

PURPOSE OF THE PERSONNEL POLICY

Library staff members are crucial to the mission of the library. A positive climate for staff achievement and ultimate client satisfaction is necessary.

The Bell Memorial Library shall abide by existing requirements established by the New York State Education Department and the New York State Department of Labor.

The library is an equal opportunity employer and does not discriminate against current or prospective staff members because of race, color, creed, religion, sex, national origin, age or handicap. In all instances, the Library Board will seek to employ the most qualified individual.

Civil Service

The employees of the Bell Memorial Library are public employees and as such are subject to Civil Service. The Livingston County Personnel Department administers civil service for the Library, including reviewing job applications, scheduling and conducting civil service exams for competitive positions, and establishing and certifying candidate eligibility lists. The Library complies with New York State Civil Service Law and if a conflict occurs between this policy and the law, the law shall take precedence.

WORK WEEK: The normal work week is Sunday to Saturday.

Full time: As defined for this policy is considered 1820 hours per year or 35 hours per week of scheduled work time.

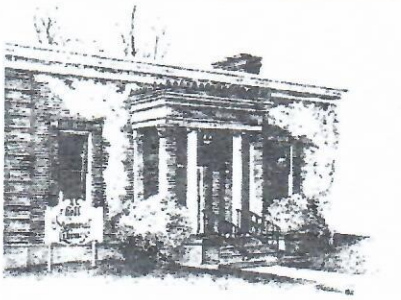
Part time: As defined for this policy in considered 910 hours per year or 17.5 hours per week of scheduled work time.

TEMPORARY: A staff member hired for less than 90 days in a given calendar year and/or a staff member who fills a position vacated by a leave of absence

ADOPTED: 11/16/95

REVISED: 3/16/00

REVISED: 10/22/2020



Credit Card Policy

The Library maintains a single credit card account as an ongoing option for the Library Manager to use for emergency purchases and purchases for which other forms of payment are impossible, impractical, or likely to result in unreasonable delays between the purchase of a good or service and its receipt. With prior approval from the Board of Trustees, bank credit cards will be established in the name of the Bell Memorial Library and the specific name of an individual with a maximum credit limit for each set by the Library.

Store cards and credit accounts will be available for specific purchases, such as office/custodial supplies. All credit cards will be held by the Library Manager at the library until needed.

- Credit and store cards are not to be used for personal expenses under any circumstance.
- The use of cards does not replace requisitions and purchase orders or other purchasing procedures

All credit card receipts and invoices must be maintained by the Library Manager.

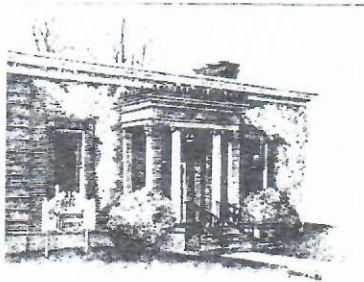
Proper documentation is to include:

- Original paid receipt indicating the amount paid, the vendor, and the itemized description of the purchases;
- In the case of books, subscriptions or similar orders, a copy of the order form or document and packing slip or other receiving document;
- A print-out of the items ordered online.

Examples of documentation NOT allowed:

- Non-itemized cash register receipts;
- Handwritten requests for reimbursement without receipts or other verification.

A lost or stolen credit card must be reported to the Bank and to the Board of Trustees immediately.



DISPOSITION OF LIBRARY PROPERTY

The Board of Trustees has the responsibility to dispose of the library's property.

As determined by the Library Manager, library materials no longer deemed appropriate for the collection will be made available for sale to the general public. Materials that have not sold will be donated to nonprofit resellers, or local charities, or recycled.

As determined by the Library Manager, surplus property, including but not limited to computer equipment, furniture, fixtures, and supplies no longer of use to the Library will be offered for sale to the general public. Items not sold will be donated.

The Board of Trustees must approve the sale of physical property, i.e. building and/or land.

Any proceeds received from the sale of items shall be retained for the purpose of maintaining and improving the library.

Adopted: 2/16/95
Revised: 10/22/2020



Equipment Purchase

The library manager, in coordination with the Board of Trustees, determines the equipment needs of the library. Selection of equipment is based on knowledge of the needs of the library, types of equipment appropriate to the library, and resources for recommendation and evaluation.

Consideration is given to the effective use of the collection and staff, and the goals and objectives of the library in determining equipment needs and selecting items.

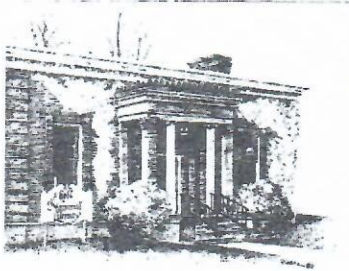
Technology, compatibility with style and design, durability, maintenance, and effectiveness are considered. Comparisons of reliability, workmanship, cost, etc. are made before any purchase.

Equipment purchases should be a planned as part of the yearly budget. Long-range planning should be made in cases of major equipment needs.

The library manager will consult with and obtain prior approval of the Board of Trustees on items costing more than 50% of the current year's equipment budget. The library director will keep the Board informed of purchases.

The library director will follow the appropriate procedures for bids when required by law.

Adopted: 3/17/95
Revised: 10/22/2020



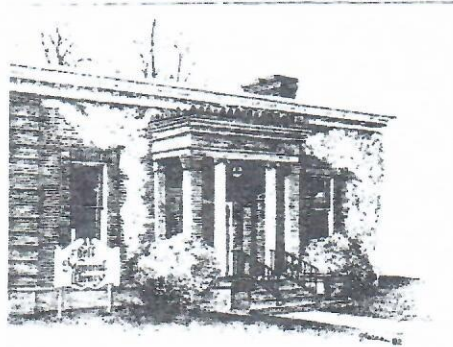
Online Banking Policy

The Bell Memorial Library has entered into a written agreement with M&T Bank for online banking services. Deposit accounts are held at M&T Bank. Stopping payments on checks and printing/viewing statements are authorized activities for the accounts. A unique ID and password has been secured. Online banking will only take place on an authorized employees' Library computer.

The Library Manager serves as the administrator on each account. The Library Manager reviews accounts on a weekly basis for unusual activity.

The Library Manager will make wire transfers or electronic payments for expenses as needed. The Library Board of Trustees is kept informed of these transactions.

Adopted: 10/22/2020



Capital Fund Policy

The purpose of the Capital Fund is to provide funding for non-recurring expenditures for repairs and improvements of the Library's building, facilities, and grounds. A qualifying Capital Fund expenditure occurs when there is a purchase or acquisition of an asset that will benefit the Library for an extended period of probable usefulness.

1. Capital Fund Investment

Capital Fund investments are held in interest bearing accounts.

2. Capital Fund Expenditure

The Library Manager shall make recommendations to the Board of Trustees for possible Capital Fund expenditures. The Board of Trustees shall select capital expenditures based on the long-term benefit and the amount of available Capital Funds. The Board of Trustees must approve all expenditures from this fund.

Adopted: 10/22/2020