium rate of time-and-a-half **OR** take a floating holiday. Those whose normal schedule would include these days may take the day off as an unpaid holiday as long as they let their supervisor know at least 1 month in advance.

NOTE: Staff are encouraged to use floating holidays and/or speak with Director regarding taking off for religious or cultural holidays not specifically covered by this policy.

B. DELAYED OPENINGS/EMERGENCY CLOSINGS

- Every reasonable effort will be made to keep the Library open to the public. However there may be times when the Director decides to delay the Library's opening or to

close it completely for the safety of our patrons and staff. Staff will be notified **via email** by 7:30 am on the day in question by administration if the Library closes or opening is delayed. Public notice of such action will be found posted on the Library's web page, Facebook, Instagram and Twitter accounts.

- If extreme conditions cause the Library to open later or to be closed, those employees scheduled to work will be paid for the time missed.

C. JURY DUTY

- In compliance with New York State Law, Library employees are entitled to time off to serve as jurors. Jury service time will not be charged to vacation or sick leave. The employee will not be required to make up time taken off for jury service. Employees will continue to receive the normal wage for the hours they were scheduled to work while serving jury duty.
- The employee should provide a copy of the jury summons to the Library Director upon receipt.
- If the employee is required to report for jury duty for the following workday, he or she should notify the Library Director the night before. Whenever possible, the employee should assist in finding coverage if scheduled to work at a public service desk.
- The employee should keep the Director informed of his or her status if multiple days need to be served.
- Upon completion of jury duty, the employee should request proof of service from the court system and provide the Library Director with a copy.

D. PAID TIME OFF

- Paid time off (PTO) is an employer-provided benefit that grants employees compensation for personal time off, vacation days, federal holidays, sick leave, and maternity and paternity leave. Paid time off is calculated based on number of hours worked per pay period for hourly staff and salaried hours per pay period for salaried staff. PTO is accrued into a central bank, not separated out by type of compensated time off.
- PTO may be taken for any purpose as long as an employee has the necessary number of hours accrued.
- Employees may request PTO in hourly increments
- **All staff will accrue PTO based on the number of hours worked per pay period (hourly) or salaried hours (salaried) multiplied by set percentages dependent on tenure.**

- Years 0-3 of employment at Rose Memorial Library – hours worked/salaried hours per pay period x 11.5% (.115) = PTO hours earned
- Years 4-15 of employment at Rose Memorial Library – hours worked/salaried hours per pay period x 13.4% (.134) = PTO hours earned
- Years 20+ of employment at Rose Memorial Library - hours worked/salaried hours per pay period x 15.3% (.153) = PTO hours earned

- PTO Accrual Percentages and Caps

Years of RML Employment	PTO %	Total PTO Cap
0-3	11.5%	Average weekly hours annually x 10
4-10	13.4%	Average weekly hours annually x 11
11-15	13.4%	Average weekly hours annually x 12
16-19	13.4%	Average weekly hours annually x 13
20+	15.3%	Average weekly hours annually x 14

- Employees who have given proper notice of resignation or retirement as specified in the Employee Manual will be granted a lump sum payment of up to two work weeks (using the average numbers of hours they worked on a weekly basis) of any unused PTO at their standard rate of pay.
- No PTO will accrue during any month in which an employee is on leave without pay for more than one half of his/her scheduled work time per month.
- A holiday closure falling within a vacation or other leave of absence with pay shall not be considered part of such leave.
- If an employee has a pre-arranged PTO day on the day of an emergency closing, they will still be on PTO and the hours requested will be considered "spent".
- PTO requests should be made 30 days or more before date requested whenever possible.
- In the case where two or more employees in the same department request the same time for non-emergency PTO, the Library Director will make the final decision, based on seniority (keeping in mind the efficient operation of the Library).
- Employees may be asked to provide a doctor's note in the event of PTO extending beyond three (3) days that has not been pre-approved.

E. LEAVE WITHOUT PAY

Leave without pay may be granted at the discretion of the Director for a period not to exceed one (1) year. An employee desiring leave without pay must submit a written request to the Director at least three (3) weeks prior to the desired leave. The length of the leave must be specified in the written request.

F. MATERNITY/PATERNITY/ADOPTION LEAVE & PAID FAMILY LEAVE

- Maternity/Paternity/Adoption leave is an extended leave of absence and is available to all full-time employees after 90 days based on current Federal and State Equal Employment Opportunities Acts and affirmative action and other civil rights laws. Policies will be adopted to stay in compliance with these laws.
- Rose Memorial Library will comply with the terms and conditions of the Family Leave Act of 1993 and the Paid Family Leave coverage of January 1, 2018.

G. MILITARY SERVICE LEAVE

Members of the National Guard or Military Reserve shall be provided with the protections enacted in the Uniformed Services Employment and Reemployment Rights Act.