

Mount Morris Library

121 Main Street

Mount Morris, New York 14510

Equal Employment Opportunity

The Mount Morris Library Board of Trustees, in recognition of its public and social concern, its responsibilities for the personal development of individuals, and its concerns for the rights of the individual, does hereby express and establish this Policy of Equal Opportunity.

It is the policy of said Board to provide equal opportunity in employment for all qualified persons; to prohibit discrimination in employment or use of its facilities because of race, color, creed, age, national origin, and sex, and to promote the full realization of equal opportunity through positive continuing programs. Furthermore, the Mount Morris Library Board of Trustees expects all with whom it does business to support this policy by complying with all applicable State and Federal equal employment laws and regulations.

This policy of equal employment opportunity governs all policies, practices and actions regarding all persons and all job classifications at the library. Also, this statement of policy will be issued to all employees.

Adopted and Approved by the Board of Trustees -- July 2016

Mount Morris Library

Library Clerk Duties and Responsibilities

Promptness in coming to work on the time scheduled is always expected. The Library Director should be notified in advance if lateness must occur.

If time off from regularly scheduled hours is required, it is the clerk's duty to get a replacement for the hours, via Director or other clerk. Time off for a vacation must be documented on the calendar and covered by another library clerk or the Director. Library clerks are not paid for time off.

Neatness in appearance and dress is required. Cheerfulness and friendliness to all patrons is expected. All questions and book requests should be answered. Patrons should always be given more than they came with, even if it is just direction to another source. Helping patrons is one of the most important aspects of this job.

The Director's mail should be set aside for the director, as should all bills.

Time worked must be recorded on the time sheet; time not recorded will not be paid. Part-time employees do not receive paid holidays or vacations.

Library clerks may take one fifteen minute break if the library is not busy during a shift, at which time they may read non-work related materials. All other times, materials read should be library related.

Answer all telephone calls "Mount Morris Library, may I help you?" Do not take calls for the director unless asked to, but take the caller's name and number or tell the caller when the director will be available.

Work schedules will be negotiated and set up by the Director. The Library will never be closed during regular hours, unless that closing is due to unusual circumstances and there is no recourse.

Reviewed: July 11, 2020

Duties of the library clerk

Charging out materials to patrons, renewing material when appropriate to library policy

Checking in and shelving material

Collecting late fees, and assisting with billings for non-returns and fines

Attending to daily book drop returns

Packing and unpacking System deliveries

Registering new patrons

Contacting patrons when inter-library loan materials have been received

Answering patron reference questions, or referring patrons to an alternate source

Knowing the library collection well enough to assist patrons in finding material

Assisting patrons at the public access computers, as time allows

Processing new materials for circulation

Sorting mail and checking in periodicals

Assisting with library programs, as needed

July 11, 2020

Mount Morris Library Association

Salaries and Hours

Work Week

The Library Director's work week will be from Monday through Friday, salary to be paid for 35 hours a week. The Library Director is responsible to assure coverage for Saturday hours and any other times that the library is open.

The cleaning staff may work 3 to 4 hours weekly, with some extra time allotted for seasonal cleaning as recommended by the Library Director/Board of Trustees.

The Library Director will receive pay for annual leave and holidays. Clerks are not eligible to receive paid annual leave or holidays.

Wage payment

All library employees are paid every other week on Fridays. Payment for lawn mowing and snow removal will be negotiated. Time sheets will be submitted for payment on the Tuesday afternoon preceding payday. Time not reported on time sheet will not be paid. All employees have the following deductions withheld from each paycheck: U.S. Income tax, N.Y. State Income tax, Social Security.

Overtime

It is the policy of the library not to allow monetary payment for overtime worked. If the number of hours worked in a week exceeds that of regular hours, time off may be taken. Occasionally, it may be necessary to ask that a clerk work extra hours. In this case they will be paid at their normal rate.

Work Schedules

All open library hours should be covered by at least one staff person/clerk or Library Director. Schedules are put in place by the Library Director. Any time off should be discussed with the Director. Habitual tardiness or unexplained absences will be cause for disciplinary action by the Board.

Mount Morris Library

Leave Policy

Holidays

The library will be closed on the following holidays if they occur on a day that the library is open:

New Years Day	Columbus Day
Martin Luther King Day	Veteran's Day
Lincoln/Washington Presidents Day	Thanksgiving Day and the Friday following
Saturday before Easter	Reduced hours Christmas Eve, Eve
Memorial Day	Christmas Day
Independence Day	
Labor Day	

Those employees whose religious beliefs require the celebration of religious holidays other than those for which the library is closed may be permitted to up to two days per year for this purpose.

Sick Leave

The Library Director will receive one sick day per month to an accumulation of 36 days. Sick leave may be taken in half day units, and may be taken for the following purposes:

Illness

Doctor or dentist appointments

Illness in family (parents, children, spouse)

Library clerks do not receive paid sick leave. If a clerk must be absent due to illness, this must be reported to the Director.

All library employees are covered by Workmen's Compensation.

Annual Leave

Vacation may be taken after 1 year of employment, granted as follows:

The Library Director receives 2 weeks of paid vacation. After 5 years of employment, the Director will receive 3 weeks of paid vacation.

Library clerks do not receive paid vacation time.

Vacation may be taken in half day units. The Library Director is responsible for making arrangement with library clerks to cover the library in her absence.

Vacation must be taken before the end of each year and may not be accumulated.

Other leave with Pay

Conferences, Workshops, Meetings: The Library Director will be paid for the time involved in attending these job related functions. Library clerks will be paid for those workshops at the discretion of the Library Board and the Director.

Death in the immediate family: An absence due to death in the family is charged to leave with pay for up to three days for the Library Director. The immediate family is understood to be spouse, children, parents, grandparents, siblings, and grandchildren.

Occupation disease or injury: Leave with pay will be considered, subject to a time limit, agreed upon by conference between the Director and Library Board.

Civil Service Exams: If it becomes necessary for the Library Director to take a required Civil Service Exam for this position during working hours, leave with pay is granted.

Reserve Units: Public libraries must grant up to 30 days leave with pay per year not deductible from other leave credits to members of the National Guard of Armed Forces Reserve Units for ordered military duty.

Leave without Pay

Maternity leave: Maternity leave up to three months before delivery and three months after delivery, or six months total, will be granted upon request.

Educational leave: If the Library Director returns to school full-time to complete her education, leave without pay may be granted per Board notification.

Jury duty: Leave is granted for the purpose of serving on city or county juries when subpoenaed to serve in court during regular working hours.

VI. PERSONNEL ACTION

D. LIBRARY EMPLOYEE OBLIGATIONS

1. Conduct

- a. All library employees are expected to conduct themselves in a manner befitting a business institution serving the public.
 1. To this end library employees should read the daily newspapers, keep abreast of current events, and read as many books as possible.
 2. The public has a right to expect library employees to be familiar with the library collection and to keep informed about titles. However, reading on duty is limited to professional periodicals, book reviews, unless a particular assignment requires reading other materials.
 3. Reading materials of a recreational nature etc. is expected to be done at home.
- b. To the extent that library duties allow, library employees are encouraged to belong to and take part in the cultural activities, civic service, educational, and social organizations of the community.
- c. Library employees are expected to be punctual in assuming duties so that the patrons are not kept waiting.
- d. A business-like, friendly, and courteous attitude is desirable when dealing with the public.
 1. Conversations with patrons should not degenerate to mere visiting.
 2. Patrons must never be kept waiting while the library employees are talking about non-library business.
 3. Personal phone calls, meetings, business, etc. should be kept at a minimum and not held in public view.
- e. Courteous treatment of patrons cannot be over emphasized. No matter who the patron is, or what his or her request, they deserve consistently courteous treatment.

- they deserve consistently courteous treatment.
6. Courteous treatment of patrons cannot be over emphasized. No matter who the patron is, or what his or her request, they deserve consistently courteous treatment.
7. Courteous treatment of patrons cannot be over emphasized. No matter who the patron is, or what his or her request, they deserve consistently courteous treatment.
8. Personal phone calls, meetings, business, etc. should be kept at a minimum and not held in public view.
9. Patrons must never be kept waiting while the library employees are talking about non-library business.
10. Conversations with patrons should not degenerate to desirable when dealing with the public.
11. business-like, friendly, and courteous attitude is desired so that the patrons are not kept waiting.
12. Library employees are expected to be punctual in answering organizations of the community, activities, civic activities, educational, and social are encouraged to belong to and take part in the cultural to the extent that library duties allow. Library employees expected to be done at home.
13. Reading materials of a recreational nature etc. is materials.
14. unless a particular assignment requires reading other is limited to professional periodicals, book reviews, keep informed about titles. However, reading on duty to be familiar with the library collection and to The public has a right to expect library employees as many books as possible.
15. To this end library employees should read the daily newspapers, keep abreast of current events, and read a number of interesting business justification serving the public.
16. All library employees are expected to conduct themselves in

1. Conduct

2. LIBRARY EMPLOYEE OBLIGATIONS

11. PERSONNEL ACTION

Mount Morris Library

121 Main Street

Mount Morris, New York 14510

Whistleblower Policy

The Mount Morris Library is committed to operating in an environment of honesty and integrity and in compliance with all applicable laws, rules, and regulations, including those concerning accounting and auditing. It hereby establishes a policy against unlawful or fraudulent conduct and outlines a procedure for employees to report actions that a trustee or employee reasonably believes violates a law or regulation, or that constitutes fraudulent accounting or other practices. This policy applies to any matter which is related to the Library's business and does not relate to private acts of an individual not connected to the business of the Library.

The Library prohibits fraudulent practices by any of its trustees, officers, employees, or volunteers and expects its trustees, officers, employees, and volunteers to conduct themselves in accordance with law, regulation, Library policy, and procedures.

If a trustee, officer, employee, or volunteer has a reasonable belief that a trustee, officer, employee, or volunteer has engaged in any action that violates any applicable law or regulation, including those concerning accounting and auditing, or constitutes a fraudulent practice, that person is required and expected to immediately report such information to the Library Director. If the person does not feel comfortable reporting the information to the Library Director, they are expected to report the information to the President of the Board of Trustees. The person may, in addition, report the matter to a federal, state, or local agency.

All reports will be reported to the Board of Trustees, acted upon promptly, and an investigation conducted. The person assigned to conduct the investigation will deliver their findings to the Board of Trustees. In conducting such investigations, the Library will strive to keep the identity of the complaining individual as confidential as possible, while conducting an adequate review and investigation.

The Library will not retaliate against an employee in the terms and conditions of employment because that employee: (a) reports, in good faith, to a supervisor, the executive director, the Board of Trustees, or to a federal, state or local agency what the employee believes, in good faith, to be a violation of the law; or (b) participates, in good faith, in any resulting investigation or proceeding, or (c) exercises his or her rights under any state of federal law(s) or regulation(s) to pursue a claim or take legal action to protect the employee's rights. The Library may take disciplinary action (up to and including termination) against an employee, officer, trustee, or

volunteer who, in the Board of Trustees' assessment, has engaged in retaliatory conduct in violation of this policy or has violated the provisions of this policy.

Adopted and approved by the Mount Morris Library Board of Trustees – May 2, 2016
Updated and approved – December 6, 2021

APPENDIX A
MOUNT MORRIS LIBRARY
WHISTLEBLOWER POLICY

ACKNOWLEDGEMENT/CERTIFICATION

(To be completed by Trustees, Officers, and Employees)

I, _____, hereby certify that:

- a. I have received a copy of the Mount Morris Library's Whistleblower Policy;
- b. I have read and understand the Policy; and
- c. I agree to comply with the Policy.

Signature: _____

Date: _____

