

TABLE OF CONTENTS

July 29, 2026 Board of Trustees Regular Meeting

Agenda- Pages 1-2

Minutes of the Regular Meeting of June 24, 2026- Pages 3-5

Bill List for July 29, 2026- Pages 6-21

PO Purchase Requisition Status Report Page 22

Financial Summary for July 2026- Page 23

Library Statistical Report for June 2026- Page 24

Library Director's Report – Pages 25-34

AI Platforms for Boards – Page 35

Retirement Incentive Draft – Page 36

Minutes of the Regular Meeting of May 27, 2026 - Pages 37-42

Minutes of the Special Meeting of April 21, 2026 – Pages 43-44

Minutes of the Special Meeting of April 20, 2026 - Pages 45-46

Personnel Policy – 2026 – Pages 47-94

Edits – Pages 95-96

PFML Policy – Pages 97-99

Procurement Policy – pages 100-103

FINKELSTEIN MEMORIAL LIBRARY
24 Chestnut Street
Spring Valley, NY 10977

Proposed Agenda

Regular Meeting July 29, 2026

Location: Board Room, Finkelstein Memorial Library

Teleconference Link:

<https://us06web.zoom.us/j/84051078180?pwd=SyXyDvp1mKZ1gWcmrg4ecYp8iFedhf.1>

Meeting led by: President

Minutes taken by: To be determined

Timekeeper: To be determined

- I. Confirmation of quorum, attendance, noting excused and unexcused absences
- II. Meeting called to order
- III. Pledge of Allegiance
- IV. Welcome and recognition of guests
- V. Approval and/or modification of the Agenda
- VI. Minutes of the Regular Meeting of June 24, 2026
- VII. Minutes of the Special Meeting of July 13, 2026
- VIII. Bill List for July 29, 2026
- IX. PO Purchase Requisition Status Report
- X. June 2026 Payroll Journals
- XI. Financial Statement for May 2026
- XII. Financial Summary for July 2026
- XIII. Treasurer Report
- XIV. Library Statistical Report for June 2026
- XV. President's Report
- XVI. Library Director's Report

- XVII. Union Representative Report
- XVIII. Public Comment
- XIX. Correspondence Received
- XX. Committee Report:
 - Budget and Finance:
 - Personnel:
 - Advocacy and Fundraising:
 - By-Laws and Policy:
 - Strategic Planning:
 - Buildings and Grounds:
- XXI. New Business:
 - 1. AI Platforms for Boards
- XXII. Unfinished Business
 - 1. Approval of 2026/2027 budget
 - 2. Approve bid for air handler
 - 3. Retirement Incentive
 - 4. Minutes of the Regular Meeting of May 27, 2026
 - 5. Minutes of the Special Meeting of April 21, 2026
 - 6. Minutes of the Special Meeting of April 20, 2026
 - 7. Approval of Personnel Policy – 2026
 - i. Includes edits and PFML Policy
 - 8. Procurement Policy
- XXIII. Executive Session
 - 1. Personnel matters
- XXIV. Adjournment

**THE NEXT REGULAR MEETING OF THE BOARD OF TRUSTEES WILL BE HELD ON
WEDNESDAY, AUGUST 26, 2026**

**FINKELSTEIN MEMORIAL LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING/JUNE 24, 2026**

The regular monthly meeting of the Board of Trustees was held both in person and by video conference on Wednesday, June 24, 2026. The meeting was recorded in accordance with law.

Board Members Present:

Ms. Darnett Davis, President called the meeting to order at 6:33 p.m. with the following members present by roll call: Mr. James Johnson, Ms. Esther Waldman, Vice President, Ms. Oluwasey Banjo, Ms. Joan Soskin, Ms. Yehudis Gottesfeld (arrived at 6:39 p.m.), and Mr. Yossi Rubinstein (arrived at 6:37 p.m.) .

Board Members Excused: None

Board Members not excused: None

Administrative Personnel:

Ms. Laura Wolven, Library Director, Ms. Beth Zambito, Assistant Director, Mr. Andrew Koblick, Business Manager, Ms. Leah Levine, Library Clerk.

Others Present in person:

Jeffrey Liz, staff.

Mendy Glick, Library Treasurer (zoom, and then arrived in person at 6:51 p.m.)

Others Present via zoom:

Stephanie Cole Adams (Library Attorney), Abigail Toral (staff), Cesar Vasquez (staff), Judy Joseph (staff), Kathleen Preston (staff), Susan Daley (Union President), Robert Rowe (staff), Parveen Rahmet (staff), Michelle Gutierrez (staff), Dipa Thakkar (staff), Juliana Anderson (staff), Elizabeth Marcus (staff), Shirley Mills (staff), Nathalie Jean Paul (staff), Orion Morgan (staff), Arlene (last name not provided), Dan Ameruoso (staff), Laurie Needell (staff), D (name not provided), P (name not provided), moms iphone (name not provided).

The Pledge of Allegiance was recited.

A **motion** was made by Ms. Waldman, seconded by Mr. Rubinstein and carried unanimously to **approve the modifications of the agenda to add a presentation by Ms. Davis recognizing Ms. Soskin's last board meeting and her hard work and contribution to the Library.**

Ms. Soskin was presented a clock for her outstanding contributions to the Library on behalf of the board of trustees.

A **motion** was made by Ms. Waldman, seconded by Ms. Gottesfeld and carried unanimously to **have a version of the May 27, 2026 minutes be created to have resolutions and necessary information, including topics that were discussed by the next board meeting.**

A **motion** was made by Ms. Waldman, seconded by Mr. Johnson and carried unanimously to **approve the minutes of the Special Meeting of June 5, 2026.**

A **motion** was made by Ms. Waldman, seconded by Ms. Davis and carried unanimously to **approve the bill list for June 24, 2026 that was received in the board packet.**

Minutes/Regular Meeting of June 24, 2026

2

A **motion** was made by Ms. Waldman , seconded by Ms. Gottesfeld and carried unanimously to **hold the Corporate Business bill for Sky Packets until the Finance Committee can discuss it and review it.**

A motion was made by Ms. Gottesfeld, seconded by Mr. Rubinstein and carried unanimously to **approve the June 2026 miscellaneous bill run without the approval the Corporate Business bill.**

A **motion** was made by Ms. Waldman, seconded by Ms. Gottesfeld and carried unanimously to **approve the Payroll Journals for January 2, 2026, June 5, 2026 and June 18, 2026 (recorded as process date of June 16, 2026).**

A **motion** was made by Ms. Waldman, seconded by Ms. Davis and carried unanimously to **approve the Financial Statement for April 2026 with clarification on budget transfers. Not just transfers, but within particular budget lines.**

A **motion** was made by Ms. Davis, seconded by Mr. Rubinstein and carried unanimously to **move the next regular board meeting scheduled for July 15, 2026 to July 29, 2026.**

Treasurer's Report: Mr. Glick thanked Mr. Koblick for helping with the bank reconciliation, and that things are moving along.

Library Statistical Report: The May 2026 report was presented.

President's Report: The report was sent out to the board.

Library Director's Report: Report was presented. AI policy was discussed.

Union Report:

Ms. Daley clarified Ms. Wildman's question about staff present during the Special Meeting of June 5, 2026. Staff attending the meeting were on their 15-minute break. Ms. Daley commented she was glad to see the approval of the budget on the agenda, commented on schedule changes, and the Administrative Assistant for Administration was discussed.

Public Comment: None.

Correspondence Received: Ms. Davis confirmed during the graduation at the Kidsnet Child Care program, recognition was presented to the Finkelstein Memorial Library and will be presented at a later date. Ms. Waldman forwarded correspondence to the Director and Board President from a company that has access to publishers and would like to work for the Library. Ms. Waldman proceeded to read the correspondence. Ms. Waldman also informed the board she was visited by a patron seeking to speak with Ms. Soskin, and raised concerns regarding elderly people in the community.

Committee Report:

Budget and Finance: Esther Waldman, Vice President, Chair:

A **motion** was made by the Finance Committee, seconded by Ms. Gottesfeld and carried unanimously to **have the President, Director, and Clerk to the Board look into a program called diligent to find out what it does and to look into other programs that may be cheaper.**

Minutes/Regular Meeting of June 24, 2026**3**

A **motion** was made by the Finance Committee, seconded by Ms. Gottesfeld and carried unanimously **to approve the treasurer to reconcile all accounts separately.**

Personnel: Darnett Davis, President, Chair: None

Advocacy and Fundraising: Yehudis Gottesfeld, Chair: None.

By-Laws and Policy: Esther Waldman, Vice President, Chair: Tabled

Buildings and Grounds: Yossi Rubinstein, Chair: None

Ad Hoc Committee: Yehudis Gottesfeld, Yosi Rubinstein, Oluwaseiy Banjo: Regarding the Whittman, Osterman and Hannah bill.

Budget cuts were discussed.

A **motion** was made by Ms. Waldman, seconded by Ms. Gottesfeld and carried unanimously **to revoke the resolution to put forth June of 2025 to automatically give exempt staff raises in accordance with the union contract.**

A **motion** was made by Ms. Waldman, seconded by Mr. Rubinstein and carried unanimously **to change the agenda and move into executive session for the purposes of getting legal advice and discussing personnel matters.**

The Board moved into executive session at 8:42 p.m.

Clerk to the Board was removed from this session, minutes not recorded for motion to come out of executive session and action motion.

A **motion** was made by Ms. Waldman, seconded by Ms. Gottesfeld and carried unanimously **to adjourn the meeting. (confirmed by video recording)**

The meeting of the board of trustees was adjourned at 8:59 p.m. (confirmed by video recording)

THE NEXT REGULAR MONTHLY MEETING OF THE BOARD OF TRUSTEES WILL BE HELD ON WEDNESDAY, JULY 29, 2026.

Respectfully submitted.

Minutes taken by Leiah Levine: Minutes reviewed and prepared by Oluwasey Banjo, Secretary of the Board

Darnett Davis
Board President

FINKELSTEIN MEMORIAL LIBRARY
BILL LIST
BOARD OF TRUSTEES MEETING
July 29, 2026

SCHEDULE NUMBER	DESCRIPTION	DATE	AMOUNT	
CHECK RUN #782	PAYROLL	JUNE 2026	\$404,084.11	
	FRINGE BENEFITS	JUNE 2026	\$156,847.93	
	OPERATING EXPENSES	JUNE 2026	\$36,595.18	
			\$597,527.22	
CHECK RUN #783	OPERATING EXPENSES	JULY 10, 2026	\$12,188.72	
CHECK RUN #784	OPERATING EXPENSES	JULY 29, 2026	\$148,273.82	
CHECK RUN #786	ACH TRANSACTIONS	JULY 29, 2026	\$288.60	
	TOTAL EXPENDITURES		\$758,278.36	
				Approval
				Approval
				Approval
				Approval
				Approval

ACCOUNTS PAYABLE CHECK REGISTER

7

Finkelstein Memorial Library

Check Register for 6/1/2026 to 6/30/2026 & Check Numbers 0 to 2147483647
Cash Account 10-L2000-000-00

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount
Check Run: 782					
49475	06/24/2026	1018 ALL BRIGHT ELECTRIC	Check	No	2,631.38
		Purchase Order #: 27031 Voucher #: 33193	Invoice #: SD3721		1,098.76
		Invoice Description: Cat 6 Lines & Equipment Runs			
		Purchase Order #: 27028 Voucher #: 33194	Invoice #: SD3826		1,532.62
		Invoice Description: Trouble Shoot Repl. LED's/2nd Fl			
49476	06/24/2026	3396 AMAZON CAPITAL SERVICES, INC	Check	No	4,575.80
		Purchase Order #: 27002 Voucher #: 33178	Invoice #: 14PT-4PLX-9Y1K		270.81
		Invoice Description: Laptop stand, Adapter, seat cushion, batteries			
		Purchase Order #: 27001 Voucher #: 33179	Invoice #: 1447-9FVK-9KQC		43.54
		Invoice Description: Legal pads, sticky notes			
		Purchase Order #: 27000 Voucher #: 33180	Invoice #: 1KHW-VR7D-QTWP		296.92
		Invoice Description: Table, chair			
		Purchase Order #: 26997 Voucher #: 33181	Invoice #: 1KHW-VR7D-QWVP		51.99
		Invoice Description: Foam boards			
		Purchase Order #: 26996 Voucher #: 33182	Invoice #: 1CX7-76HL-RYXK		41.62
		Invoice Description: Stamps, tape, hangers			
		Purchase Order #: 26979 Voucher #: 33183	Invoice #: 1LDT-R6T3-RHJW		662.37
		Invoice Description: 39 BOOKS/ Purchase alerts and patron requests			
		Purchase Order #: 27022 Voucher #: 33184	Invoice #: 1JL1-CVGN-9MNH		1,153.01
		Invoice Description: 18 VIDEO GAMES			
		Purchase Order #: 26995 Voucher #: 33185	Invoice #: 1R3H-63XH-V169		34.92
		Invoice Description: Paints, markers			
		Purchase Order #: 26977 Voucher #: 33186	Invoice #: 1NFG-Y9Q9-QH3L		15.65
		Invoice Description: 1 DVD Bing Box title			
		Purchase Order #: 26962 Voucher #: 33187	Invoice #: 1HVR-N4RC-9CGL		17.23
		Invoice Description: 1 BOOK			
		Purchase Order #: 26943 Voucher #: 33201	Invoice #: 1LVW-LD7D-4YWX		313.47
		Invoice Description: batteries, tape, notes			
		Purchase Order #: 26947 Voucher #: 33202	Invoice #: 1MYT-T9JP-VXYK		499.99
		Invoice Description: Thermal paper receipt roll; One box left?			
		Purchase Order #: 26960 Voucher #: 33203	Invoice #: 1LH1-KJT4-7HWW		1,174.28
		Invoice Description: Paint brushes, glue book binding, tote bags, etc			
49477	06/24/2026	2000 BURGESS, GLORIA	Check	No	194.05
		Purchase Order #: 0 Voucher #: 33205	Invoice #: Reimbursement		194.05
		Invoice Description: Security License, course, meals			
49478	06/24/2026	3650 Connections of Rockland Inc	Check	No	400.00
		Purchase Order #: 27033 Voucher #: 33195	Invoice #: 462461		400.00
		Invoice Description: FML Full Page Color Ad			
49479	06/24/2026	3645 Corporate Biznis, Inc	Check	No	4,999.75
		Purchase Order #: 26193 Voucher #: 33206	Invoice #: 3028		4,999.75
		Invoice Description: Comprehensive IT Infrastructure			
49480	06/24/2026	1188 GALE / CENGAGE LEARNING (HARLEQUIN)	Check	No	220.00
		Purchase Order #: 26824 Voucher #: 33188	Invoice #: 999102812691		62.40
		Invoice Description: 2 books			
		Purchase Order #: 26824 Voucher #: 33189	Invoice #: 999102812690		157.60
		Invoice Description: 5 books			
49481	06/24/2026	3710 Jamaican Cvc & Cntrl Assn of Rcklnd Inc.	Check	No	250.00
		Purchase Order #: 27036 Voucher #: 33196	Invoice #: 06102026		250.00

ACCOUNTS PAYABLE CHECK REGISTER

8

Check Register for 6/1/2026 to 6/30/2026 & Check Numbers 0 to 2147483647
Cash Account 10-L2000-000-00

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
49482	06/24/2026	JAMCCAR Program Ad (Full-Page, Color) 1258 JOURNAL NEWS (PAPER SUBSCRIPTION) Purchase Order #: 27018 Invoice Description: journal news renewal 6/1/26-5/31/27 Voucher #: 33190	Check Invoice #: WT1017098	No	508.44
49483	06/24/2026	2804 KOBLICK, ANDREW Purchase Order #: 27041 Invoice Description: AICPA Dues Voucher #: 33207	Check Invoice #: Reimbursement	No	360.00
49484	06/24/2026	1312 MIDWEST TAPE LLC Purchase Order #: 26715 Invoice Description: 1 ACD Purchase Order #: 26908 Invoice Description: 2 DVDS/ Some titles are past release date Purchase Order #: 26967 Invoice Description: 2 ACDs Purchase Order #: 26908 Invoice Description: 1 DVD/ Some titles are past release date Purchase Order #: 26978 Invoice Description: 34 ADB Purchase Order #: 26967 Invoice Description: 1 ACD Purchase Order #: 27009 Invoice Description: 14 BLU/DVD Purchase Order #: 27008 Invoice Description: 1 DVD/ Binge Box items Purchase Order #: 27009 Invoice Description: 6 DVD/BLU Purchase Order #: 27008 Invoice Description: 1 DVD/ Binge Box items Purchase Order #: 26967 Invoice Description: 1 ACD Purchase Order #: 26978 Invoice Description: 2 ADB Purchase Order #: 27008 Invoice Description: 8 DVD/ Binge Box items Purchase Order #: 26967 Invoice Description: 6 ACD Purchase Order #: 26978 Invoice Description: 10 ADB Purchase Order #: 27009 Invoice Description: 4 DVD	Check Invoice #: 508973802 Invoice #: 508973804 Invoice #: 508966979 Invoice #: 508966978 Invoice #: 508989336 Invoice #: 508989334 Invoice #: 508989338 Invoice #: 508989337 Invoice #: 509016457 Invoice #: 509016456 Invoice #: 509016454 Invoice #: 509016453 Invoice #: 509021222 Invoice #: 509021220 Invoice #: 509021199 Invoice #: 509021223	No	3,163.81
49485	06/24/2026	2645 MUSEUM VILLAGE Purchase Order #: 27029 Invoice Description: Museum Village Library Pass Voucher #: 33161	Check Invoice #: 20269	No	150.00
49486	06/24/2026	1473 NEW YORK STATE INSURANCE FUND Purchase Order #: 26222 Invoice Description: W 778 100-8 5/13/26-6/12/26 Voucher #: 33197	Check Invoice #: 68023711	No	15,741.42
49487	06/24/2026	3647 Pedro V. Cruz Ruano Purchase Order #: 26248 Invoice Description: April 2026 Spring Cleaning Voucher #: 33199 Voucher #: 33200	Check Invoice #: 000170 Invoice #: 000151	No	3,216.67
					1,341.67
					1,875.00

06/24/2026 4:12:20PM

Page 2 of 3

akoblick

check register

ACCOUNTS PAYABLE CHECK REGISTER

9

Finkelstein Memorial Library

6/24/2026

Check Register for 6/1/2026 to 6/30/2026 & Check Numbers 0 to 2147483647
Cash Account 10-L2000-000-00

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount
<i>Invoice Description:</i> Added 4" Top Soil Eco-Garden, Repair Ground Level Water Channels					
49488	06/24/2026	1405 RAMAPO CATSKILL LIBRARY SYSTEM	Check	No	100.00
<i>Purchase Order #:</i> 27030 <i>Voucher #:</i> 33198 <i>Invoice #:</i> 35557					100.00
<i>Invoice Description:</i> 12.23 Battle of the Books 2026 Registration Fee					
49489	06/24/2026	2872 SOUTHEASTERN NY LIBRARY RESOURCE CC	Check	No	35.00
<i>Purchase Order #:</i> 27038 <i>Voucher #:</i> 33191 <i>Invoice #:</i> 9701					35.00
<i>Invoice Description:</i> Laura Wolven - 2026 Annual Meeting Registration					
49490	06/24/2026	1499 UNITED PARCEL SERVICE	Check	No	48.86
<i>Purchase Order #:</i> 26261 <i>Voucher #:</i> 33192 <i>Invoice #:</i> 0000827576246					48.86
<i>Invoice Description:</i> UPS Worldship					
Check Run 782 Check Total					\$36,595.18
Check Run 782 Update Only					\$0.00
Check Run 782 Total					\$36,595.18

Description	Count	Amount
ACH	0	\$0.00
Bank of America	0	\$0.00
Check	16	\$36,595.18
Strategic Payment Services	0	\$0.00
Wells Fargo	0	\$0.00
Paymode X	0	\$0.00
Update Only	0	\$0.00
GRAND TOTAL	16	\$36,595.18

* Denotes Check Numbers that are out of sequence.

The above listed checks are hereby approved for check signing

Authorized Signatures:

 6/24/26
(Date)

 6/24/26
(Date)

(Date)

(Date)

ACCOUNTS PAYABLE CHECK REGISTER

10

Finkelstein Memorial Library
FY 2026-2027

Check Register for 7/1/2026 to 7/31/2026 & Check Numbers 0 to 2147483647
Cash Account 10-L2000-000-00

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
Check Run: 783					
49491	07/10/2026	2057 INTERSTATE WASTE SERVICES	Check	No	1,762.72
		Purchase Order #: 27086 Voucher #: 33232	Invoice #: 0012817716		1,762.72
		Invoice Description: 7/1/26-7/31/26 Monthly Trash Service			
49492	07/10/2026	1650 OPTIMUM	Check	No	91.21
		Purchase Order #: 27085 Voucher #: 33231	Invoice #: 07873-182523-01-5		91.21
		Invoice Description: 7/1/26-7/31/26			
49493	07/10/2026	1364 ORANGE & ROCKLAND UTILITIES	Check	No	9,185.32
		Purchase Order #: 27079 Voucher #: 33223	Invoice #: 76279-10000-2		8,439.63
		Invoice Description: 5/19-6/18 24 Chestnut St Meter 701072531			
		Purchase Order #: 27079 Voucher #: 33224	Invoice #: 43050-94000-6		346.99
		Invoice Description: 5/19-6/18 19 S Madison Ave Meter 500001015			
		Purchase Order #: 27079 Voucher #: 33225	Invoice #: 26872-35000-9		211.96
		Invoice Description: 5/18-6/17 19 S Madison Ave Elec C&I Priv Overhd LGT - Dusk\LDaw			
		Purchase Order #: 27080 Voucher #: 33226	Invoice #: 35017-24000-9		186.74
		Invoice Description: 5/19-6/18 16 Chestnut St Meter: 701099342, 104095922			
49494	07/10/2026	1382 PITNEY BOWES	Check	No	105.24
		Purchase Order #: 27081 Voucher #: 33227	Invoice #: 8000-9090-0877-0435		105.24
		Invoice Description: Postage supplies, late fee			
49495	07/10/2026	1502 VEOLIA WATER NEW YORK INC	Check	No	835.36
		Purchase Order #: 26262 Voucher #: 33228	Invoice #: 20008099610000		818.31
		Invoice Description: 6/1-7/1 24 Chestnut St Meter: 55250581A,55250581B,55150677			
		Purchase Order #: 26262 Voucher #: 33229	Invoice #: 20002140672181		17.05
		Invoice Description: 5/28-6/29 16 Chestnut St Meter: 55177491			
49496	07/10/2026	1513 VERIZON WIRELESS	Check	No	208.87
		Purchase Order #: 26579 Voucher #: 33230	Invoice #: 6146843955		208.87
		Invoice Description: 5/24-6/23 Phone			
Check Run 783 Check Total					\$12,188.72
Check Run 783 Update Only					\$0.00
Check Run 783 Total					\$12,188.72

Description	Count	Amount (\$)
ACH	0	\$0.00
Bank of America	0	\$0.00
Check	6	\$12,188.72
Strategic Payment Services	0	\$0.00
Wells Fargo	0	\$0.00
Paymode X	0	\$0.00
Update Only	0	\$0.00
GRAND TOTAL	6	\$12,188.72

* Denotes Check Numbers that are out of sequence.

ACCOUNTS PAYABLE CHECK REGISTER

11

Finkelstein Memorial Library
FY 2026-2027

Check Register for 7/1/2026 to 7/31/2026 & Check Numbers 0 to 2147483647
Cash Account 10-L2000-000-00

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
-----------------	---------------	----------------------	--------------	------	-------------

The above listed checks are hereby approved for check signing

Authorized Signatures:

 7/23/26
(Date)

(Date)

Andrew Koblick 7/23/26
(Date)

(Date)

ACCOUNTS PAYABLE CHECK REGISTER

12

Finkelstein Memorial Library
FY 2026-2027

Check Register for 7/1/2026 to 7/31/2026 & Check Numbers 0 to 2147483647
Cash Account 10-L2000-000-00

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
Check Run: 784					
49497	07/29/2026	3713 About Faces Entertainment, LLC	Check	No	370.00
		Purchase Order #: 27068 Voucher #: 33316	Invoice #: 90264		370.00
		Invoice Description: 08192026 Caricature			
49498	07/29/2026	3621 Abreu, Kristina	Check	No	250.00
		Purchase Order #: 27098 Voucher #: 33317	Invoice #: 0708 & 0805		250.00
		Invoice Description: Zumbini classes			
49499	07/29/2026	3121 AIMONE, DIANNE	Check	No	58.22
		Purchase Order #: 27045 Voucher #: 33342	Invoice #: Reimbursement		58.22
		Invoice Description: 6/12/26 RCLS Construction Grant			
49500	07/29/2026	3396 AMAZON CAPITAL SERVICES, INC	Check	No	6,442.38
		Purchase Order #: 27037 Voucher #: 33234	Invoice #: 1HFX-9TDH-N1C1		243.31
		Invoice Description: Rubber bands, pens, staples, tape, paper clips, etc			
		Purchase Order #: 27022 Voucher #: 33235	Invoice #: 1GKG-JX13-Q6NJ		228.51
		Invoice Description: 3 video games			
		Purchase Order #: 27032 Voucher #: 33236	Invoice #: 1N1T-N1PG-DTGH		1,103.93
		Invoice Description: Paper, whiteboard eraser, labels, scissors, money bank deposit bag, pen, tapes, etc			
		Purchase Order #: 27053 Voucher #: 33237	Invoice #: 1FWK-KGL4-D66T		89.97
		Invoice Description: Carrying case, tablet sleeve bag			
		Purchase Order #: 27025 Voucher #: 33238	Invoice #: 16NK-J71R-FVV3		128.39
		Invoice Description: Marker, sneeze guard, adapter			
		Purchase Order #: 27065 Voucher #: 33359	Invoice #: 1JCK-1N9Q-CL3P		83.20
		Invoice Description: 10 items			
		Purchase Order #: 27055 Voucher #: 33360	Invoice #: 1P13-7QRH-4QP3		91.82
		Invoice Description: Paper clips, pens, highlighters, envelopes, pad, paper, binder clips			
		Purchase Order #: 27074 Voucher #: 33361	Invoice #: 141V-3F1Q-6N4X		635.94
		Invoice Description: 15 ITEMS			
		Purchase Order #: 27073 Voucher #: 33362	Invoice #: 1P13-7QRH-DJGK		582.63
		Invoice Description: 31 ITEMS			
		Purchase Order #: 27067 Voucher #: 33363	Invoice #: 1KPR-YHX1-47CD		1,573.36
		Invoice Description: 75 ITEMS			
		Purchase Order #: 27090 Voucher #: 33364	Invoice #: 1KPR-YHX1-4PKC		39.87
		Invoice Description: Storage Bins, mousepad			
		Purchase Order #: 27093 Voucher #: 33365	Invoice #: 1XRG-NQHP-94XD		740.40
		Invoice Description: barcode scanner, wipes			
		Purchase Order #: 27037 Voucher #: 33366	Invoice #: 1JCK-1N9Q-9VP7		69.99
		Invoice Description: Pens			
		Purchase Order #: 27053 Voucher #: 33367	Invoice #: 1DN1-DPNC-9VVP		154.94
		Invoice Description: Library of Things			
		Purchase Order #: 27057 Voucher #: 33368	Invoice #: 1P13-7QRH-49J1		71.99
		Invoice Description: Drawer			
		Purchase Order #: 27066 Voucher #: 33369	Invoice #: 1RV6-1KPF-GYFV		190.11
		Invoice Description: 11 ITEMS			
		Purchase Order #: 27072 Voucher #: 33370	Invoice #: 1DN1-DPNC-C9LT		414.02
		Invoice Description: 20 ITEMS			
49501	07/29/2026	1055 BECKERLE LUMBER SUPPLY CO., INC.	Check	No	54.93
		Purchase Order #: 0 Voucher #: 33313	Invoice #: 2607-005308		54.93
		Invoice Description: Hose, nozzle, battery			
49502	07/29/2026	1080 BRODART CO.	Check	No	226.45

ACCOUNTS PAYABLE CHECK REGISTER

13

Finkelstein Memorial Library
FY 2026-2027

Check Register for 7/1/2026 to 7/31/2026 & Check Numbers 0 to 2147483647
Cash Account 10-L2000-000-00

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
					226.45
		Purchase Order #: 27043	Voucher #: 33247		
		Invoice Description: Brodart Just a fold book jacket 12x	Invoice #: 679185		
49503	07/29/2026	1078 BRODART CO. (ADULT BOOKS)	Check	No	7,414.71
		Purchase Order #: 26739	Voucher #: 33248		
		Invoice Description: 3 BOOKS	Invoice #: B7248467		37.84
		Purchase Order #: 26778	Voucher #: 33249		
		Invoice Description: 5 BOOKS	Invoice #: B7248467		140.64
		Purchase Order #: 26860	Voucher #: 33250		
		Invoice Description: 41 BOOKS	Invoice #: B7248467		668.32
		Purchase Order #: 26942	Voucher #: 33251		
		Invoice Description: 6 BOOKS	Invoice #: B7248467		72.30
		Purchase Order #: 26942	Voucher #: 33256		
		Invoice Description: 25 BOOKS	Invoice #: B7254518		384.20
		Purchase Order #: 26628	Voucher #: 33267		
		Invoice Description: 1 BOOK	Invoice #: B7254055		16.19
		Purchase Order #: 26645	Voucher #: 33268		
		Invoice Description: 1 BOOK	Invoice #: B7254055		15.71
		Purchase Order #: 26683	Voucher #: 33269		
		Invoice Description: 16 BOOKS	Invoice #: B7254055		264.62
		Purchase Order #: 26793	Voucher #: 33270		
		Invoice Description: 1 BOOK	Invoice #: B7254055		10.19
		Purchase Order #: 26844	Voucher #: 33271		
		Invoice Description: 4 BOOKS	Invoice #: B7254055		77.90
		Purchase Order #: 26876	Voucher #: 33272		
		Invoice Description: 3 BOOKS	Invoice #: B7254055		55.10
		Purchase Order #: 26894	Voucher #: 33273		
		Invoice Description: 1 BOOK	Invoice #: B7254055		16.20
		Purchase Order #: 26895	Voucher #: 33274		
		Invoice Description: 1 BOOK	Invoice #: B7254055		14.99
		Purchase Order #: 26923	Voucher #: 33275		
		Invoice Description: 26 BOOKS	Invoice #: B7254055		470.24
		Purchase Order #: 26924	Voucher #: 33276		
		Invoice Description: 45 BOOKS	Invoice #: B7254055		1,000.95
		Purchase Order #: 26926	Voucher #: 33277		
		Invoice Description: 3 BOOKS	Invoice #: B7254055		60.35
		Purchase Order #: 26935	Voucher #: 33278		
		Invoice Description: 1 BOOK	Invoice #: B7254055		15.12
		Purchase Order #: 26988	Voucher #: 33279		
		Invoice Description: 1 BOOK	Invoice #: B7254055		26.24
		Purchase Order #: 26510	Voucher #: 33280		
		Invoice Description: 1 book	Invoice #: B7248355		15.74
		Purchase Order #: 26628	Voucher #: 33281		
		Invoice Description: 23 books	Invoice #: B7248355		389.31
		Purchase Order #: 26683	Voucher #: 33282		
		Invoice Description: 53 books	Invoice #: B7248355		958.80
		Purchase Order #: 26703	Voucher #: 33283		
		Invoice Description: 1 book	Invoice #: B7248355		54.99
		Purchase Order #: 26777	Voucher #: 33284		
		Invoice Description: 4 books	Invoice #: B7248355		91.93
		Purchase Order #: 26793	Voucher #: 33285		
		Invoice Description: 6 BOOKS	Invoice #: B7248355		107.27
		Purchase Order #: 26844	Voucher #: 33286		
			Invoice #: B7248355		774.58

ACCOUNTS PAYABLE CHECK REGISTER

14

Finkelstein Memorial Library
FY 2023-2027

Check Register for 7/1/2026 to 7/31/2026 & Check Numbers 0 to 2147483647
Cash Account 10-L2000-000-00

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
		Invoice Description: 35 BOOKS			184.65
		Purchase Order #: 26894	Voucher #: 33287		
		Invoice Description: 11 BOOKS			94.46
		Purchase Order #: 26895	Voucher #: 33288		
		Invoice Description: 6 BOOKS			288.19
		Purchase Order #: 26919	Voucher #: 33289		
		Invoice Description: 16 BOOKS			135.67
		Purchase Order #: 26923	Voucher #: 33290		
		Invoice Description: 7 BOOKS			189.31
		Purchase Order #: 26924	Voucher #: 33291		
		Invoice Description: 10 BOOKS			373.25
		Purchase Order #: 26926	Voucher #: 33292		
		Invoice Description: 16 BOOKS			18.43
		Purchase Order #: 26942	Voucher #: 33293		
		Invoice Description: 1 BOOK			16.62
		Purchase Order #: 26920	Voucher #: 33294		
		Invoice Description: 1 BOOK			48.08
		Purchase Order #: 26924	Voucher #: 33295		
		Invoice Description: 2 BOOKS			17.46
		Purchase Order #: 26777	Voucher #: 33371		
		Invoice Description: 1 BOOK			16.62
		Purchase Order #: 26793	Voucher #: 33372		
		Invoice Description: 1 BOOK			157.01
		Purchase Order #: 26844	Voucher #: 33373		
		Invoice Description: 3 BOOKS			113.64
		Purchase Order #: 26923	Voucher #: 33374		
		Invoice Description: 5 BOOKS			21.60
		Purchase Order #: 26926	Voucher #: 33375		
		Invoice Description: 2 BOOKS			
49504	07/29/2026	1079 BRODART CO. (JUVENILE BOOKS)	Check	No	2,820.30
		Purchase Order #: 26676	Voucher #: 33252		17.46
		Invoice Description: 1 BOOK/ BRODART JUV NEW JAN 2026			19.96
		Purchase Order #: 26788	Voucher #: 33253		
		Invoice Description: 2 BOOKS/ Brodart Juv New March 2026			205.93
		Purchase Order #: 26877	Voucher #: 33254		
		Invoice Description: 19 BOOKS/ JUV NEW APRIL 2026 440 ITEMS			519.96
		Purchase Order #: 26941	Voucher #: 33255		
		Invoice Description: 41 BOOKS/ JUV NEW MAY 2026			19.24
		Purchase Order #: 26441	Voucher #: 33257		
		Invoice Description: 1 BOOK/ JUV BRODART OCT 2025 296 ITEMS			26.24
		Purchase Order #: 26676	Voucher #: 33258		
		Invoice Description: 1 BOOK/ BRODART JUV NEW JAN 2026			16.62
		Purchase Order #: 26727	Voucher #: 33259		
		Invoice Description: 1 BOOK/ BRODART JUV NEW FEB 2026			74.30
		Purchase Order #: 26788	Voucher #: 33260		
		Invoice Description: 4 BOOKS/ Brodart Juv New March 2026			138.71
		Purchase Order #: 26877	Voucher #: 33261		
		Invoice Description: 8 BOOKS/ JUV NEW APRIL 2026 440 ITEMS			1,321.65
		Purchase Order #: 26941	Voucher #: 33262		
		Invoice Description: 97 BOOKS/ JUV NEW MAY 2026			43.24
		Purchase Order #: 26877	Voucher #: 33263		
		Invoice Description: 4 BOOKS/ JUV NEW APRIL 2026 440 ITEMS			

ACCOUNTS PAYABLE CHECK REGISTER

15

Finkelstein Memorial Library

FY 2026-2027

Check Register for 7/1/2026 to 7/31/2026 & Check Numbers 0 to 2147483647
Cash Account 10-L2000-000-00

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
		Purchase Order #: 26941 Voucher #: 33264 Invoice #: B7259382			252.37
		Invoice Description: 19 BOOKS/ JUV NEW MAY 2026			
		Purchase Order #: 26877 Voucher #: 33265 Invoice #: B7263753			7.87
		Invoice Description: 1 BOOK/ JUV NEW APRIL 2026 440 ITEMS			
		Purchase Order #: 26941 Voucher #: 33266 Invoice #: B7263753			156.75
		Invoice Description: 9 BOOKS/ JUV NEW MAY 2026			
49505	07/29/2026	2926 BROOKLYN BOTANIC GARDEN	Check	No	150.00
		Purchase Order #: 27113 Voucher #: 33324 Invoice #: 10019004			150.00
		Invoice Description: Library Membership			
49506	07/29/2026	1087 BUG RUNNER EXTERMINATING CO.	Check	No	79.31
		Purchase Order #: 27110 Voucher #: 33318 Invoice #: 64882			79.31
		Invoice Description: Monthly Service			
49507	07/29/2026	2300 CANON FINANCIAL SERVICES, INC.	Check	No	2,997.00
		Purchase Order #: 27112 Voucher #: 33319 Invoice #: 43501804			2,997.00
		Invoice Description: 8/1/26-8/31/26 Copier lease			
49508	07/29/2026	2303 CDW-GOVERNMENT	Check	No	238.29
		Purchase Order #: 27020 Voucher #: 33216 Invoice #: AJ7ZJ5B			238.29
		Invoice Description: APC Replacement Battery			
49509	07/29/2026	1764 CENTER POINT LARGE PRINT	Check	No	81.81
		Purchase Order #: 27021 Voucher #: 33217 Invoice #: 2260419			27.27
		Invoice Description: 1 book			
		Purchase Order #: 27021 Voucher #: 33301 Invoice #: 2261432			54.54
		Invoice Description: 2 BOOKS			
49510	07/29/2026	3301 Cipolla, Maria Vanessa	Check	No	595.00
		Purchase Order #: 0 Voucher #: 33315 Invoice #: Reimbursement			595.00
		Invoice Description: Rotary meetings, 3 events			
49511	07/29/2026	3538 CONCORD ELEVATOR INDUSTRIES, INC	Check	No	778.95
		Purchase Order #: 27095 Voucher #: 33332 Invoice #: 30828041			778.95
		Invoice Description: 6/23, 6/24 Emergency Rpr. & Rescue			
49512	07/29/2026	3092 CONSOLIDATED COMPUTING INC.	Check	No	21,200.00
		Purchase Order #: 27125 Voucher #: 33381 Invoice #: 7588			200.00
		Invoice Description: July 2026 MY GLUE			
		Purchase Order #: 26870 Voucher #: 33382 Invoice #: 7615			11,000.00
		Invoice Description: VMware			
		Purchase Order #: 26848 Voucher #: 33383 Invoice #: 7406			10,000.00
		Invoice Description: HPE ProLiant			
49513	07/29/2026	2281 CROWN JANITORIAL PRODUCTS, LLC.	Check	No	2,002.50
		Purchase Order #: 27091 Voucher #: 33296 Invoice #: 882018-1			609.06
		Invoice Description: Multifold towel			
		Purchase Order #: 27078 Voucher #: 33297 Invoice #: 882295-1			1,393.44
		Invoice Description: Toilet tissue, trash bag, windex			
49514	07/29/2026	2968 ELM USA (FORMALLY RTI)	Check	No	781.92
		Purchase Order #: 26922 Voucher #: 33298 Invoice #: 85276			781.92
		Invoice Description: black,yellow, green pads; pipe, tube			
49515	07/29/2026	2514 ENVISIONWARE, INC	Check	No	612.61
		Purchase Order #: 26984 Voucher #: 33320 Invoice #: INV-US-81070			612.61
		Invoice Description: 7/1/26-6/30/27 ECS			

ACCOUNTS PAYABLE CHECK REGISTER

16

Finkelstein Memorial Library
FY 2026-2027

Check Register for 7/1/2026 to 7/31/2026 & Check Numbers 0 to 2147483647
Cash Account 10-L2000-000-00

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
49516	07/29/2026	3634 Front Page Magazine LLC	Check	No	385.00
		Purchase Order #: 27034 Voucher #: 33346 Invoice #: 59311			385.00
		Invoice Description: FML Full Page Color Ad			
49517	07/29/2026	1188 GALE / CENGAGE LEARNING (HARLEQUIN)	Check	No	127.20
		Purchase Order #: 26824 Voucher #: 33219 Invoice #: 999102864478			28.80
		Invoice Description: 1 book			
		Purchase Order #: 27051 Voucher #: 33299 Invoice #: 999102919115			98.40
		Invoice Description: 3 books			
49518	07/29/2026	1615 HARTFORD INSURANCE CO	Check	No	3,370.50
		Purchase Order #: 27121 Voucher #: 33321 Invoice #: 780660956689			3,370.50
		Invoice Description: LNY 197806 Apr-Jun 2026			
49519	07/29/2026	1265 HAVERSTRAW KINGS DAUGHTERS PUBLIC L	Check	No	35.48
		Purchase Order #: 0 Voucher #: 33210 Invoice #: 32835011053189			27.99
		Invoice Description: 1 book			
		Purchase Order #: 0 Voucher #: 33211 Invoice #: 32835011214898			7.49
		Invoice Description: 1 book			
49520	07/29/2026	2662 HEALTHEQUITY - WAGeworks	Check	No	210.00
		Purchase Order #: 27084 Voucher #: 33333 Invoice #: INV9163922			210.00
		Invoice Description: Healthcare - Benefit Period: Jun 2026			
49521	07/29/2026	2365 INTREPID MUSEUM	Check	No	500.00
		Purchase Order #: 27069 Voucher #: 33233 Invoice #: 103709			500.00
		Invoice Description: 2026 Library Membership Tier 1 - Third Pass			
49522	07/29/2026	1610 JOHNSON CONTROLS SECURITY SOLUTIONS	Check	No	1,801.96
		Purchase Order #: 27114 Voucher #: 33322 Invoice #: 42596156			1,801.96
		Invoice Description: 8/1/26-10/31/26			
49523	07/29/2026	3210 KANOPY, INC	Check	No	388.00
		Purchase Order #: 27061 Voucher #: 33300 Invoice #: 509922-PPU			388.00
		Invoice Description: Kanopy June 2026 Usage			
49524	07/29/2026	3245 LAFUENTE, AMELIESE	Check	No	8.98
		Purchase Order #: 0 Voucher #: 33221 Invoice #: Reimbursement			8.98
		Invoice Description: Staff meeting refreshment 7/10/2026			
49525	07/29/2026	2547 LIBRARY IDEAS LLC	Check	No	5.00
		Purchase Order #: 27047 Voucher #: 33218 Invoice #: 130634			5.00
		Invoice Description: Freading Usage May			
49526	07/29/2026	2838 LITERACY SOLUTIONS NY, INC.	Check	No	22,500.00
		Purchase Order #: 27120 Voucher #: 33323 Invoice #: 1/1/26-6/30/26			22,500.00
		Invoice Description: English classes and other services			
49527	07/29/2026	3630 LPI Digital, LLC	Check	No	500.00
		Purchase Order #: 27019 Voucher #: 33343 Invoice #: 1184302			500.00
		Invoice Description: Farm Stand Ad Placement: LPI Weekly/June-November 2026: 1/4 Page Color Ad			
49528	07/29/2026	1907 M&T BANK CREDIT CARD PAYMENT PROCES	Check	No	1,532.78
		Purchase Order #: 26998 Voucher #: 33348 Invoice #: 155100004345059			100.00
		Invoice Description: Libraryworks			
		Purchase Order #: 26235 Voucher #: 33349 Invoice #: 154404738719673			45.67
		Invoice Description: Exxon			
		Purchase Order #: 26784 Voucher #: 33350 Invoice #: 155900013300079			89.24

ACCOUNTS PAYABLE CHECK REGISTER

17

Finkelstein Memorial Library

FY 2026-2027

Check Register for 7/1/2026 to 7/31/2026 & Check Numbers 0 to 2147483647

Cash Account 10-L2000-000-00

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
<i>Invoice Description:</i> Franco's Pizza <i>Purchase Order #:</i> 0 <i>Invoice Description:</i> Stop & Shop <i>Purchase Order #:</i> 0 <i>Invoice Description:</i> Costco <i>Purchase Order #:</i> 26913 <i>Invoice Description:</i> Sign Up <i>Purchase Order #:</i> 26724 <i>Invoice Description:</i> Adobe <i>Purchase Order #:</i> 26235 <i>Invoice Description:</i> Exxon <i>Purchase Order #:</i> 0 <i>Invoice Description:</i> Zoom <i>Purchase Order #:</i> 26235 <i>Invoice Description:</i> Exxon <i>Purchase Order #:</i> 27042 <i>Invoice Description:</i> Costco					
		<i>Voucher #:</i> 33351	<i>Invoice #:</i> 155405579685120		56.58
		<i>Voucher #:</i> 33352	<i>Invoice #:</i> 156443517615671		78.53
		<i>Voucher #:</i> 33353	<i>Invoice #:</i> 159100000396011		99.99
		<i>Voucher #:</i> 33354	<i>Invoice #:</i> 161000620101088		37.92
		<i>Voucher #:</i> 33355	<i>Invoice #:</i> 162402387905569		42.77
		<i>Voucher #:</i> 33356	<i>Invoice #:</i> 172100132620406		10.00
		<i>Voucher #:</i> 33357	<i>Invoice #:</i> 174403908328006		50.90
		<i>Voucher #:</i> 33358	<i>Invoice #:</i> 181400618484765		921.18
49529	07/29/2026	3653 Metropolitan Security Services, LLC	Check	No	519.80
		<i>Purchase Order #:</i> 27094 <i>Invoice Description:</i> Acct 399 Security cards	<i>Voucher #:</i> 33334 <i>Invoice #:</i> 2089		519.80
49530	07/29/2026	1312 MIDWEST TAPE LLC	Check	No	6,346.45
		<i>Purchase Order #:</i> 26967	<i>Voucher #:</i> 33239 <i>Invoice #:</i> 509032033		35.22
		<i>Invoice Description:</i> 3 ACD <i>Purchase Order #:</i> 26978	<i>Voucher #:</i> 33240 <i>Invoice #:</i> 509032035		57.99
		<i>Invoice Description:</i> 1 ADB <i>Purchase Order #:</i> 27008	<i>Voucher #:</i> 33241 <i>Invoice #:</i> 509032036		48.72
		<i>Invoice Description:</i> 3 DVD Binge Box items <i>Purchase Order #:</i> 26967	<i>Voucher #:</i> 33242 <i>Invoice #:</i> 509047927		30.73
		<i>Invoice Description:</i> 2 ACD <i>Purchase Order #:</i> 26978	<i>Voucher #:</i> 33243 <i>Invoice #:</i> 509047929		122.97
		<i>Invoice Description:</i> 3 ADB <i>Purchase Order #:</i> 27008	<i>Voucher #:</i> 33244 <i>Invoice #:</i> 509047926		63.69
		<i>Invoice Description:</i> 6 DVD Binge Box items <i>Purchase Order #:</i> 27009	<i>Voucher #:</i> 33245 <i>Invoice #:</i> 509059170		46.48
		<i>Invoice Description:</i> 2 DVD <i>Purchase Order #:</i> 27009	<i>Voucher #:</i> 33246 <i>Invoice #:</i> 509088528		128.20
		<i>Invoice Description:</i> 5 DVD <i>Purchase Order #:</i> 26967	<i>Voucher #:</i> 33302 <i>Invoice #:</i> 509108794		25.48
		<i>Invoice Description:</i> 2 ACD <i>Purchase Order #:</i> 26978	<i>Voucher #:</i> 33303 <i>Invoice #:</i> 509108793		34.99
		<i>Invoice Description:</i> 1 ADB <i>Purchase Order #:</i> 27009	<i>Voucher #:</i> 33304 <i>Invoice #:</i> 509108792		18.74
		<i>Invoice Description:</i> 1 DVD <i>Purchase Order #:</i> 27008	<i>Voucher #:</i> 33305 <i>Invoice #:</i> 509108791		12.74
		<i>Invoice Description:</i> 1 DVD <i>Purchase Order #:</i> 27009	<i>Voucher #:</i> 33306 <i>Invoice #:</i> 509114122		17.24
		<i>Invoice Description:</i> 1 DVD <i>Purchase Order #:</i> 26978	<i>Voucher #:</i> 33307 <i>Invoice #:</i> 509114121		191.96
		<i>Invoice Description:</i> 4 ADB <i>Purchase Order #:</i> 27040	<i>Voucher #:</i> 33308 <i>Invoice #:</i> 509113519		45.71
		<i>Invoice Description:</i> 4 ACD <i>Purchase Order #:</i> 27050	<i>Voucher #:</i> 33309 <i>Invoice #:</i> 509108796		207.71

ACCOUNTS PAYABLE CHECK REGISTER

18

Finkelstein Memorial Library
FY 2026-2027Check Register for 7/1/2026 to 7/31/2026 & Check Numbers 0 to 2147483647
Cash Account 10-L2000-000-00

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
<i>Invoice Description:</i> 4 DVD/ Includes coming soon titles and fillers for missing TV shows <i>Purchase Order #:</i> 27050 <i>Voucher #:</i> 33311 <i>Invoice #:</i> 509113518					
					192.68
<i>Invoice Description:</i> 7 DVD/ Includes coming soon titles and fillers for missing TV shows <i>Purchase Order #:</i> 27089 <i>Voucher #:</i> 33312 <i>Invoice #:</i> 509081155					
					5,065.20
<i>Invoice Description:</i> Monthly Ending 06/30/2026					
49531	07/29/2026	2871 MILLER'S TOUCH CLEANING SVCS. INC	Check	No	4,075.00
		<i>Purchase Order #:</i> 27116 <i>Voucher #:</i> 33326 <i>Invoice #:</i> FML 295			4,075.00
<i>Invoice Description:</i> Routine Cleaning					
49532	07/29/2026	3703 Muñoz, Juliana	Check	No	123.74
		<i>Purchase Order #:</i> 27046 <i>Voucher #:</i> 33344 <i>Invoice #:</i> Reimbursement			123.74
<i>Invoice Description:</i> 6/16/2026 Preview Random House					
49533	07/29/2026	3454 National September 11 Memorial and Museu	Check	No	500.00
		<i>Purchase Order #:</i> 27115 <i>Voucher #:</i> 33325 <i>Invoice #:</i> 2026			500.00
<i>Invoice Description:</i> Library Member					
49534	07/29/2026	1336 NEW CITY LIBRARY	Check	No	20.00
		<i>Purchase Order #:</i> 0 <i>Voucher #:</i> 33212 <i>Invoice #:</i> 32825006652533			20.00
<i>Invoice Description:</i> 1 book					
49535	07/29/2026	1473 NEW YORK STATE INSURANCE FUND	Check	No	16,320.00
		<i>Purchase Order #:</i> 27119 <i>Voucher #:</i> 33327 <i>Invoice #:</i> 68151710			16,320.00
<i>Invoice Description:</i> 06/13/26-07/10/26 W 778 100-8					
49536	07/29/2026	2297 OMNI GROUP	Check	No	3,000.00
		<i>Purchase Order #:</i> 27083 <i>Voucher #:</i> 33335 <i>Invoice #:</i> 27821			3,000.00
<i>Invoice Description:</i> 403B Compliance Services 1 year					
49537	07/29/2026	2140 PLAYAWAY PRODUCTS LLC	Check	No	1,356.40
		<i>Purchase Order #:</i> 26915 <i>Voucher #:</i> 33220 <i>Invoice #:</i> 538661			1,227.22
<i>Invoice Description:</i> 18 wonderbooks					
		<i>Purchase Order #:</i> 26915 <i>Voucher #:</i> 33376 <i>Invoice #:</i> 540404			129.18
<i>Invoice Description:</i> 2 Wonderbooks					
49538	07/29/2026	3209 PORTILLO, ELIZABETH	Check	No	67.26
		<i>Purchase Order #:</i> 27060 <i>Voucher #:</i> 33328 <i>Invoice #:</i> Reimbursement			67.26
<i>Invoice Description:</i> Target					
49539	07/29/2026	2106 PRESTON, KATHLEEN	Check	No	74.94
		<i>Purchase Order #:</i> 0 <i>Voucher #:</i> 33215 <i>Invoice #:</i> Reimbursement			74.94
<i>Invoice Description:</i> Staff meeting refreshment 8/1/25, 9/5/25					
49540	07/29/2026	1405 RAMAPO CATSKILL LIBRARY SYSTEM	Check	No	18,269.66
		<i>Purchase Order #:</i> 27111 <i>Voucher #:</i> 33329 <i>Invoice #:</i> 35747			461.16
<i>Invoice Description:</i> 12.23 Microsoft Office 365 billing 2Q26					
		<i>Purchase Order #:</i> 27096 <i>Voucher #:</i> 33336 <i>Invoice #:</i> 35664			15,302.50
<i>Invoice Description:</i> 12.25 3Q26 RCLS ILS Support Fees					
		<i>Purchase Order #:</i> 27127 <i>Voucher #:</i> 33380 <i>Invoice #:</i> 35618			2,506.00
<i>Invoice Description:</i> 12.7 E-Content Billing 3Q26					
49541	07/29/2026	2674 READY RERESH BY NESTLE	Check	No	708.51
		<i>Purchase Order #:</i> 27017 <i>Voucher #:</i> 33378 <i>Invoice #:</i> 16G0441206174			375.88
<i>Invoice Description:</i> 06/09/26-07/08/26					
		<i>Purchase Order #:</i> 27126 <i>Voucher #:</i> 33379 <i>Invoice #:</i> 16G0441206174			332.63
<i>Invoice Description:</i> 06/09/26-07/08/26					
49542	07/29/2026	3224 Square9	Check	No	1,111.81

ACCOUNTS PAYABLE CHECK REGISTER

19

Finkelstein Memorial Library
FY 2026-2027

Check Register for 7/1/2026 to 7/31/2026 & Check Numbers 0 to 2147483647
Cash Account 10-L2000-000-00

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
		Purchase Order #: 26874 Voucher #: 33345 Invoice #: SIN036223			1,111.81
		Invoice Description: Renewal 7/1/26-6/30/27			
49543	07/29/2026	1704 SUFFERN FREE LIBRARY	Check	No	20.00
		Purchase Order #: 0 Voucher #: 33213 Invoice #: 32837004575293			20.00
		Invoice Description: 1 book			
49544	07/29/2026	3667 The Law Office of Stephanie Adams, PLLC	Check	No	13,575.00
		Purchase Order #: 27118 Voucher #: 33330 Invoice #: 11304			13,012.50
		Invoice Description: Service thru 6/30/26			
		Purchase Order #: 27122 Voucher #: 33331 Invoice #: 11305			562.50
		Invoice Description: Service thru 6/30/26			
49545	07/29/2026	3615 The Monsey View	Check	No	475.00
		Purchase Order #: 27035 Voucher #: 33347 Invoice #: 1502971			475.00
		Invoice Description: FML Full Page Color Ad			
49546	07/29/2026	3637 TMSC Enterprises Inc	Check	No	337.50
		Purchase Order #: 26192 Voucher #: 33337 Invoice #: 06/10/2026			25.00
		Invoice Description: 30 MIN			
		Purchase Order #: 26192 Voucher #: 33338 Invoice #: 06/16/2026			100.00
		Invoice Description: 2 HOURS			
		Purchase Order #: 26192 Voucher #: 33339 Invoice #: 06/24/2026			112.50
		Invoice Description: 2.25 hours			
		Purchase Order #: 26192 Voucher #: 33340 Invoice #: 06292026			75.00
		Invoice Description: 1.5 hours			
		Purchase Order #: 26192 Voucher #: 33341 Invoice #: 07142026			25.00
		Invoice Description: 30 min			
49547	07/29/2026	1499 UNITED PARCEL SERVICE	Check	No	4.20
		Purchase Order #: 26261 Voucher #: 33377 Invoice #: 0000827576266			4.20
		Invoice Description: Fees			
49548	07/29/2026	1804 WOLVEN, LAURA	Check	No	2,830.77
		Purchase Order #: 0 Voucher #: 33314 Invoice #: Reimbursement			2,830.77
		Invoice Description: 6/25-6/30 ALA			
49549	07/29/2026	3680 WOODBURY PUBLIC LIBRARY	Check	No	18.50
		Purchase Order #: 0 Voucher #: 33214 Invoice #: 32817000840778			18.50
		Invoice Description: 1 book			

Check Run 784 Check Total \$148,273.82
Check Run 784 Update Only \$0.00
Check Run 784 Total \$148,273.82

Description	Count	Amount (\$)
ACH	0	\$0.00
Bank of America	0	\$0.00
Check	53	\$148,273.82
Strategic Payment Services	0	\$0.00
Wells Fargo	0	\$0.00
Paymode X	0	\$0.00
Update Only	0	\$0.00
GRAND TOTAL	53	\$148,273.82

ACCOUNTS PAYABLE CHECK REGISTER

20

Finkelstein Memorial Library

FY 2026-2027

Check Register for 7/1/2026 to 7/31/2026 & Check Numbers 0 to 2147483647
Cash Account 10-L2000-000-00

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
-----------------	---------------	----------------------	--------------	------	-------------

* Denotes Check Numbers that are out of sequence.

The above listed checks are hereby approved for check signing

Authorized Signatures:

[Signature] 7/23/26
(Date)

(Date)

Andrew Kalichman 7/23/26
(Date)

(Date)

ACCOUNTS PAYABLE CHECK REGISTER

21

Finkelstein Memorial Library

FY 2026-2027

Check Register for 7/1/2026 to 7/31/2026 & Check Numbers 0 to 2147483647

Cash Account 10-L2000-000-00

Check Number	Check Date	Vendor Number / Name	Payment Type	EPay	Amount (\$)
Check Run: 786					
14	07/29/2026	1574 ULVERSCROFT LIMITED.	None	Update	288.60
Purchase Order #: 27049		Voucher #: 33384	Invoice #: 1167119US		288.60
Invoice Description:		10 books			
Check Run				786 Total	\$288.60

Description	Count	Amount (\$)
ACH	0	\$0.00
Bank of America	0	\$0.00
Check	0	\$0.00
Strategic Payment Services	0	\$0.00
Wells Fargo	0	\$0.00
Paymode X	0	\$0.00
Update Only	1	\$288.60
GRAND TOTAL	1	\$288.60

* Denotes Check Numbers that are out of sequence.

The above listed checks are hereby approved for check signing

Authorized Signatures:

 7/23/26
(Date)

(Date)

 7/23/26
(Date)

(Date)

PO PURCHASE REQUISITION STATUS REPORT

22

Finkelstein Memorial Library

Status: Unapproved

FY 2026-2027

Requisitions: 0 to 2147483647

PO Dates: 07/01/2026 to 06/30/2027

Purchase Orders: 0 to 2147483647

PO Number	Pur Req Number	PO Date	Vendor	Status	Amount(\$)	Disc(\$)	Tax(\$)	Total(\$)	Remaining Invoice	
									Invoice(\$)	Amount(\$)
0	27714	07/08/2026	2871	UNAPPROVED	5,300.00	0.00	0.00	5,300.00	0.00	5,300.00
Vendor: Miller'S Touch Cleaning Svcs. Inc				Reviewed By 1:				Reviewed By 3:		
Entered By: Rmirabal				Reviewed By 2:				Reviewed By 4:		
Approved By:										
0	27715	07/08/2026	2871	UNAPPROVED	5,700.00	0.00	0.00	5,700.00	0.00	5,700.00
Vendor: Miller'S Touch Cleaning Svcs. Inc				Reviewed By 1:				Reviewed By 3:		
Entered By: Rmirabal				Reviewed By 2:				Reviewed By 4:		
Approved By:										
0	27716	07/08/2026	3078	UNAPPROVED	9,408.59	0.00	0.00	9,408.59	0.00	9,408.59
Vendor: Trarie U.S. Inc /Rental Services				Reviewed By 1:				Reviewed By 3:		
Entered By: Rmirabal				Reviewed By 2:				Reviewed By 4:		
Approved By:										
0	27720	07/09/2026	2514	UNAPPROVED	5,380.23	0.00	0.00	5,380.23	0.00	5,380.23
Vendor: Envisionware Inc				Reviewed By 1:				Reviewed By 3:		
Entered By: Rowe				Reviewed By 2:				Reviewed By 4:		
Approved By:										
0	27733	07/17/2026	1601	UNAPPROVED	24,600.00	0.00	0.00	24,600.00	0.00	24,600.00
Vendor: Hauser Brothers, Inc				Reviewed By 1:				Reviewed By 3:		
Entered By: Rmirabal				Reviewed By 2:				Reviewed By 4:		
Approved By:										
0	27741	07/21/2026	3092	UNAPPROVED	14,400.00	0.00	0.00	14,400.00	0.00	14,400.00
Vendor: Consolidated Computing Inc.				Reviewed By 1:				Reviewed By 3:		
Entered By: Rowe				Reviewed By 2:				Reviewed By 4:		
Approved By:										
0	27742	07/21/2026	3715	UNAPPROVED	21,600.00	0.00	0.00	21,600.00	0.00	21,600.00
Vendor: Lightpath Fiber Infrastructure Lic				Reviewed By 1:				Reviewed By 3:		
Entered By: Rowe				Reviewed By 2:				Reviewed By 4:		
Approved By:										

TOTALS - ITEM AMOUNT:	\$86,388.82
DISCOUNT:	\$0.00
TAX:	\$0.00
PO TOTAL:	\$86,388.82
INVOICED:	\$0.00
REMAINING AMOUNT:	\$86,388.82

Finkelstein Memorial Library
Financial Summary
July 2026

Overall

-2025-2026 -

-June 2026 YTD expenses of \$8,620K at 92% of our annual budget

-Includes encumbrances

-Before year-end accruals and adjustments

New Business

-Outstanding invoices-WHO, Sky-Packets need to be released

-Need for 2nd signatory-board approval and resolution

-All changes to bank signatories requires board approval

Other Items of Interest

-\$12K Received Mobile Library Grant

-2024/2025 Audit in Process

STATISTICAL REPORT

JUNE 2026				CUMULATIVE		DIFFERENCE
	2026	2025	DIFFERENCE	2026	2025	
ADULT BOOKS	18,559	15,387	3,172	111,198	222,280	-111,082
YOUNG ADULT BOOKS	2,431	1,992	439	16,681	25,314	-8,633
JUVENILE BOOKS	22,025	20,875	1,150	130,047	258,382	-128,335
ILL-SEAL/OCLC (requested)	9	14	-5	32	198	-166
ILL-SEAL/OCLC (loaned)	4	4	0	64	56	8
ILL ANSWER-borrowed	3,712	3,514	198	22,531	38,915	-16,384
ILL ANSWER-loaned	3,363	3,619	-256	21,344	40,952	-19,608
CHECK IN- DISCHARGE	57,990	56,148	1,842	322,516	669,170	-346,654
SERIALS	298	277	21	1752	3,539	-1,787
AUDIOBOOK	84	92	-8	546	1,188	-642
MUSIC CD	124	109	15	726	1,419	-693
CD-ROMS	1	3	-2	7	16	-9
DVD-VIDEO	1,729	1,653	76	9,738	22,253	-12,515
BLU RAY DISCS	51	86	-35	221	4,935	-4,714
VIDEOGAMES	30	47	-17	194	576	-382
EQUIPMENT	81	81	0	464	1,179	-715
TOTAL CIRCULATION	110,491	103,901	6,590	638,061	1,290,372	-652,311
REFERENCE QUESTIONS						
ADULT	1,148	1,277	-129	7,353	15,844	-8,491
JUVENILE	708	812	-104	4535	9,755	-5,220
AUDIO VISUAL	30	31	-1	195	431	-236
IT SERVICES	279	253	26	1877	2,679	-802
TELEPHONE ASSISTED						
ADULT	1,915	1,899	16	11,935	25,632	-13,697
JUVENILE	32	76	-44	214	639	-425
AUDIO VISUAL	3	1	2	12	20	-8
IT SERVICES	81	109	-28	705	1,174	-469
# OF JUV. PROGRAMS	31	31	0	224	474	-250
ATTENDANCE	5,890	6,256	-366	9774	15,937	-6,163
# OF ADULT PROGRAMS	50	36	14	241	337	-96
ATTENDANCE	754	1,180	-426	4,709	10,124	-5,415
MAKERSPACE (AS & YS)	7	7	0	43	49	-6
MAKERSPACE ATTENDANCE	25	30	-5	298	174	124
ESL PROGRAMS	2	2	0	111	34	77
ATTENDANCE	57	48	9	2077	3,744	-1,667
FML GENERAL PROGRAMS	0	0	0	0	0	0
ATTENDANCE	0	0	0	0	0	0
UNPLANNED CLOSURES	0	0	0	0	0	0
HOURS USED	0	0	0	0	0	0
INSIDERS CLUB-deliveries homes	44	46	-2	249	378	-129
INSIDERS CLUB-deliveries items	211	186	25	1257	1,441	-184
Pick Up-Wesley Hills patrons	147	157	-10	1060	2,134	-1,074
WEB SITE VISITS	13,332	13,014	318	73,048	153,770	-80,722
MUSEUM PASSES	30	31	-1	162	417	-255
EV Station Total Transactions	84	N/A	N/A	345	N/A	N/A
EV Station KW Hours	2,799.65	N/A	N/A	11,639.35	N/A	N/A
EV Station Profit	\$366.56	N/A	N/A	\$1,498.12	N/A	N/A
FML ATTENDANCE	15,780	14,994	786	86,934	178,367	-91,433

REGISTRATION REPORT FOR JUNE 2026

	PREVIOUS REGISTRATION	NEW REGISTRATION	TOTAL REG.
ADULT	19,596	92	19,652
JUVENILE	5,633	47	5,671
NON RESIDENT	8	1	8

Director's Report July 2026

I applied for the no-cost extension of our \$2million federal grant through HRSA. We have been approved for the 1-year extension. The bid packages are ready. We took the liberty of advertising because we needed to have a bid in order to apply for the construction grant this year. Of course, final decision on the bids and construction is up to the board.

I attended ALA and used the time while I was not presenting to attend other sessions. I will share my report separately, but one of the most interesting pieces I got was about setting up a foundation. Like the friends, they are a separate fundraising arm of the library, a 501c3 so eligible for more grant opportunities, and have their own board. However, their purpose is entirely for funding the library – raising enough to set up an endowment. I plan to look into this a little more.

I saw demos and got pricing for AI board platforms. There are a range of options, but the best were Boardable and OnBoard. I would recommend that the President and Secretary (if there is one) also get a demo of these two.

I attended the LARC annual meeting at which two of our staff were awarded scholarships – Mark Hershberger and Maria Vanessa Cipolla. They are both attending library school.

I attended a prevailing wage workshop at RCLS presented by the department of labor. Unfortunately, there is no way around it for us, which makes the construction more expensive, but we were anticipating that and worked those costs into the budget.

Beth and I are wrapping up some personnel issues with the assistance of the library attorney, but completing them should actually allow us to call on the firm less.

During June, Adult Services staff answered 1,148 in house reference questions, responded to 1,915 telephone calls and to 130 in house 'direction' inquiries. We had 378 sign-ins for study rooms.

The employees who signed up to become passport acceptance agents completed phase II training and will continue hands on training for each agent based on their availability. In June, we received 20 calls and 2 in person inquiries about passports

and based on staff availability and holidays, we were able to accept only 12 applications. Accepted applications were sent for processing in time. We collected a total of \$510 as acceptance fees.

Richard completed enrollment of two new patrons into Penn Foster High School. He did extensive follow-up with IT, to get loan of Chromebook to a (newly enrolled) family, to do the online H.S. diploma study. He updated the PowerPoint presentation, for our ALA-Presentation (in Chicago). The two of us connected in Chicago and reviewed the ALA-Presentation with some final adjustments made for the presentation.

Classes were held in the Makerspace this month. Patrons are happy to be back in the Makerspace room. They were very happy with the new tables and chairs and confessed that this was a reason they didn't complain about being displaced.

In June we offered 7 classes; 6 public and 1 staff class. Tuesday evening classes seem to be the most well attended. Wednesday and Thursday afternoon classes tend to have lower enrollment.

June Classes: hand quilting, felting, sketching, painted bookmark, card making, and block printing on tea towels. The following are the list of classes with descriptions:

English Paper Piecing – This hand sewn craft around paper templates was started in the 1770s. It is an introduction to quilting. Beginners learn how to attach hexagon patches together to create a coaster for their first project. Students who continue with this craft can add on to their existing piece or start a new project. 5 of 8 patrons attended the public class and 6 staff attended their monthly craft class.

Felting – A textile art that transforms wool fibers into 2-D or 3-D creations. Using a special needle to entangle and shape fibers, beginners learn the basics by crafting simple felt hearts and returning students can take on a hanging plant project. 4 of 8 patrons attended.

Sketching – Students learn how to draw what they see. Several sketching stations were set up and had students change stations every 20-25 minutes. Library art books, previous exercises, and some of my own books were put out. I even included a station where students drew from a sail boat print with acrylic markers.

I guided those that needed help and provided tips and techniques along the way. One of the students called it Speed Sketching. 4 of 8 patrons attended.

Painted Bookmark – The painted floral bookmarks were made with gouache - a water-based paint similar to watercolor. I led the student through the steps of creating these floral bookmarks. Since my student came to the previous class, she painted on a coaster. This was a repeat of an evening class for those available in the afternoon. 1 of 8 patrons attended.

Waterfall Acrylic Painting – Students are lead through a step-by-step painting of a waterfall. Not all of the acrylic painting classes on canvas are step by step. In May we had landscape inspiration photos. In July, we will use the sailboat print as inspiration. 5 of 8 patrons attended.

Block Printing on a Tea Towel – In this class patrons learned how to block print. We used foam, card board, paint, and cotton tea towels. Templates were provided and patrons were taught the process. 6 of 8 patrons attended.

June Case Management Stats: Celia met with 18 clients for 18 total sessions and provided a total of 46 services.

There was one hour spend tutoring in June by one tutor/student pair.

There were three Citizenship Preparation sessions serving 25 students.

There were a total of 57 students and 2 Sessions in the ESOL Class in June which is the last class until registration for Fall classes begin in August.

Approximately 108 documents for 82 patrons were notarized in June. Kyle helped 3 patrons with Tech help and setup for eReader services.

As of 6/30 we have 44 registrants for Adult Summer Reading

123 seed packets were checked out in June from the seed library.

Insider's Club saw 211 items delivered to 44 households.

Report on Association of Jewish Libraries Annual Conference in Evanston, IL attended by Aviva Rosenberg

From June 23-24 I attended the Association of Jewish Libraries Annual Conference in Evanston, IL. I attended a session on Jewish picture books relating to grief and mourning, presided over a Schools, Synagogues, Centers, and Public Libraries division meeting, attended Sydney Taylor Book Award and Jewish Fiction Award author presentations, and a session on grant writing. Of primary importance, I gave a presentation on the Finkelstein Library's Jewish Traditional Collection, in conjunction with a librarian from the Great Neck Public Library in Long Island, where they started a Jewish Traditional collection about two years ago.

- The audience was shocked (and impressed) at some of the statistics I presented, about the collection's size and circulation. They also appreciated the dedicated catalog search page on our website.

- They asked many questions about how we select books, how people use the collection in relation to the library's other holdings, cataloging and language concerns, and more.

- One audience member mentioned a database of Jewish book records that they are working on, and promised to follow up with more information about it: it may be a useful resource for books that we otherwise enter as caps records.

Stamford Museum & Nature Center has a planetarium. The astronomer-led planetarium on the night sky, constellations, our solar system, and other space objects in brilliant, high-definition resolution shows take those attending on a journey through space.

30 Museum Passes were checked out by patrons:

- 9/11 Memorial & Museum -1
- Boscobel -1
- Children's Museum Manhattan -1
- Discovery Museum -1
- Empire Pass -4
- Frick Collection -1

- Guggenheim -1
- Historical Society of Rockland -1
- Intrepid -1
- Mid-Hudson Discovery -1
- Mohonk Preserve -1
- MoMA -5
- Museum Village -1
- NY Hall of Science -3
- Storm King Art Center -3
- Westchester Children's Museum -4

Boscobel House & Gardens was renewed (\$150) and as was Museum Village (\$150) this month.

Below is the list of the recently elected executive board of the Finkelstein Friends of the Library and board members.

Elena Lavalas: President, Phyllis Eig: Vice President, Carol Salmon: Secretary, Alexis Montalban: Treasurer, Jacqueline Anderson: Board Member, Celia Coronel-Dizzine: Board Member, David Eig: Board Member, Rena Finkelstein: Board Member, Marvin Pierre: Board Member, Ann Thomas: Board Member, Christine Webb: Board Member, Margie White: Board Member.

Engaged Patrons Author Alerts feature went live. 18 patrons are currently using the service. 159 alerts were sent total, and 31 alerts in June. 149 authors are being tracked.

1.59k total clients were on WiFi this month, for 2.77 TB of user traffic. There were 13,332 unique web site visits, and 2317 sessions on public computers in the building.

568 items were checked out using the self-checkout machines, and 10 items renewed. 41 Hotspots went out in June.

Since we got our Envisionware all in one print station, we have taken in a lot more for printing and faxing. \$574.00 was collected in cash for printing and faxing, and \$1,056.90 was collected by credit card.

Although folks arrived later than anticipated, likely due to traffic, we ended up with a decent turnout of 37 people for our first kickoff since COVID, Wild and Bright Reptiles. The presenter was incredibly easy to work with and put on a wonderful show, complete with entertaining puns and sight gags to keep young biologists entertained.

Juliana attended her first publisher preview at Random House. She was able to secure 30-35 books and 3 tote bags from this event, which we were all very impressed by for her first time!

Dianne attended the RCLS Construction Grant Workshop with Chris Coleman to prepare for this year's grant cycle which the deadline is August 3rd for.

YS staff spent a lot of time getting our decorations up in both rooms. We are extremely lucky to have such artistic Clerks (Tammy & Elvie), who helped immensely. Elvie herself painted all the windows in both rooms for us to match the theme!

Since we adopted the YA Traditional collection, mending has increased as we sort through the stacks of damaged books that came our way. In general, when it comes to mending all collections, we've found that many need to be discarded due to excessive circulation. In many cases, the condition of these items no longer justifies continued repair. While some books only require taping or other quick fixes, the overall volume of materials in poor condition shows that mending is not always the most effective use of our resources.

Our team met in June to plan our Fall into Winter slate of programming, which was challenging having no frame of reference as to what the final budget will look like.

Reference Questions: 708

Directional: 64

Technical Assistance: 34

Volunteer Statistics:

Number of Volunteers: 12 - Total Hours: 30.75

Room Count:

Total Number of Patrons in Children's Room: 4564

Total Number of Patrons in Teen Room: 526

Total Program Statistics:

1. Number of Children's Programs: 23 - Total Attendance: 4048
2. Number of Teen Programs: 7 - Total Attendance: 1842

In-Library Programs:

1. Baby Lap Time (session 1 - 14 attendees), (session 2 - 21 attendees) - Total Attendance: 35
2. Reading Buddies (session 1 - 4 attendees), (session 2 - 5 attendees), (session 3 - 2 attendees), (session 4 - 2 attendees), - Total Attendance: 13
3. Toddler Time (session 1 - 24 attendees), (session 2 - 13 attendees), (session 3 - 23 attendees) - Total Attendance: 60
4. Battle of the Books Team Meeting - Total Attendance: 2
5. Crafty Creations: Cave Paintings - Total Attendance: 10
6. Teen Library Council - Total Attendance: 6
7. Reptile Kickoff - Total Attendance: 37

Outreach Programs:

1. SRC Outreach Chestnut Ridge Middle School - Total Attendance: 585
2. SRC Outreach West St Bigs - Total Attendance: 87
3. SRC Outreach Elmwood Elementary - Total Attendance: 518
4. Chestnut Ridge Middle School Career Day- Total Attendance: 28
5. SRC Outreach Hempstead Elementary - Total Attendance: 450
6. SRC Outreach Spring Valley HS - Total Attendance: 186
7. SRC Outreach Fleetwood - Total Attendance: 540
8. SRC Outreach Margetts - Total Attendance: 600
9. SRC Outreach Kakiat - Total Attendance: 504
10. SRC Outreach Summit Park Elementary - Total Attendance: 640
11. SRC Outreach Pomona Middle School - Total Attendance: 577
12. SRC Outreach Lime Kiln Elementary - Total Attendance: 620
13. SRC Outreach El Dorado Elementary - Total Attendance: 580

Allbright electricians came to change LED tube lights in 2nd floor stacks, install a new outlet by staff walkthrough door by receiving area, and replace the LED light fixture in the second floor conference room. We are looking into the feasibility of using the second floor conference room to resume computer classes. When we have a clearer picture of whether this is possible and/or for what cost, we will present it to the board.

Rae took a few of pictures of our door locks currently in use and sent them to the architect. He also provided him the contact information for our security cameras and badge reader access system contractor, Simon Security. The architect stated he believes the new addition will only require 6 of these door locks.

Allbright was called back to repair a damaged conduit that runs power to Rt. 59 LED sign. They also will install a new exterior outlet for Eco-Garden landscapers use.

Due to severe overnight rain storm, water leaked through 2nd level roof into 2nd floor patron bathrooms. Rae called in Martin Restoration who cleared out a clogged drain and shoveled out roof coating granules that accumulated on the top of the seams. He will return when the surface is dry to see if seams were compromised or perforated in any way.

We repeatedly have problems with both elevators. Unfortunately, last month, a staff member got stuck in the staff elevator. Rae called Concord Elevator and he came immediately and opened the door and let staff member out. It turned out that one of the track wheels was broken causing the doors to stay shut.

Adult Services Programs June 2026

Yoga – June 8, 25 attendees, \$80

Yoga – June 22, 22 attendees, \$80

Yoga – June 29, 24 attendees, \$80

Zumba – June 4, 16 attendees, \$75

Zumba – June 11, 13 attendees, \$75

Zumba – June 18, 14 attendees, \$75

Zumba – June 25, 16 attendees, \$75

Knit & Crochet Group – June 2, 6 attendees, Free

Knit & Crochet Group – June 9, 6 attendees, Free

Knit & Crochet Group – June 16, 6 attendees, Free

Knit & Crochet Group – June 23, 6 attendees, Free

Knit & Crochet Group – June 30, 6 attendees, Free

Soul Line Dancing – June 5, 29 attendees, \$150

Soul Line Dancing – June 12, 32 attendees, \$150

Soul Line Dancing – June 26, 32 attendees, \$150

Future-Proof Your Career – June 2, 22 attendees, Free

Father's Day & Picnic Favorites – June 2, 13 attendees, \$225

Growing & Caring for Indoor Plants – June 9, 17 attendees, \$90

Learn How to Play Backgammon – June 9 & 16, 14 attendees, \$240

Five Basic Principles for Getting & Staying Organized – June 23, 19 attendees, \$250

Hand-Made Paper Making – June 24, 20 attendees, \$380

Know Your Fair Housing Rights – June 24, 21 attendees, Free

America 250: The Schuyler Sisters & Hamilton Musical – June 25, 33 attendees,
Free

The Story of Sailor Macoy Hicks – June 28, 31 attendees, \$250

Jewish Genealogy – June 30, 36 attendees, Free

Makerspace stats for June 2026:

Programs: 7

Attendees: 25

AI platforms for Boards

Company	Annual Fee	Generates minutes	Committee mtgs	Fully digital board packet	Limited users
Diligent	\$6,000	Yes	yes	yes	No
OnBoard	\$3,900 with optional add-ons	Yes	yes	yes	Yes- 12 but can be increased for a fee
Copilot	\$6,500	Yes	no	no	Yes – fee for 12
Crowd Strike	No	No	no	No	No
Board Effect	\$13,500	Yes	yes	yes	No
Boardable Basic	\$20.99/user per month	No	Yes	Yes	Fee is per user
Boardable Premium	\$35.99/user per month	Yes	Yes	Yes	\$5182.56/yr for 12

Finkelstein Memorial Library Retirement Incentive DRAFT

Purpose of the Incentive

The Finkelstein Memorial Library ("Library") is committed to providing quality programs and services for our community. This retirement incentive is offered by the Library to qualified employees in an effort to reduce the Library's overall personnel expenses.

Retirement Incentive

The Library's retirement incentive will consist of a one-time lump sum payment equal to \$500 credited per year of Full time equivalent employment, to a maximum of \$15,000. This will be in addition to any payout or any other benefit, including, but not limited to, continuation of health insurance benefits that the employee may be entitled to as per the collective bargaining agreement in effect as of the date this is agreed to. The retirement incentive will not add to the employee's Final Average Salary for purposes of calculating benefits under the New York State & Local Retirement System.

Qualified Individuals

All Library employees who are eligible for retirement without penalty from the Library under the New York State & Local Retirement System as of July 1, 2026 are eligible for the Library's retirement incentive. The retirement incentive will cover qualified individuals who elect to resign for the purpose of retirement from the Library effective on or before December 31, 2026. However, anyone wishing to participate must write a letter of intent to the library by November 30, 2026. No extensions will be given.

Notice Requirements

To participate in the retirement incentive, individuals must submit a formal letter of resignation for the purpose of retirement to Leah Levine.

This notice of intent to retire must be received and date stamped by Leah Levine no later than November 30, 2026 at 4:15 PM. The letter of retirement must be sent via email to Leah Levine with the subject line RETIREMENT INCENTIVE.

The incentive will not be available to employees who have already retired from the Library, meaning the employee's last day of employment has passed, or have already submitted a letter of intent to retire prior to July 1, 2026.

Consulting

Exempt employees with special expertise may also be granted the opportunity to return as a consultant for no more than 10 hrs/week and no more than \$75/hr.

Questions

If you have questions, please contact Leah Levine at ext. 266.

**FINKELSTEIN MEMORIAL LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING/MAY 27, 2026**

The regular monthly meeting of the Board of Trustees was held both in person and by video conference on Wednesday, May 27, 2026. The meeting was recorded in accordance with law.

Board Members Present:

Ms. Darnett Davis, President called the meeting to order at 6:33 p.m. with the following members present by roll call: Mr. James Johnson, Ms. Esther Waldman, Vice President, Ms. Oluwasey Banjo, Ms. Joan Soskin, Ms. Yehudis Gottesfeld (arrived at 6:33 p.m. after Ms. Davis called the meeting to order), and Mr. Yossi Rubinstein (zoom) .

Board Members Excused: None

Board Members not excused: None

Administrative Personnel:

Ms. Laura Woven, Library Director, Ms. Beth Zambito, Assistant Director, Mr. Andrew Koblick, Business Manager, Ms. Leiah Levine, Library Clerk.

Others Present in person:

Grace Riario (Executive Director of the Ramapo Catskill Library System), John Ninivaggi, staff.

Others Present via zoom:

Stephanie Cole Adams (Library Attorney), Kathleen Preston (staff), Rafael Mirabal (staff), Arelene, Juliana Anderson (staff), Laurie Needell (staff), Parveen Rahmet (staff), Judy Joseph (staff), Susanne Daley (Union President), Jeff Liz (staff), Dipa Thakkar (staff), Robert Rowe (staff), Nathalie Jean Paul (staff), Michelle Gutierrez (staff), Dan Amerouso (staff), Orion Morgain (staff), Paul Gubernick (staff), Cliverltz Alexis (patron).

The Pledge of Allegiance was recited.

A **motion** was made by Ms. Waldman, seconded by Mr. Johnson and carried unanimously to **approve the modifications of the agenda to add executive session towards the end of the meeting, noting the Director's Report and President's Report be added to the agenda, and to address actions from committee reports from April and May.**

A **motion** was made by Ms. Waldman, seconded by Ms. Gottesfeld and carried unanimously to **approve the Minutes of the Public Hearing of April 29, 2026.**

A **motion** was made by Ms. Waldman, seconded by Mr. Johnson and carried unanimously to **request Leiah Levine, Clerk to the Board of Trustees to take the minutes of the May 27, 2026 meeting.**

A **motion** was made by Ms. Davis, seconded by Ms. Soskin and carried unanimously to **have the Library Attorney, Stephanie Cole Adams and Grace Riario, Director of RCLS speak freely during the meeting if there are any items that are not clear, and can be corrected.**

A **motion** was made by Ms. Waldman , seconded by Ms. Gottesfeld and carried unanimously to **approve the Minutes of the Regular Meeting of April 29, 2026 with the recommended changes.**

Minutes/Regular Meeting of May 27, 2026

2

Clarification on the motion regarding the Library Clerk taking minutes was discussed.

A **motion** was made by Ms. Waldman, seconded by Ms. Davis and carried unanimously to **approve the Minutes of the Special Meeting of May 12, 2026, with the amendment of Ms. Waldman's recusal recorded.**

A **motion** was made by Ms. Waldman, seconded by Mr. Johnson and carried unanimously to **approve the Minutes of the Second Special Meeting of May 12, 2026 with the correction of the spelling of Mr. Rubinstein's name.**

A **motion** was made by Ms. Waldman, seconded by Ms. Gottesfeld and carried unanimously to **approve the Minutes of the Special Meeting of May 13, 2026.**

Questions regarding the Library Budget Vote procedures were discussed

Questions regarding Legal Fees subtotaling to \$20,075.00 from Library Attorney, Whitman Osterman & Hannah LLP were discussed. Ms. Waldman recused herself during this discussion.

Conflict of interest was discussed.

A motion was made by Ms. Gottesfeld, seconded by Mr. Johnson and carried with 6 votes yes to have Ms. Gottesfeld, Mr. Rubinstein and Ms. Banjo look into the Whiteman, Osterman and Hannah legal bill and report back to the board before the next meeting. Ms. Waldman recused herself from this vote.

A **motion** was made by Ms. Gottesfeld, seconded by Mr. Johnson and carried unanimously to **approve the bill list for May 27, 2026 without the legal bill from Whitman Osterman & Hannah LLP.**

A motion was made by Ms. Waldman, seconded by Mr. Johnson and carried unanimously to approve the miscellaneous bill list of May 27, 2026.

A motion was made by Ms. Gottesfeld, seconded by Ms. Davis and carried unanimously to approve the transfer of \$1 Million from NYCLASS (New York Cooperative Liquid Assets Securities System) to the M&T General Fund, contingent upon needs before the next board meeting.

The Library budget was mentioned, and will be discussed further during the Finance Committee Meeting held at 9:15 a.m. on Friday, May 29, 2026.

Internal controls and fiscal policies were discussed.

A motion was made by Ms. Waldman, seconded by Ms. Gottesfeld and carried unanimously for the director and or one of her employees to look into the January 2, 2026 payroll journal and come back to the board with answer on overtime before the next board meeting.

A motion was made by Ms. Waldman, seconded by Ms. Gottesfeld and carried unanimously to approve the payroll journals for January 16, 2026, January 30, 2026, February 13, 2026, February 27, 2026, March 13, 2026, May 8, 2026, and May 22, 2026.

Budget transfers were discussed.

Minutes/Regular Meeting of May 27, 2026**3**

A motion was made by Ms. Waldman, seconded by Ms. Gottesfeld and carried unanimously to retract Ms. Waldman's original motion, and to make a motion for the attorney to send the finance committee the template that was referenced, (policy from the comptroller), so that the finance committee can review it, and then bring recommendations to the board at the next meeting.

A motion was made by Ms. Gottesfeld, seconded by Mr. Johnson and carried unanimously to approve the Financial Statement for March 2026.

Treasurer's Report: Mr. Glick submitted his report to Ms. Davis. There were concerns on the report regarding reconciliation and access were addressed.

A motion was made by Ms. Gottesfeld, seconded by Ms. Waldman and carried unanimously to give the Treasurer access to the credit card accounts.

Library Statistical Report: The April 2026 report was presented.

Union Report:

Ms. Daley asked if there was a special meeting date scheduled for after the Finance Committee meeting for Friday, May 29, 2026 to approve whatever is discussed in regards to changes with staff, hours, or any changes made. Ms. Waldman responded commenting on seeing how the finance committee meeting goes before a decision is made.

A motion was made by Ms. Waldman, seconded by Ms. Gottesfeld and carried unanimously to for Mr. Koblick to destroy the approved check for M&T bank, and pay the bill online for 5/28/2026 to avoid incurring late fees and interest, and to make payments online moving forward.

Public Comment: None.

Correspondence Received: None.

Library Director's Report: Report was presented.

A revote on the Library Budget was discussed.

Limitations in the procurement policy was discussed.

A motion was made by Ms. Gottesfeld, seconded by Ms. Waldman and carried unanimously to allow the Library Director to give 24-hour notice to inform the board via email, if something unexpected were to happen. Example: things like repair, or printing that is over the limit, but needs to be sent out.

Ms. Cole Adams commented on urgent procurements in order for the Director to make quick decisions.

Committee Report:

Budget and Finance: Esther Waldman, Vice President, Chair:

Minutes/Regular Meeting of May 27, 2026

A motion was made by the Finance Committee, seconded by Ms. Gottesfeld and carried unanimously to have the President, Director, and Clerk to the Board look into a program called diligent to find out what it does and to look into other programs that may be cheaper.

A motion was made by the Finance Committee, seconded by Ms. Gottesfeld and carried unanimously to approve the treasurer to reconcile all accounts separately.

The fiscal controls template was discussed.

A motion was made by the Finance Committee to approve a letter to be sent to the Library Treasurer Mr. Glick regarding past approved overtime payment to him in the amount of \$18.75 to be applied to the next invoice submitted for the Library. Clarification is needed regarding payment.

A request was made for the Treasurer and Mr. Koblick to meet.

A request was made for the Director to gather all documents related to Sky packets.

Personnel: Darnett Davis, President, Chair: personnel items will be discussed during executive session.

Advocacy and Fundraising: Yehudis Gottesfeld, Chair: None.

By-Laws and Policy: Esther Waldman, Vice President, Chair:

A motion was made by the By-Laws and Policy Committee, seconded by Ms. Gottesfeld and carried unanimously to approve the Attorney Communication Resolution, with the addition of the Assistant Director, Head of Human Resources, to access the attorney for personnel matters within a budget limit of \$5,000. – See Resolution 1

A motion was made by the By-Laws and Policy Committee, seconded by Ms. Gottesfeld and carried unanimously to approve eliminating remote work effective June 30, 2026. – See Resolution 2

A motion was made by the By-Laws and Policy Committee, seconded by Ms. Gottesfeld and carried unanimously to approve the Gifts and Donation Policy.

A motion was made by the By-Laws and Policy Committee, seconded by Ms. Gottesfeld and carried unanimously to approve the Security Camera Policy.

A motion was made by the By-Laws and Policy Committee, seconded by Ms. Gottesfeld and carried unanimously to approve the ACH Policy draft.

Procurement Policy was referred back to committee.

Personnel Policy Manual was referred back to committee.

Social Media Policy draft was referred back to committee. Recommended by Ms. Cole Adams. Ms. Cole Adams commented there are a couple of changes that are very critical.

Minutes/Regular Meeting of May 27, 2026

5

New Business:

A motion was made by Ms. Waldman, seconded by Ms. Gottesfeld and carried unanimously to approve the appointment of Efrain Pinzon, Custodian I (PT), Buildings & Grounds Department, effective Monday, April 27, 2026.

A motion was made by Ms. Waldman, seconded by Ms. Gottesfeld and carried unanimously to approve the 2025 Annual Report.

A motion was made by Ms. Waldman, seconded by Ms. Gottesfeld and carried unanimously to approve the to discontinue 15 computers from RCLS support.

Budget Vote Procedures document was tabled.

A motion was made by Ms. Davis, seconded by Ms. Gottesfeld and carried 5 yes, 1 no to appoint Ms. Banjo as Secretary to the Board of Trustees. Ms. Waldman voted no, Mr. Rubinstein was not present via zoom during this vote.

Unfinished Business:

A motion was made by Ms. Waldman, seconded by Ms. Gottesfeld and carried unanimously to approve the appointment of Randy Peralta, Clerk-Typist (Substitute), IT Department, effective, Wednesday, March 25, 2026.

A motion was made by Ms. Waldman, seconded by Ms. Gottesfeld and carried unanimously to approve the appointment of Zionna Hosty, Page (Substitute), Youth Services Department, effective Wednesday, April 15, 2026.

A motion was made by Ms. Waldman, seconded by Ms. Gottesfeld and carried unanimously to approve the appointment of Juliana Munoz, Librarian I, Youth Services Department, effective Wednesday, April 15, 2026.

A motion was made by Ms. Waldman, seconded by Ms. Gottesfeld and carried unanimously to approve the minutes of the Special Meeting of January 7, 2026.

A motion was made by Ms. Waldman, seconded by Ms. Gottesfeld and carried unanimously to approve the minutes of the Regular Meeting of February 25, 2026.

A motion was made by Ms. Waldman, seconded by Ms. Gottesfeld and carried unanimously to approve the minutes of the Special Meeting of March 17, 2026.

A motion was made by Ms. Waldman, seconded by Ms. Gottesfeld and carried unanimously to approve the minutes of the Regular Meeting of March 25, 2026 with noted changes.

The Minutes of the Special Meeting of April 20, 2026 were tabled.

The Minutes of the Special Meeting of April 21, 2026 were tabled.

A motion was made by Ms. Waldman, seconded by Ms. Gottesfeld and carried to enter executive session to discuss personnel matter related to a specific employee.

Minutes/Regular Meeting of May 27, 2026

6

The Board moved into executive session at 8:54 p.m.

Clerk to the Board was removed from this session, minutes not recorded for motion to come out of executive session and action motion on adjournment.

**THE NEXT REGULAR MONTHLY MEETING OF THE BOARD OF TRUSTEES WILL BE HELD ON
WEDNESDAY, JUNE 24, 2026.**

Respectfully submitted.

Minutes taken by Leah Levine: Minutes reviewed and prepared by Oluwasey Banjo, Secretary of the Board

Darnett Davis
Board President

**FINKELSTEIN MEMORIAL LIBRARY
BOARD OF TRUSTEES
SPECIAL MEETING/APRIL 21, 2026
MINUTES**

The special meeting of the Board of Trustees was held both in person and by video conference on Tuesday, April 21, 2026.

Ms. Darnett Davis, President called the meeting to order at 9:10 a.m. with the following members present:

Ms. Esther Waldman, Vice President, Mr. James Johnson, Ms. Oluwaseyi Banjo, Ms. Joan Soskin, Ms. Yhudis Gottesfeld (arrived late)

Board Members excused:

Mr. Yossi Rubinstein

Administrative Personnel:

Ms. Laura Wolven, Library Director, Ms. Beth Zambito, Assistant Library Director.

Others Present via zoom:

Ms. Stephanie A. Cole Adams, Library Attorney, Mr. Nathan Feist, Paralegal.

A **motion** was made by Ms. Soskin, seconded by Ms. Waldman and carried to **approve the agenda**.

Resolution one, passed at the Special Board Meeting on April 20, 2026, was discussed. The Clerk to the Board is complying with the directive.

1. **BE IT RESOLVED** that the board directs the Library Clerk to prepare a spreadsheet of the following information: the candidates name, address, age, date and time of submission, manner of receipt, number of qualifying signatures, and if the person is a duly nominated candidate, after which the Library Clerk shall follow the procedure for the generation of ballots.

Resolution 2 and 3 were presented- See Resolution

2. **BE IT RESOLVED** that the Library Board having learned that the Library's Charter provides that replacement trustees are appointed for the remainder of the unexpired term, the Board shall follow the Charter, and Trustee Oluwaseyi Banjo will complete the unexpired term previously occupied by Goldie Golding until the expiration of that term which shall be June 30, 2030.

3. **BE IT RESOLVED** that the board gratefully acknowledges trustee Oluwaseyi Banjo's acceptance of her term ending June 30, 2026, as intended at the time of her appointment.

Ms. Banjo has accepted the term ending June 30, 2030, as represented by the second resolution.

A **motion** was made by Ms. Davis to **approve the second resolution, confirming that Ms. Oluwaseyi Banjo will serve until June 30, 2030 and was duly put to a vote on roll call, results of which are as follows:**

Darnett Davis, President	VOTING Yes
Yehudis Gottefeld	VOTING No
Esther Waldman	VOTING No
James Johnson	VOTING Yes
Joan Soskin	VOTING Yes
Oluwaseyi Banjo	VOTING Yes

Motion carries with 4 votes Yes, 2 votes No.

The questions about procedures were addressed. The Library will draw lots to determine location of the remaining candidates on the ballot.

A **motion** was made by Ms. Davis, seconded by Ms. Soskin and carried to **adjourn**.

The meeting of the board of trustees was adjourned at 9:43 a.m.

THE NEXT REGULAR MONTHLY MEETING OF THE BOARD OF TRUSTEES WILL BE HELD ON WEDNESDAY, APRIL 29, 2026, FOLLOWING THE PUBLIC HEARING.

Respectfully submitted.

Leiah Levine
Clerk to the Board of Trustees

Darnett Davis
Board President

**FINKELSTEIN MEMORIAL LIBRARY
BOARD OF TRUSTEES
SPECIAL MEETING/APRIL 20, 2026
MINUTES**

The special meeting of the Board of Trustees was held both in person and by video conference on Monday, April 20, 2026. The meeting was recorded in accordance with law.

Ms. Darnett Davis, President called the meeting to order at 11:36 a.m. with the following members present:

Ms. Esther Waldman, Vice President, Mr. Yossi Rubinstein, Mr. James Johnson, Ms. Oluwaseyi Banjo, Ms. Joan Soskin (zoom)

Board Members absent:

Ms. Yehudis Gottesfeld

Administrative Personnel:

Ms. Laura Wolven, Library Director, Ms. Beth Zambito, Assistant Library Director, Ms. Leiah Levine, Clerk to the Board.

Present:

Terrence Dyer, Security Staff

Others Present via zoom:

Ms. Stephanie A. Cole Adams, Library Attorney, Mr. Nathan Feist, Paralegal.

A **motion** was made by Ms. Waldman, seconded by Mr. Rubinstein and carried to **approve the agenda**.

A **motion** was made by Ms. Waldman, seconded by Ms. Davis and carried to **move into executive session**.

The board moved into executive session at 11:40 a.m.

Legal advice regarding the Trustee Election was discussed.

A **motion** was made by Ms. Waldman, seconded by Ms. Davis and carried to **move out of executive session**.

The board moved out of executive session at 12:54 p.m.

RESOLUTIONS:

A **motion** was made by Ms. Waldman, seconded by Ms. Davis and carried to **approve the Library Clerk to prepare a spreadsheet and follow the procedure for the generation of ballots**. – See Resolution.

Minutes/Special Meeting of April 20, 2026

2

A **motion** was made by Ms. Waldman, seconded by Ms. Davis and carried **that the Library Board follow the Library Charter.** – See Resolution.

A **motion** was made by Ms. Waldman, seconded by Ms. Davis and carried **that the board acknowledges trustee Oluwaseyi Banjo's acceptance of term.** – See Resolution.

A **motion** was made by Ms. Waldman, seconded by Ms. Davis and carried to **hold a Special Meeting on Tuesday, April 21, 2026 at 6:30 p.m. to confirm names on the ballot for the Annual Budget Vote and Trustee Election.**

A **motion** was made by Ms. Waldman, seconded by Ms. Davis and carried to **adjourn.**

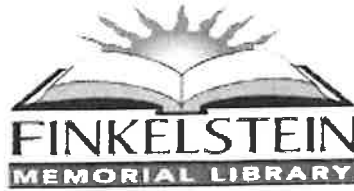
The meeting of the board of trustees was adjourned at 1:00 p.m.

THE NEXT REGULAR MONTHLY MEETING OF THE BOARD OF TRUSTEES WILL BE HELD ON WEDNESDAY, APRIL 29, 2026, FOLLOWING THE PUBLIC HEARING.

Respectfully submitted.

Leiah Levine
Clerk to the Board of Trustees

Darnett Davis
Board President



FINKELSTEIN MEMORIAL LIBRARY
Personnel Policies Manual 2026

Preamble and Mission Statement	2
Employee Privacy.....	3
Organizational Structure.....	3
Exempt Employees	3-4
Customer Service.....	4
Dress Code, Uniforms and Personal Hygiene.....	4-5
Pay Schedule.....	5
Pension/Retirement System.....	5
403 (b) Program.....	5
Health Insurance	6
Flex Spending Plan (FSA).....	6
Smoking Regulations.....	6
Substance Abuse.....	6
Employee Assistance Program.....	6
Food & Drink.....	6
Reporting Accidents or Incidents.....	6-7
Hiring Procedures.....	8
Probation.....	8
Performance Evaluations	9
Resignation.....	9-10
Confidentiality/Law Enforcement & Media Inquiries.....	10
Americans with Disabilities Act.....	10
Employment of Relatives / Familial Relationships.....	11
Equal Opportunity Employment	11
Requests for Time Off/Vac., Sick, Comp, Etc.....	11-12
New York Paid Family Leave.....	13
Overtime/Hazard Pay.....	13
Medical Leave for Vital Tests.....	13
Other Leave (Jury Duty, Bereavement and Excused).....	13
Switching Nights/Weekends	14
Work Breaks.....	14
Nursing Mothers.....	14
Prenatal Leave.....	14
Absence - Method of Reporting	14
Time Off Due to Emergency Closing	15-16
Time Clock & ID Badge	16

Lateness	16
Use of Telephones & Other Communications.....	17-18
Bulletin Boards.....	18
Personal Data Changes	19
Parking Restrictions	19
Photography Policy	19
Travel Policy.....	19-20
Volunteer Policy	20
FML Workplace Etiquette.....	20-21
Family and Medical Leave Act (FMLA).....	21-22
Anti-Discrimination/Sexual Harassment Policy.....	22-29
Anti-Bullying Policy.....	29-30
Whistleblower Policy.....	30-33
Conflict of Interest Policy.....	33-37
Workplace Violence.....	37-38
<u>APPENDIX</u>	
Anti-Harassment Complaint Form.....	40-41
Accident Report Form.....	42-43
Incident Report Form.....	44
Workplace Violence Complaint Form.....	45
Employee Confidentiality Policy	46-49

Preamble

To our valued employees, this Manual will help you in your employment at the Finkelstein Memorial Library. These policies allow you to learn about the Library, to understand the way we do things, what we expect of you, and what you can expect of us.

It is understood that the collective bargaining agreement (the “CBA”) between the Library and the Finkelstein Memorial Library Staff Association, Local 2410 (the “Union”) takes precedence. All other manuals are to be written in conformity and the spirits of these Personnel Policies and as complement of the CBA as written. In the event of a conflict between this Manual and the CBA, the CBA will take precedence. In the event of a conflict between this Manual and any law statute, rule, regulation and/or code, including, but not limited to the Rockland County Civil Service Rules, the provisions of any such law, statute, rule, regulation and/or code will take precedence.

The Library is a civil service library and adheres to all civil service rules and regulations. This Manual sets forth the rules and regulations of the Library. Failure to observe, comply with or otherwise adhere to the rules and regulations set forth in this Manual may result in counselling and/or disciplinary actions. Employees are also expected to adhere to the Patron Behavior Rules.

Mission Statement

The mission of the Library is to provide the highest quality service to all the people of the East Ramapo Central School District, regardless of religion, ethnic groups, age, circumstances and interests by:

- (a) selecting, organizing and preserving the records of human experience, knowledge, ideas, culture and entertainment;
- (b) making such materials and resources widely accessible through diverse formats and the latest information technologies;
- (c) and providing educational and cultural programming.

Employee Privacy

Inappropriate disclosure and misuse of other employees' personal information may lead to discipline, including, but not limited to, the termination of employment and referral to law-enforcement authorities. If an employee's personnel file and disciplinary records are requested under FOIL, said employee will be notified prior to any records being released to the requestor. Due to the nature of FOIL, the requester can not be confidential.

Organizational Structure

- The Board of Trustees (the "Board") is the governing body of the Library. The Board manages the affairs of the Library, and along with the Library Director, determines the policies by which the Library operates. There are seven (7) Trustees, one of whom is elected President of the Board by their fellow Trustees.
- Trustees are elected by the voters of the East Ramapo Central School District. The term of office for each Trustee is five (5) years.
- The Board meets monthly during the year. Meetings are usually held on the fourth Wednesday of the month at 6:30 p.m. and are open to the public.
- The Library Director is the principal administrative officer, who is responsible directly to the Board for carrying out Library policy. The Library Director serves as the liaison between staff and the Board.
- The Department Heads are appointed at the discretion of the Library Director, and are responsible for directly managing and supervising the activities of Library personnel in the major service units of the Library.
- The Assistant Director is responsible for addressing personnel issues. The Principal Clerk is responsible for providing information on benefits, salaries and other such matters. All personnel records are maintained by the Human Resources staff (Assistant Director and Principal Clerk). These files are confidential and may only be reviewed by the employee, the Library Director, the Assistant Director and/or the Principal Clerk. Absent good cause, files are not to be removed from the Administrative offices.

Exempt Employees

Exempt employees are defined as those exempt from Union representation, and includes Department Heads and all Administrative staff. The current Union contract will be used to determine benefits for these exempt employees, in addition to non-exempt Union employees. The Board of Trustees will approve a yearly salary increase for FLSA Exempt employees in accordance with the Library's union collective bargaining agreement, pending staff performance review results, before the

start of the new fiscal year.

NOTE: "Exempt employees" is generally used to refer to employees exempt from the Fair Labor Standards Act; in this manual, such employees shall be referred to as "FLSA-exempt employees."

Customer Service

It is imperative that every interaction between Library staff and patrons be a positive one. A friendly, helpful manner ensures a positive experience for Library patrons. Each staff member, while at work, is a representative of the Library; accordingly, it is critical that staff convey a positive impression to Library patrons.

- Library staff must provide friendly, efficient and accurate service at all times.
- Patrons and coworkers must be treated respectfully, politely, promptly and with careful consideration.
- Library staff should endeavor to resolve any judgements in favor of the patron and/or provide positive options to a request, unless the patron's individual history warrants a different result.
- Library staff should endeavor to answer or respond to patron requests in a timely, efficient, courteous and substantive manner.
- Library staff must be familiar with Library policies and services, and must be able to articulate and explain them when necessary.
- A patron is the most important person in the Library, regardless of whether the patron communicates with the Library in person, by mail or via electronic means. Accordingly, each staff member is required to take patron requests or issues seriously, and to provide appropriate feedback, comments and/or suggestions when necessary.

Dress Code

As public employees and representatives of the Library, all staff members are to dress neatly in attire that is appropriate for the situation and the job. At all times, hats or hoods should not obstruct the view of the worker. Open-toed shoes are not allowed.

Department Heads will provide clarification after consultation with the Library Director should any questions arise regarding permissible attire. The final determination of what constitutes appropriate attire is at the sole and exclusive discretion of the Library Director.

Uniforms

Security staff will be provided with a Security logoed jacket and patches. No other uniforms are required.

Personal Hygiene

Maintaining a comfortable environment in which all employees can work is important. Staff must come to work having attended to their personal hygiene each day with clean clothes and a body free

from unpleasant odors and scents strong enough to be perceived by others. If the lack of personal hygiene is too offensive, the staff member may be asked to go home and remedy the situation.

Pay Schedule

The work week is Sunday through Saturday. The Library has a biweekly payroll (once every two weeks). There are twenty-six (26) pay dates per year. Salaried employees are paid through the Friday that the check is dated. Hourly-rate employees are paid through the Saturday prior to the Friday the check is dated, since hours worked have to be transmitted to the Library's payroll service the Monday before pay day. Finkelstein Memorial Library (FML) checks are dated for Fridays. Those employees interested in direct deposit should contact the Principal Clerk.

Pension/Retirement System

Library employees are eligible for membership in the New York State Employees' Retirement System (the "Retirement System"). Membership is mandatory for permanent full-time employees and anyone who is already enrolled in the system. Membership is optional for part-time, provisional or substitute employees. To obtain vested rights, a member must have at least five (5) full years of full-time credited service. Anyone interested in becoming a member of the Retirement System must fill out a membership application form. Forms and additional information are available from Human Resources. **Note:** At time of hire, if a non-full-time employee chooses not to join the retirement system, they must complete and sign a form to opt-out. The employee may still choose to join at a later date.

403(b) Program

The Library offers employees the opportunity to increase retirement benefits by offering a program where an employee can elect to make before-tax contributions to a tax deferred 403(b) plan. A before-tax payroll deduction (i.e., money deducted from salary before taxes are withheld) can reduce taxable, gross annual income. Additional information regarding the 403(b) program is available from the Business Manager.

475 Plan

The Library offers a 475 savings plan.

Health Insurance

The Library is enrolled in the New York State Health Insurance Program. Full time employees have the option of joining for individual or family coverage. For current rates or to enroll, please contact Human Resources.

Flex Spending Plan (FSA)

The Library offers a Flex Spending Account (FSA), which allows an employee to pay for medical and dependent care expenses on a pre-tax basis. The employee must be a permanent employee over the age of eighteen (18) years old and work at least fifteen (15) hours per week.

Smoking Regulations

No smoking is allowed on or within 100 feet of library property. Employees are expected to abide by this requirement and assist in enforcing it by sharing any concerns with leadership.

Alcohol

Alcohol is not permitted on site.

Contraband

Illegal substances are not permitted on site.

Prescribed Medications

Employees who need to have prescription medications on site are responsible for the proper securing and use of such materials. Employees who need to lock such materials away can confer with the Director in confidence.

Employee Assistance Program

The Library offers an Employee Assistance Program (EAP) through VCS. This is a third-party provided resource that can offer or connect employees and their family members to mental health counseling, financial planning, help with family issues and other important supports. Referral to EAP may be by self or by employer. In-person or virtual appointments available. Call (845) 634-5729 x3018.

Food & Drink

Except for closed containers of water, eating and drinking are not permitted by the staff or patrons at any time in public areas of the Library. Staff who need to have food on hand for disability reasons can request an accommodation, which will be confirmed in a letter.

Reporting Accidents or Incidents

In the case of accidents involving patrons or staff, an "Accident Report" form should be filled out, and the original copy of the Accident Report is to be sent to the Library Director and a photocopy is to be sent to the Head of Security and Assistant Director. If a patron is reluctant to fill out the form, the appropriate staff member and/or security staff member must do so. Upon request made to the Library Director or their authorized designee, the name of the staff person or security staff member completing an Accident Report will not be shared with patrons.

An "Incident Report" form should be used by staff to report disturbances, thefts, vandalism, criminal activity, and similar occurrences. The original copy of the Incident Report is to be sent to

the Library Director and a photocopy is to be sent to the Head of Security and Assistant Director. Reports of incidents involving staff must be sent to the staff member's Department Head as well.

All pertinent audio video information must be saved or otherwise preserved and submitted with the Accident Report or Incident Report. Security personnel should be informed in the case of accidents or incidents occurring on library premises, and should take a lead role in the completion of the required documentation. A "Workplace Violence" incident report must be filed with the Library Director, and Head of Security and Assistant Director in all cases of threat of or actual physical harm caused to any person intentionally within the workplace. See Appendix for forms.

Hiring Procedures

Job notices shall be posted as required by the CBA.

The Library will follow all Rockland County Department of Personnel guidelines for the employment of substitute staff. Substitutes are not hired from a civil service list. They are not permanent employees of the Library and only fill in in the absence of a regular employee.

All job postings and interview proceedings will include information on requesting ADA accommodations.

Upon hire, an employee shall be provided with a letter setting out their start date, job title, job description, compensation, benefits, direct supervisor, pay day, and any other specific information particular to the job.

Probation

Permanent Employees

Every permanent, full-time appointment from a civil service eligible list shall be subject to a probationary term of twenty-six (26) weeks, including any training period, from date of permanent appointment. If the Rockland County Civil Service Rules or other applicable civil service law should change with respect to the duration of the probationary term, then any such change shall be observed by the Library.

The probationary employee's Department Head shall carefully observe their conduct and performance and, at least four (4) weeks prior to the end of the probationary term at 26 weeks, will evaluate, in writing and in a meeting with, the probationary employee and send results to the Library Director. The Department Head shall also, from time to time during the probationary term, advise the probationary employee of their status and progress. Permanent part-time employees are not appointed from a civil service list, but are subject to the same probationary term as stated above.

If the conduct or performance of the employee on probation is not satisfactory, their employment may be terminated at any time after the completion of the minimum period of service (8 weeks) and on or before the completion of the maximum period of service (26 weeks). A probationary

employee whose services are to be terminated shall receive notice at least one (1) week prior to termination, and a copy of such notice will be sent to the Rockland County Department of Personnel. Upon request, the probationary employee shall be granted an interview with the Board and/or its representative.

Provisional Employees

A full-time employee who has not been appointed from a civil service eligible list at the time of hire is deemed to be "provisional" until a test is given and the employee can be hired permanently after having passed such test as set forth below. The civil service test for that title may not be offered for months or even years, and the appointee continues to be considered provisional during that entire time period. At any time during the provisional period, the employee may be terminated, or, if the provisional appointment was a promotion, the employee can be demoted back to a position equal to their last held position.

After successfully passing the test and having a final rating in the examination equal to or higher than the rating of the third-highest ranking test candidate, an employee may then be appointed permanently. The employee is then subject to the probationary period as stated above. For more information about appointments from Civil Service, please contact Human Resources.

Performance Evaluations

Performance Evaluation shall be understood as the process of regular, systematic, written communication between a Department Head and the employee being supervised. Each full-time or hourly employee should know what is expected of them and how well they are meeting those expectations.

Permanent Employees

Newly-hired permanent employees will be continuously evaluated during the twenty-six (26)-week probation period, and at or no later than the 22nd week in writing by the applicable Department Head.

Provisional Employees

Provisional appointees are evaluated after they have taken the appropriate civil service test. Thereafter, and until an employee attains permanent status, evaluations may take place at the discretion of the applicable Department Head. At any time during the provisional period, the employee may be terminated.

Generally, all permanent full-time and part-time staff will be evaluated on an annual cycle. The Evaluation Form will be reviewed every five (5) years.

Resignation

Resignation means that an employee voluntarily ends their employment with the Library. We encourage employees to provide at least two weeks written notice before the date they will leave

employment. Letter of resignation should be filed with Human Resources. Upon end of employment, employees must return ID badge, keys, radio, FML-logged uniforms, and/or other Library property to Department Head or Human Resources. Past employees are not permitted to enter areas designated for staff only. Former employees who violated library rules may be subject to further restriction as with any other member of the public.

Confidentiality/Law Enforcement or Media Inquiries

Guidelines for Staff

Confidential Library records are not to be released or made available in any format to any third party, including a law enforcement officer or a municipal inspector, or any other person unless a court order in proper form has been entered by a court of competent jurisdiction after showing just cause by the law enforcement agency or person seeking the records. *Internal surveillance video is considered a "patron record" and is also subject to the warrant requirement.*

The Library Director has been designated as the person responsible for handling law enforcement and media requests. All Library staff should refer all requests by law enforcement or the media to the Library Director, or to the Head of Building in charge of the Library in the Library Director's absence. The Library representative does not need to respond immediately to any request. Please follow the protocol below. The Head of Building should try first to call the Library Director or follow down the current Head of Building list, ultimately handling the situation if the Library Director or Assistant Director/Department Heads are not available.

During a visit from law enforcement authorities:

Any staff approached by an agent or officer should immediately refer the agent or officer to the Library Director or Assistant Director. Tell the agent or officer requesting records "I do not have the authority to provide library records." Tell the agent or officer demanding access to a restricted area "You are not authorized to go in that area." Any court order, warrant, or subpoena must be reviewed by the Library's attorney for sufficiency prior to access being granted.

Americans with Disabilities Act

It is the policy of the Library not to discriminate on the basis of disability, and reasonable accommodations will be granted to enable employees to perform their essential duties.

Examples of reasonable accommodation may include:

- providing equipment such as magnification screens or amplification devices;
- part-time work;
- flex scheduling;
- possible transfer to another department at the same level of responsibility.

Employees may initiate an accommodation request by stating a need related to a disability. The Library will evaluate the request, and may ask for more information, including documentation attesting to the need from a medical provider. The documentation from the medical provider does not need to state the medical condition causing the need, just the accommodation needed. The response granting, denying, or granting the accommodation with modifications will be in writing. The records of the request and documentation will be maintained confidentially.

Employment of Relatives / Familial Relationships

Relatives of staff or Board members may not be employed by the Library except under special circumstances when the candidate has been canvassed off an eligible list and is not employed in the same department or in a position supervisory or subordinate to their relative as long as their relative maintains employment at the Library.

There may also be situations where there is a conflict or potential for conflict because of the relationship between employees, even if there is no direct reporting relationship or authority involved. In that case, we may separate the employees by reassignment.

If an employee is in a close personal relationship with another employee (i.e. not just a relative or family member), they should avoid displays of affection or excessive personal conversation at work.

Equal Opportunity Employment

The Library is an equal opportunity employer. The Library does not discriminate unlawfully based on race, creed, age, sex, religion, color, national origin, ancestry, disability, height, weight, marital status, veteran status, sexual orientation, gender identity, genetic predisposition, transgender status, gender dysphoria, and/or any other classification protected by law. The Library expressly prohibits any and all unlawful discrimination, sexual harassment and/or the creation or continuation of a hostile work environment based upon any legally protected category. Any person employed by the Library who engages in, causes or assists in the creation or continuation of unlawful discrimination, sexual harassment or a hostile work environment may be subject to appropriate discipline, including but not limited to the termination of employment.

Requests for Time Off

Requests for time-off must be submitted using the payroll system, to then be approved by the appropriate Department Head. Time-off requests from Department Heads and Administration staff are approved by the Assistant Director. All leave must be requested and approved in advance with the exception of sick leave, family ill leave or personal leave, which can be used in case of emergency when proper call-out procedures are followed. Requesting sick, family ill or personal leave in the payroll system does not constitute sufficient notice; the supervisor or Department Head must be informed at least one hour prior to scheduled shift by phone or text. Schedule manipulation is expressly prohibited. Improvised or creative changes are not permitted. Example: if you are scheduled to work from 9am – 5pm, and clock in at 9:30am, you cannot work until 5:30pm to make up the time.

Personal Leave

Personal leave may be requested at any time, with the approval of the Department Head. Any employee who takes personal leave must notify their Department Head as soon as possible to allow a review of staffing and to prevent undue strain on remaining staff. The supervisor or Department Head must be informed at least one hour prior to scheduled shift by phone or text if personal time is called in on the day of use. Unused personal leave can be rolled into sick leave at the end of the calendar year upon request of the employee.

Vacation Leave

Requests for vacation leave are to be made as soon as possible and at least one week ahead to the Department Head. The Department Head will review time-off requests in the order in which they are received and grant them based on departmental coverage. Plans should not be finalized until the request for vacation leave has been officially approved by the requesting employee's Department Head or the Assistant Director.

Full- and permanent part-time employees are encouraged to schedule their vacation time by September/October of the annual year in order not to lose their time. At the discretion of each Department Head, blackout dates may be assigned where Department Heads can deny time off requests due to low staffing levels.

Unless the Collective Bargaining Agreement provides otherwise, up to three (3) weeks of vacation time may be rolled over to the next annual year. The request for additional vacation time rollover, or any other special scheduling request or accommodation, must be made in writing to and approved by the Library Director.

Compensatory Time

Compensatory (Comp) time for employees must be pre-approved by the Assistant Director at the request of the Department Head prior to the date. Comp time will only be given if time cannot be taken during the same pay period. Comp time cannot be used to create overtime. Comp time has no monetary value, and will not be paid out upon an employee leaving the Library's employment. Compensatory time must be used within 30-60 days of its assignment and may be requested in advance or used as needed.

Holiday Comp Time

Holiday comp time, earned by full-time and permanent part-time employees on days specified in the current Union contract, may be used within 30 days (60 days if approved by Department Head) of the day it is earned. Holiday comp time may not be used before it is earned.

Sick Leave

Sick leave may be used as needed. Doctor's appointments that are scheduled in advance should be submitted in the payroll system and approved by the applicable Department Head as soon as possible. Sick leave should not be taken in lieu of vacation or personal time.

Family Ill Leave

Family Ill leave is for use in the event of an emergency illness or disability of a member of the family (parent, spouse, child, duly registered domestic partner or grandchild) of an employee, which requires the employee's presence, and may be requested or used as needed. Doctor's appointments for applicable family members that are scheduled in advance should be submitted in

the payroll system and approved by the applicable Department Head as soon as possible. Family Ill leave should not be taken in lieu of vacation or personal time.

New York State Paid Family Leave

The Library is enrolling in New York State Paid Family leave, available April 2026. Please contact Human Resources for more information.

Overtime and Hazard Pay

Overtime (OT) in excess of 35 or 40 hours per week must be approved in advance of date. Any OT that is requested after the fact will be compensated in Compensatory time. Hazard pay will only be given in unforeseen emergency situations.

Medical Leave for Vital Tests

All full time and permanent part-time employees will be allowed excused time for mammogram, prostate, colorectal and cervical cancer screenings. Leave time shall be up to four (4) hours annually for these tests. This leave time will not be deducted from any other leave time that an employee may have. Employees who undergo screenings outside their regular work schedule do so on their own time, and they will not be granted compensatory time off for screenings that occur on a day off or a holiday. This leave time is not cumulative and expires at the close of business on the last day of each calendar year.

Employees must provide satisfactory medical documentation that the absence was for the purpose of screening for breast prostate, colorectal or cervical cancer, and such medical documentation must be given to Human Resources before the end of the pay period in order to receive the excused time.

Jury Duty

Employee must submit documentation of summons to Human Resources before the end of the pay period in order to receive excused time for jury duty.

Bereavement

After two (2) uses of bereavement leave in one (1) annual year, proof may be required.

Excused Time

Excused time is given for emergencies only.

Switching Nights / Weekends

Full- and permanent part-time employees are not required to work more than one (1) night per week and one (1) Saturday ~~per month~~ every four (4) weeks, with the exception of technical services staff. Sabbath observers work one Sunday every four (4) weeks at straight time, as per the Union contract. Paid time off may be taken on your scheduled night up to four (4) times per annual year [except for employees with 5 weeks of vacation per annual year, who may use PTO to take off on their scheduled night five (5) times per annual year.] If paid time off is taken on a scheduled Saturday, the date must be switched for another Saturday during the same month. Switching your night and/or weekend date(s) with a colleague in your department is permissible and may be preferred at the Department Head's discretion for the good of the Library.

Work Breaks

There are two (2) fifteen- minute work breaks that may be used in a seven or eight-hour workday. These work breaks are to be taken in the morning and afternoon, or afternoon and evening if the employee is working an evening schedule. Staff working less than a 7-hour day are not entitled to two (2) such work breaks. After working five (5) hours in a day, an employee is entitled to a one (1) hour unpaid lunch/dinner break. After working 6 hours, an employee must take a 1 hour meal break. After working three and one-half (3.5) hours in a day, an employee is entitled to one (1) fifteen-minute break. Employees may not leave the building grounds during their fifteen-minute breaks, and cannot add any work break on to their lunch or to leave early.

If, during the course of a regular work day, any employee, including a Department Head, needs to leave the building (even for Library business), then they must notify their Department Head or the department's second- in-command and then clock out. Department Heads need notify their second-in-command and the Assistant Director or Administration.

Prenatal Leave

Although not required to offer Prenatal Leave, the Library offers 20 hours for the same terms as provided by private employers. Prenatal leave may be used for fertility treatments and pregnancy-related medical care.

Breastmilk Expression

Finkelstein Memorial Library is committed to care and respect for its employees. As such, Finkelstein Memorial Library has created this policy to set forth the terms of employee breaks for expression of breast milk.

New York State Labor Law Section 206-c requires employers to provide lactating employees with 30 minutes of paid break time when they need to pump breast milk at work.

These lactation breaks are in addition to any meal time or regular paid breaks employees are entitled to have. If employees need more than 30 minutes for breast milk expression, they may use existing meal time or paid break time for this purpose.

The number of paid breaks is not limited; employees may take a lactation break whenever they reasonably need to. Employees may take advantage of lactation breaks for up to three years after the birth of their children.

Finkelstein Memorial Library will provide a clean, well-lit, private location having a chair, table, nearby access to clean running water and an electrical outlet, where an employee can express breast milk; this location shall not be in the restroom. The location will have a functional lock, or if a lock is impractical, there will be a sign warning the location is in use and not accessible to others.

The lactating employee is responsible for storage of expressed breast milk.

To take advantage of the lactation breaks, employees must notify their supervisors in writing in advance, preferably before they return to work from maternity leave. Employees' notice to Finkelstein Memorial Library must include in their written notification: anticipated return date, details regarding how many breaks they anticipate needing during the workday, and potential preferred times to express breast milk. Upon receiving a request, Finkelstein Memorial Library must respond in writing within five (5) days to the employee.

No employee who chooses to express breast milk in the workplace will be discriminated against. Any employee who feels they have been discriminated against on this basis should contact the Library Director or President of the Board of Trustees.

For more information on this topic, please see the New York State Department of Labor's policy at on.ny.gov/breastmilkexpression and the New York State Department of Health's Breast Feeding Bill of Rights at health.ny.gov/publications/2028/.

Absence - Method of Reporting

The following is the method for reporting absences:

- The employee must speak with their Department Head or supervisor directly at least one hour prior to their scheduled shift; OR, if they cannot get someone in their own department, the employee must speak with Administration directly.
- Requesting leave in the payroll system does not constitute sufficient notice. The supervisor or Department Head must be informed at least one hour prior to scheduled shift by call or text.

Non-legally protected absences taken after all paid time off has been used will be considered unexcused. Non-legally protected absences will be considered an unpaid leave of absence, which will have to be approved by the Board of Trustees, or may be subject to discipline.

The employee should indicate if an absence will be for more than one (1) day and what kind of leave time is to be deducted (sick, family ill or personal). If any employee neglects to inform their supervisor, Department Head or Administration of an absence, or that the absence will be lasting more than one day, they will be considered to be absent without leave.

NOTE: The Library Director, Assistant Director or applicable Department Head reserves the right to request a doctor's note if an employee has been out ill for three (3) consecutive days or more. A doctor's note prior to returning to work may also be required to confirm that the employee is fit to

resume normal duties, or to request light duty, particularly after a surgical procedure or extended medical leave.

If a staff member does not call out and has not shown up for a scheduled shift, department head should make a wellness call after 15 minutes using the emergency phone number list on the s/ drive.

Time Off Due to Emergency Closing

Employees are always responsible for working scheduled hours during the time the Library is open. Employees have the option of taking personal leave if they do not wish to come in or choose to leave early during inclement weather.

Sick Leave

If a staff member was ill the day before an emergency closing (i.e., a delayed opening, early closing, or closing for an entire day), and if the employee has requested time off that they will not be at work on the day of the emergency closing, then they will be charged with appropriate sick leave hours according to their regularly scheduled hours for that day.

Vacation Leave, Personal Leave, etc.

Any leave approved prior to an emergency closing, whether a partial closing or closing for an entire day, will **not** be considered as excused leave and will be charged to the proper leave category.

Day of Closing

A staff member who calls in sick or uses other accrued leave prior to any subsequent closing decision will be charged with leave time in the appropriate category for the entire day.

All employees scheduled to work during an emergency in which the Library is closed (excluding employees covered under Sick Leave and Vacation Leave sections of the Prior Approval section as set forth above) will be paid for the time the Library is closed. Substitute staff will be paid for the time they were scheduled to work.

The Library does not require staff to work more than five (5) hours in any work day without a break. Therefore, the following applies: Staff working from 10:00 a.m. to 6:00 p.m. on a day where the Library opens at 12:00 p.m. may be asked to take a lunch break from 1:00 p.m. to 2:00 p.m. Only at the discretion of their Department Head may it be possible that staff work 1:00-6:00 pm.

Emergency Closing

- Human Resources should be notified immediately of any change to an employee's contact information.

- If you suspect that the Library might be closed, but you are unsure, check your work email for a message sent to fmlstaff@rcls.org. You may also call the Library's main telephone number at (845) 352-5700 or check the web site for updates.

If there is any question as to whether the Library may be closed, it is the responsibility of each employee to verify the Library hours before traveling to the Library.

Badge

Badges must be carried by employees at all times during work hours. If a badge is lost, or even misplaced, then the employee must notify the Head of Security or their designee immediately. A replacement card will be issued and the employee is responsible for paying a replacement fee of ten dollars (\$10.00). Badges will be re-issued when necessary. Staff are required to make arrangements with the Head of Security or their designee to obtain a badge. All staff MUST return their badge to the Head of Security or designee upon leaving the Library's employ.

Time Clock

Every employee must clock in daily and is expected to be ready to begin work at the time their shift commences. While the library understands that employees may be occasionally late for work for personal reasons, habitual lateness will not be tolerated and chronic offenders will be documented and disciplined. Employees cannot stay late to make up the time without authorization. Staying late does not prevent disciplinary action from being taken for lateness.

Use of Telephones and Other Electronic Communications Media

Telephones

Transaction of personal business including personal telephone calls during the workday should be brief and should not detract from an employee's effectiveness or productivity. Personal telephone calls should not be made from or received at any public service desk. Cell phone use is not permitted in the Library by patrons (except on a limited basis in designated areas). Personal cell phones, if carried by staff, should be placed on vibrate or silent mode during work hours. While in the workplace, please arrange to receive necessary or personal telephone calls through the Library telephone system, or use cell phones on break-time. Repeat offenders will be documented and disciplined.

Email/Internet

Notice of Electronic Monitoring: All of the technology provided by the Library, including, but not limited to, computer systems, communications networks, Library-related work records, telephone, internet, electronic mail and other information stored or communicated electronically, is the property of the Library. Accordingly, Library employees do not have and should not expect to have any ownership, privacy and/or confidentiality with respect to any email, internet activity and/or electronic communication where Library technology systems are utilized.

The Library reserves the right to review, examine, audit, intercept, access and/or disclose internet activities, email and/or electronic communications created, sent, deleted, transmitted, stored and/or received using the Library's technology systems to ensure that this policy is being observed. By using the Library's technology systems, including, but not limited to, the computer system, employees consent to such examination, monitoring and/or review of all internet activities, email, and/or electronic communications. Deleted messages will be maintained on the system and will be accessible for review.

Generally, the use of Library technology systems should be confined to legitimate Library business purposes; however, nothing stated or contained herein constitutes or should be construed as a limitation on or a prohibition of employee rights under applicable law, including but not limited to any right arising under the National Labor Relations Act.

It is prohibited to use electronic communications for any illegal or illicit purposes, including but not limited to:

- destructive, malicious activity;
- soliciting sex or sending or receiving pornographic material;
- distributing offensive and/or harassing material including but not limited to negative remarks about race, gender, national origin, sexuality, age, disability, and/or religious or political beliefs;
- constructing an electronic communication so that it appears to be originating from someone other than the sender;
- obtaining access to the files or communications of others without authorization and/or without substantial library business purpose;
- recording staff, patrons or others within the library without the knowledge of all parties;
- conducting business for personal gain, including but not limited to financial gain;
- sending chain letters or raising funds for religious or political causes; and/or
- impersonating the Library or its representatives; making statements on behalf of the Library without authorization, and/or making statements that can be construed as establishing the Library's official position or policy with respect to a particular subject or issue.

Email is an essential mode of work communication. All employees are expected to check their work email on a regular basis in order to keep apprised of staff and departmental updates.

Use of employee-owned devices and accounts for work business should be minimized.

Computers

All data is the property of the Library. This includes, but is not limited to, any message created, sent or received on the electronic mail system. Employees may not access and/or attempt to access information contained on Library computers without proper authorization. Your password is your key to the network, its servers, services, and data, so keep it private and safe. Do not post it on your monitor or share it with anyone, except your Department Head, the Head of Information Technology, or the Assistant Director/Library Director, as requested.

The Library reserves the right to review, examine, audit, intercept, access and disclose any and all messages created, received and/or sent over the Library's technology systems or networks, including, but not limited to electronic mail, internet, software or telephone usage. Department Heads, in conjunction with Information Technology staff and the Assistant Director/Library Director, have the right to monitor the system for their respective departments. The Library reserves the right to advise appropriate government officials of any illegal activities.

Notwithstanding the personal use prohibitions contained herein, incidental and occasional personal use of Library technology systems is permissible ONLY during lunch or break periods. Failure to comply with any of the above may lead to disciplinary action, including but not limited to the termination of employment.

Headphones

The use of headphones/ear buds/ear pieces are prohibited during work hours when working with the public or in public areas. This is with the exception of Pages, who may use headphones at a reasonable volume in order to be aware of their surroundings.

Bulletin Boards

Each department shall have a designated space in which to post official notices. It is the responsibility of staff members to regularly check postings. In addition, job notices will be posted on the 3rd floor employment bulletin board or at such other conspicuous location of which staff will be informed, as deemed appropriate by the Assistant Director.

Personal Data Changes

Employees must notify Human Resources of all changes in address, telephone number or emergency contact information so that updated records may be maintained. It is the employee's responsibility to inform Human Resources of status changes that may affect withholding taxes and benefit coverage. It is the employee's responsibility to initiate coverage changes by informing Human Resources.

Parking Restrictions

Library employees are not allowed to park in the lot in front of the Library with the exception of those with handicap placards who may use the spaces designated for that purpose. All other employees should park in the rear lot.

Photography Policy

Photos may be taken in the Library and at Library programs or events. If a member of the public does not wish to have their photo taken, they may be asked to avoid the camera or tell the photographer. The Youth Services department may utilize photograph release forms for children.

Travel for Meetings and Conferences

The Finkelstein Memorial Library recognizes the importance of attending meetings and conferences to further the library's interests and keep up to date with emerging trends in public libraries. Because it is relevant to determining if Workers Compensation covers an injury during such an event, it is critical to document when an employee is working at such an event, and when they are not. With that in mind, the library will give **leave with pay** to employees who have been approved by the Director to attend meetings, conferences, classes, or other special events, or may require an employee to attend such events on work hours. The library will also provide reasonable reimbursement, based on government rates (which can be found at www.gsa.gov) for travel, lodging, transportation, registration and meals. Staff are expected to be mindful of the library's budget constraints when booking, and may be expected to contribute to their own expenses if said expenses exceed a reasonable amount based on the GSA.

Transportation

Travelers are expected to use the most economical mode of travel that is suited to the itinerary and the purpose of the trip. For air, train, or bus travel, economy bookings are to be used whenever practicable. When possible, travelers should take advantage of discount rates. If first class air travel used instead of a less expensive alternative, reimbursement will be limited to the cost of the less expensive mode of travel.

Use of personal automobile is allowable where itinerary, number of travelers, accompanying equipment or baggage, or the like support the choice. IRS mileage reimbursement rates apply. Parking and or taxi/rideshare services may also be reimbursed if necessary. If itinerary is altered for personal reasons, the traveler is expected to pay any additional costs incurred.

Food and Lodging

A staff member will be reimbursed for lodging, meals, tips, and related miscellaneous expenses, (*not* including alcohol), while traveling for the library. These expenses will be reimbursed in their actual, reasonable amounts when properly documented with receipts. Accommodations are expected to be comfortable and appropriate to the particular purpose of the trip-not luxurious or extravagant. Wherever available, educational discounts should be used, and the Library's New York State sales tax exemption should be claimed when applicable. If the meeting, conference or class necessitates an overnight stay, hotels should be booked in advance, and the expected amount recorded on the conference request form.

Staff must file a conference report, and describe at least one item to be implemented as a result of attendance.

The library is supportive of staff attending conferences and gaining continuing education, however, some of these expenses that are not within the library's budget may be denied.

Volunteer Policy

Volunteers work to enhance Library staffing by providing special, unusual or supplemental services that would not be provided by the paid staff. The Library values its volunteers and appreciates the time they give so generously. Volunteers must fill out a volunteer application. Volunteers must meet with the Department Head, or the designee in the department in which they wish to work, and

undergo an interview. Volunteers over 18 years of age will be required to submit to a background check at their own expense.

Volunteer should be provided with a meaningful work experience that provides assistance to the Library in order to justify the amount of staff time devoted to orientation and training. All departments must keep time sheets for their volunteers. Schedules for volunteers will be set by the applicable Department Head. Volunteers must adhere to the information and guidelines provided upon their acceptance.

FML Workplace Etiquette

The Library can be a better place to work when all employees show respect and courtesy to each other. Sometimes there are problems when employees do not realize that they are bothering or annoying other people. If this happens to you, you should first try to solve the problem by politely telling your coworker what is bothering you. In most cases, if you use common sense, the problem can be fixed.

The following are some guidelines and suggestions for how to be considerate of others at work.

- Return copy machine and printer settings to their default settings after changing them, including the removal of colored or special paper or filling empty paper trays or toner.
- Avoid public accusations or criticisms of other employees. Address such issues privately with those involved or your supervisor.
- Try to minimize unscheduled interruptions of other employees while they are working.
- Communicate by email or phone whenever possible, instead of walking unexpectedly into someone's office or workspace.
- Be conscious of how your voice travels, and try to lower the volume of your voice when talking on the phone or to others in open areas.
- If you use any common areas, you are expected to keep them clean. This means washing any dishes used and properly disposing your trash and recyclables.
- You are expected to keep your own workspace neat and organized.
- Leave meeting rooms in a neat and orderly fashion, returning chairs, etc. to their original positions.

Family and Medical Leave Act (FMLA)

The Library will provide eligible employees with FMLA leave as defined by-law, which consists of up to twelve (12) work weeks of unpaid leave in a qualifying twelve (12) month period. FMLA leave is provided: (a) for the birth and care of the newborn child of an employee; (b) for placement with the employee of a child for adoption or foster care; (c) to care for an employee's child, spouse or parent with a serious health condition; (d) for an employee's serious health condition, which prevents the employee from performing the functions of his/her position; or (e) for any qualifying exigency arising out of the fact that a spouse, son, daughter or parent is a military member on covered active duty or call to covered active duty status. For an employee to be eligible, he or she must have been employed by the Library for twelve (12) months prior to the commencement of the

leave and must have actually worked at least 1,250 hours during the 12-month period immediately preceding the leave (exclusive of time off such as vacation, personal leave or sick leave).

Please note that an eligible employee may take up to twenty-six (26) work weeks of leave during a single twelve (12) month period to care for a covered servicemember with a serious injury or illness, when the employee is the spouse, son, daughter, parent, or next of kin of the servicemember. This single twelve (12) month period for military caregiver leave is different from the twelve (12) month period used for other FMLA leave reasons.

1. For determining the "12-month period" in which the 12 weeks of leave occurs, the Library shall utilize the 12-month period measured forward from the date an employee's first FMLA leave begins.
2. When both spouses are employed by the Library, they are restricted to a total of twelve (12) work weeks for FMLA leave.:
 - (a) for the birth of a child and bonding with the newborn child;
 - (b) for the placement of a child with the employee for adoption or foster care, and bonding with the newly-placed child; and
 - (c) to care for a parent (but not a parent "in-law") with a serious health condition.

Eligible spouses who work for the Library are also limited to a combined total of twenty-six (26) workweeks of leave in a single twelve (12) month period to care for a covered service member with a serious injury or illness (commonly referred to as "military caregiver leave"), if each spouse is a parent, spouse, son or daughter, or next of kin of the service member. When spouses take military caregiver leave as well as other FMLA leave in the same leave year, each spouse is subject to combined limitations for FMLA leave.

3. Where available, subject to the conditions of the FMLA and when authorized under the provisions of an eligible employee's collective bargaining agreement, the Library may require the employee to use accrued leave (such as vacation, personal, family, and sick leave, child care and sick leave bank) first to cover some or all of the FMLA leave. However, sick leave accruals may not be used for childcare purposes.

4. During the FMLA leave, health benefits are to be provided at the level and under the conditions of coverage that would have been provided had the employee continued in active employment during the period of leave. However, if the employee fails to return from leave, the Library may recapture the health care premiums that it paid during the employee's leave. The Library will not recapture the health care premiums of an employee who fails to return to work because of the onset, continuation or recurrence of a serious health condition of the employee or family member or other circumstances beyond the control of the employee.

5. The Library has a right to receive thirty (30) days advance notice from the employee where practicable. In addition, employees taking medical leave are also required to make a reasonable effort to schedule the treatment so as not to unduly disrupt the operations of the Library

6. The Library may require an employee to submit certification from their health care provider to substantiate the FMLA leave.

Failure to comply with these requirements may result in the denial of FMLA leave. The Library also may also require that the employee present a certification of fitness to return to work when the absence was caused by the employee's serious health condition.

ANTI-DISCRIMINATION AND ANTI-HARASSMENT

The Library is committed to maintaining a workplace free from illegal discrimination or harassment. This policy is one component of the Library's commitment to a discrimination-free work environment. All employees have a legal right to a workplace free from unlawful discrimination and harassment, and employees are urged to report unlawful discrimination and harassment by filing a complaint internally with the Assistant Director. Employees can also file a complaint with a government agency or in court under federal, state or local antidiscrimination laws.

This policy applies to all employees, applicants for employment, interns (whether paid or unpaid), and certain other non-employee personnel conducting business, regardless of immigration status, with the Library, and all must follow and uphold this policy. This policy will be provided to employees upon hire and will be posted prominently in the workplace.

Unlawful Discrimination and Harassment Prohibited

The Library prohibits all forms of unlawful discrimination by anyone in the workplace (including supervisors, coworkers, consultants, vendors, patrons, and other non-employees) based on any protected classification, including: race, color, sex, gender, national origin, ethnicity, military or veteran status, mental or physical disability, marital status, sexual orientation, genetic information/predisposition or carrier status, age, religion, creed, domestic violence victim status, and any other classification protected by federal, state and/or local law. Any employee or individual covered by this policy who engages in unlawful discrimination, harassment (including sexual harassment) or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).

What Is Harassment Generally?

Unlawful harassment is a form of unlawful discrimination. Unlawful harassment includes, but is not limited to, unwelcome or inappropriate verbal, physical, or other communication or conduct that denigrates or shows hostility or aversion to an individual and/or group and:

- Has the purpose or effect of creating an intimidating, hostile, or offensive work environment;
OR
- Has the purpose or effect of unreasonably interfering with the individual's work performance.

Unlawful harassment may include, but is not limited to: jokes, epithets, slurs, negative stereotyping; threatening, intimidating, or hostile acts; or written or graphic material, including email that denigrates or shows hostility or aversion toward an individual or group on the basis of a protected characteristic. This can include deliberate or repeated misuse of pronouns.

What Is "Sexual Harassment"?

Sexual harassment is a form of sex discrimination and is unlawful under federal, state and/or (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation,

self-identified or perceived sex, gender expression, gender identity, and the status of being transgender.

Sexual harassment is offensive, a violation of the Library's policies, and unlawful. It may subject the Library to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.

Sexual harassment includes unwelcome conduct that is either of a sexual nature or directed at an individual because of that individual's sex when:

- The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- The conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment includes, but is not limited to: words, signs, jokes, pranks, intimidation or physical violence that is of a sexual nature, or that are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements, or sexually discriminatory remarks made by someone, which are offensive or objectionable to the recipient; cause the recipient discomfort or humiliation, and/or interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment, or any other terms, conditions, or privileges of employment. This is also called "quid pro quo" harassment.

Any employee, applicant for employment, intern, or non-employee working in the workplace who feels harassed should report the concern so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

Examples of Sexual Harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical acts of a sexual nature, such as:
 - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another individual's body or poking another individual's body;
 - Rape, sexual battery, molestation, or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
 - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion, or other job benefits or detriments;
 - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually-oriented gestures, noises, remarks, or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:

- Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones, and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and the status of being transgender, such as:
 - Interfering with, destroying, or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
 - Sabotaging an individual's work;
 - Bullying, yelling, name calling.

Who Can Be a Target of Sexual Harassment?

Sexual harassment can occur between individuals regardless of their sex or gender. New York State law prohibiting sexual harassment protects all employees, applicants for employment, interns (whether paid or unpaid), contractors, and other non-employee personnel conducting business, regardless of immigration status, with the Library. Harassers can be a superior, a subordinate, a coworker, or anyone in the workplace including an independent contractor, contract worker, vendor, patron, trustee or visitor.

Where Can Sexual Harassment Occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

Retaliation Prohibited

No person covered by this policy shall be subject to adverse action because he or she reports an incident of discrimination or harassment, provides information, or otherwise assists in any investigation or a discrimination or harassment complaint. The Library will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected discrimination or harassment. Any employee of the Library who retaliates against anyone involved in a discrimination or harassment investigation will be subjected to disciplinary action, up to and including termination. All employees or others who are covered by this policy who believe they have been subjected to such retaliation should inform a supervisor, Department Head, Assistant Director or Library Director, and may also seek relief in other forums, as explained below.

Under New York State law, an individual is protected from retaliation if that individual engages in "protected activity." Protected activity occurs when a person has:

- Made a report of discrimination or harassment, either internally or with any anti-discrimination agency;
- Testified or assisted in a proceeding involving discrimination or harassment under the Human Rights Law or other anti-discrimination law;
- Opposed discrimination or harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or Department Head of harassment;

- Reported that another employee has been the target of discrimination or harassment; or
- Encouraged a fellow employee to report discrimination or harassment.

Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a claim of unlawful discrimination or harassment. Adverse action need not be job-related or occur in the workplace to constitute unlawful harassment (e.g., threats of physical violence outside of work hours).

Even if the alleged discrimination or harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of discrimination, including harassment. Individuals who knowingly bring false charges of discrimination, including any form of harassment, against another Library employee or other individual in the workplace shall be subjected to disciplinary action, up to and including termination.

Reporting Discrimination and Harassment

Preventing discrimination, including harassment, is everyone's responsibility. The Library cannot prevent or remedy discrimination or harassment unless it is aware of it. Any employee or other individual covered by this policy who has been subjected to behavior that may constitute discrimination or harassment is encouraged to report such behavior to a supervisor, Department Head or the Assistant Director. Anyone who witnesses or becomes aware of potential instances of discrimination or harassment has a responsibility to promptly report such behavior to a supervisor, Department Head or the Assistant Director.

Reports made under this Policy may be made formally or informally and can be made orally or in writing. Employees are not required to report within their chain of command. Individuals are encouraged to report incidents of discrimination and harassment, including sexual harassment, using the Complaint Form provided at the end of this policy.

All employees, including supervisors and Department Heads, who receive a complaint or information about suspected discrimination or harassment; observe what may be discriminatory or harassing behavior, or for any reason suspect that discrimination or harassment is occurring, **are required** to immediately report all formal and informal complaints to the Assistant Director. In addition to being subject to discipline if they engage in discriminatory or harassing behavior themselves, supervisors and Department Heads will be subject to discipline for failing to report suspected discrimination or harassment or otherwise knowingly allowing discrimination or harassment to continue.

Supervisors and Department Heads will also be subject to discipline for engaging in any retaliation.

Investigation Procedure

All reports or information about discrimination or harassment will be investigated, whether that information was reported in oral or written form.

The investigation of any report, information, or knowledge of any discrimination or harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The

investigation will be kept confidential to the extent possible. All persons involved, including those making a report, witnesses, and alleged harassers, will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

All employees, including managers and Department Heads, are required to cooperate with any internal investigation of discrimination and/or harassment. The Library will not tolerate retaliation against employees or others who file complaints; support another's complaint, or participate in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations of discrimination and harassment will generally be conducted by the Library in accordance with the following steps:

- Upon receipt of the report, the Assistant Director will conduct an immediate review of the allegations and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant) as appropriate. If the report is oral, an individual may be asked to complete the Complaint Form in writing. If he or she refuses, a Complaint Form will be prepared by the Assistant Director based on the oral report.
- If documents, emails or phone records are relevant to the investigation, steps to obtain and preserve them will be taken.
- All relevant documents, including all electronic communications, will be requested and reviewed.
- All parties involved, including any relevant witnesses, will be interviewed.

A written documentation of the investigation will be created and may contain the following:

- A list of all documents reviewed, with a detailed summary of relevant documents;
- A list of names of those interviewed, with a detailed summary of their statements;
- A timeline of events;
- A summary of prior relevant incidents, reported or unreported; and
- The basis for the decision and final resolution of the report, together with any corrective action.
- The written documentation and associated documents will be kept in a secure and confidential location.
- The individual who reported and the individual(s) against whom the report was made will be notified of the final determination, and any corrective actions identified in the written document will be implemented.
- The individual who reported will be informed of the right to file a complaint or charge externally as outlined below.

Any individual determined to have engaged in unlawful discrimination, harassment (including sexual harassment) or retaliation will be subject to discipline, up to and including termination.

Legal Protections and External Remedies

Discrimination and harassment is not only prohibited by the Library, but is also prohibited by federal, state, and where applicable, local law.

Aside from the internal process at the Library, individuals may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the advice of an attorney.

New York State Human Rights Law

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns, and certain non-employees, regardless of immigration status. The HRL's prohibitions against discrimination and harassment based on other protected classes apply to employers in New York with four or more employees. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time **within one year** of the alleged discrimination or harassment. If an individual did not file at DHR, he or she can sue directly in state court under the HRL, **within three years** of the alleged discrimination or harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to the Library does not extend your time to file with DHR or in court. The one year or three years is counted from the date of the most recent incident of discrimination or harassment. You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that discrimination or harassment, including sexual harassment, has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If discrimination or harassment, including sexual harassment, is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: www.dhr.ny.gov. Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The web site has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

Title VII of the Civil Rights Act of 1964

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the discrimination or harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from discrimination and harassment, including sexual harassment. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit www.nyc.gov/html/cchr/html/home/home.shtml.

Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement, or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

Anti-Bullying Policy

Bullying

Bullying is unwelcome or unreasonable behavior that demeans, intimidates or humiliates people, either as individuals or as a group. Bullying behavior is often persistent and part of a pattern, but it can also occur as a single incident. It may be carried out by an individual, or can be an aspect of group behavior. Some examples of bullying behavior are: (a) the use of abusive and offensive language; (b) insults; (c) teasing; (d) spreading rumor and innuendo; and (e) playing practical jokes. Context is important in understanding bullying, particularly with respect to verbal communication. There is a difference between friendly insults exchanged by long time work colleagues and comments that are meant to be, or are taken as, demeaning.

Mobbing

Mobbing is a particular type of bullying behavior carried out by a group rather than an individual. Mobbing is the bullying or social isolation of a person through collective unjustified accusations, humiliation, general harassment or emotional abuse. Although it is group behavior, specific incidents such as an insult or practical joke may be carried out by an individual as part of mobbing behavior.

Responsibilities

The responsibilities of Department Heads and Supervisors with respect to bullying are as follows:

(a) ensure that those working under them are aware of this anti-bullying policy and its procedures; and (b) ensure that any reported incident of bullying, or circumstance where bullying behavior is observed is brought to the attention of the Library Director, the Assistant Director or, if applicable, a member of the Library's Board of Trustees. Any such reported incident is to be dealt with promptly, sensitively, and confidentially. With respect to bullying, Library employees: (a) must be familiar with and behave in accordance with this policy; and (b) should report incidents of bullying, to which they are subjected or that they witness, to their Department Head, Supervisor, the Assistant Director, the Library Director, or to a member of the Library's Board of Trustees, as set forth below.

IF YOU THINK YOU HAVE BEEN BULLIED:

Any Library employee who feels that they have been bullied, or any employee who has witnessed the bullying of another, should report the matter immediately in accordance with the following procedures:

a) If a complaint of bullying involves a coworker or a nonemployee, then the employee should report the matter immediately and directly to their Department Head, who shall notify immediately the Library Director of the complaint; or

b) If a complaint of bullying involves someone in the employee's direct line of command, such as their Department Head, or if the complaint involves the Assistant Director, then the employee should report the matter immediately and directly to the Library Director, who shall notify immediately the Board of Trustees; or

c) If a complaint of bullying involves the Library Director, then the employee should report the matter immediately and directly to the Assistant Director (who shall notify immediately the Board of Trustees) or to a member of the Library's Board of Trustees; or

d) If a complaint of bullying involves both the Library Director and the Assistant Director, then the employee should report the matter immediately and directly to a member of the Library's Board of Trustees.

Complaints of bullying *may not* be submitted under any other complaint or grievance procedure, but *must* be submitted in accordance with the procedure set forth in this policy.

All complaints of bullying will be investigated as expeditiously as possible. The existence and nature of any such complaint will be treated as confidential to the extent possible within the limitations of conducting an adequate investigation. In all cases, the person who initiated the complaint procedure will be informed of the findings and the disposition of the matter at the conclusion of the investigation. Further, the Library will take appropriate steps to ensure that there is no coercion, retaliation, intimidation or harassment directed against any employee who registers a complaint or serves as a witness on behalf of another employee.

The Library prohibits any form of retaliation against any employee who files a *bona fide* complaint under these procedures or who assists in a complaint investigation. However, if after investigating any complaint of bullying, the Library determines that the complaint is not *bona fide* or that an employee has provided false information regarding the complaint or in connection with the investigation, then disciplinary action (including, but not limited to seeking the termination of

employment) may be taken against the individual who filed the complaint or who gave the false information.

Whistleblower Policy

The Library requires its Trustees, Library Director, Assistant Director, employees and volunteers, as well as all persons who provide the Library with contracted services (each of which is referred to hereinafter as a "Protected Person"), to observe high standards of business and personal ethics in the performance of their duties on the Library's behalf. As employees and representatives of the Library, Protected Persons are expected to practice honesty and integrity in fulfilling their responsibilities and are required to comply with all applicable laws and regulations.

The objectives of this Whistleblower Policy are to encourage and enable Protected Persons, without fear of retaliation, to raise concerns regarding suspected unethical and/or illegal conduct or practices on a confidential and, if desired, anonymous basis so that the Library can address and correct inappropriate conduct and actions. Any provisions of the Library's personnel policies which address the reporting of employment-related concerns are incorporated herein by reference.

The procedures detailed herein are not intended as a vehicle for reporting violations of the Library's applicable human resources policies, problems with coworkers or managers, or for reporting issues related to alleged employment discrimination or sexual or any other form of unlawful harassment, all of which should be dealt with in accordance with the Library's Personnel Policies and Procedures, as laid out above.

The Board may delegate to an Audit Committee, which shall be composed of independent trustees, to comply with this policy. The chairperson of said committee will be the compliance officer.

Reporting Responsibility

It is the responsibility of all Protected Persons to report in good faith any concerns they may have regarding actual or suspected activities which may be illegal or in violation of the Library's policies with respect to, without limitation, fraud, theft, embezzlement, accounting or auditing irregularities, bribery, kickbacks, misuse of the Library's assets, as well as any violations or suspected violations of high business and personal ethical standards, as such standards relate to the Library (each of which is referred to hereinafter as a "Concern"), in accordance with this Whistleblower Policy.

No Retaliation

No Protected Person who in good faith reports a Concern shall suffer intimidation, harassment, retaliation, discrimination or an adverse employment consequence because of such report. Any employee of the Library who retaliates against someone who has reported a Concern in good faith is subject to discipline up to and including the termination of employment. Notwithstanding anything to the contrary stated or contained herein, this Whistleblower Policy is not an employment contract and does not modify the employment relationship between the Library and its employees, nor does it change the fact that employees of the Library are subject to the New York Civil Service Law and/or a collective bargaining agreement (if applicable). Nothing stated or contained herein is intended to provide any Protected Person with any additional rights or causes of action, other than those provided by law.

Reporting Concerns

Any Concerns should be reported as soon as shall be practicable to the Chairperson of the Library's Audit Committee (the "Compliance Officer"). Any questions with regard to the scope, interpretation or operation of this Whistleblower Policy should also be directed to the compliance Officer.

The Compliance Officer

The Compliance Officer is responsible for investigating and resolving all reported Concerns, and shall advise the Audit Committee (and, if the Compliance Officer deems it appropriate, the President of the Library's Board of Trustees) of all reported Concerns. The Compliance Officer shall report on compliance activity to the full Board of Trustees (the "Board") at each of its regularly scheduled meetings.

Accounting and Auditing Matters

The Audit Committee shall address all reported Concerns regarding accounting practices, internal controls or auditing ("Accounting Concerns"). The Compliance Officer shall notify immediately the Audit Committee of any Accounting Concern and shall work with the Audit Committee until its resolution. Promptly upon its receipt, the Audit Committee shall evaluate whether a Concern constitutes an Accounting Concern and, if so, shall promptly determine what professional assistance, if any, it needs in order to conduct an investigation. The Audit Committee will be free, in its sole discretion, to engage outside auditors, counsel or other experts to assist in the investigation and in the analysis of results.

Investigations

The Compliance Officer may delegate the responsibility to investigate a reported Concern, whether an Accounting Concern or otherwise, to one or more employees of the Library or to any other individual, including persons not employed by the Library, selected by the Compliance Officer; provided that the Compliance Officer may not delegate such responsibility to an employee or other individual who is the subject of the reported Concern or in a manner that would compromise either the identity of an employee who reported the Concern anonymously or the confidentiality of the complaint or resulting investigation. Notwithstanding anything stated or contained herein, the scope, manner and parameters of any investigation of a reported Concern shall be determined by the Audit Committee in its sole discretion, and the Library and its employees shall cooperate as necessary in connection with any such investigation.

Acting in Good Faith

Anyone reporting a Concern must act in good faith and have reasonable grounds for believing that the information disclosed may indicate a violation of law and/or ethical standards. Any allegations that prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

The Library takes seriously its responsibility to enforce this Whistleblower Policy and therefore encourages any person reporting a Concern to identify himself or herself so as to facilitate any resulting investigation. Notwithstanding the foregoing, in reporting a Concern, a Protected Person may request that such report be treated in a confidential manner (including that the Library take reasonable steps to ensure that the identity of the reporting person remains anonymous). Concerns may also be reported on an anonymous basis. Reports of Concerns will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Concerns

The Compliance Officer will acknowledge receipt of each reported Concern within five business days, but only to the extent the reporting person's identity is disclosed or a return address is provided. All reports will be investigated promptly; the scope of any such investigation being within the sole discretion of the Audit Committee, and appropriate corrective action will be taken if warranted by the investigation.

Records

The Audit Committee will retain, on a strictly confidential basis for a period of seven years (or otherwise as required under the Library's record retention policies in effect from time to time), all records relating to any reported Concern and to the investigation and resolution thereof. All such records are confidential to the Library and such records will be considered privileged and confidential.

Distribution

The Library shall distribute a copy of this Whistleblower Policy to all Protected Persons.

CONFLICT OF INTEREST POLICY

ARTICLE I - PURPOSE:

The purpose of this policy (the "Policy") is to protect the interests of the Library when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a Trustee/Library Director, Officer, or Key Employee of the Library, as defined herein. The Library will not enter into any such transaction or arrangement unless it is determined by the Library's Board of Trustees (the "Board"), in the manner described below, to be fair, reasonable, and in the best interests of the Library at the time of such determination. This Policy is intended to supplement, but not replace, any applicable state and federal laws governing conflicts of interest applicable to non-for-profit and charitable organizations.

ARTICLE 2 - RELATED PARTY TRANSACTIONS AND DUTY TO DISCLOSE:

A Related Party Transaction, as defined herein, is not necessarily a prohibited transaction. Under this Policy, if the Library contemplates entering into a Related Party Transaction, the Board must determine if the transaction is fair, reasonable, and in the best interests of the Library at the time of such determination. If at any time during their term of service, a Related Party (as defined herein) acquires any Financial Interest (as defined herein), and/or when any matter for decision or approval

comes before the Board in which a Related Party has a Financial Interest, any such Financial Interest and/or potential Related Party Transaction must be promptly disclosed in writing to each member of the Board, together with all material facts. The Board will then follow the procedures set forth in this Policy. The failure to disclose to the Board a known Financial Interest and/or a known potential Related Party Transaction, may be grounds for removal from the Board and/or the termination of employment (if applicable).

ARTICLE 3 - DISCLOSURE AND VOTING:

Disclosure:

Any Related Party shall disclose in good faith to the Board all material facts of their Financial Interest.

Non-Participation and Review:

All transactions, agreements or any other arrangements between the Library and a Related Party, and any other transactions which may involve a potential conflict of interest, shall be reviewed by the Board. All Related Parties with a Financial Interest shall leave the room in which such deliberations are conducted. The Board will then determine whether the contemplated Related Party Transaction is fair, reasonable, and in the best interests of the Library at the time of such determination. The Library will not enter into any Related Party Transaction unless it is determined to be fair, reasonable, and in the best interest of the Library at the time of such determination.

Consideration of Alternate Transactions and Comparability Data:

If the contemplated Related Party Transaction pertains to compensation for services, the transfer of property, or other economic benefit to a Related Party, the Board must determine that the value of the economic benefit provided by the Library to the Related Party does not exceed the value of the consideration received in exchange by obtaining and reviewing appropriate comparable data prior to entering the transaction. In those cases where the contemplated Related Party Transaction does not involve compensation, a transfer of property, or benefits to a Related Party, the Board must consider alternative transactions, to the extent possible, prior to entering into any such transaction. When considering the comparability of compensation, the types of relevant Comparability Data which the Board may consider include, but are not limited to: (a) compensation levels paid by similarly situated organizations, both exempt and non-exempt; (b) the availability of similar services within the same geographic area; (c) current compensation surveys compiled by independent firms; and (d) written offers from similar institutions competing for the same person's services.

When the transaction involves the transfer of real property as consideration, the relevant factors include, but are not limited to: (a) current, independent appraisals of the property; and (b) offers received in a competitive bidding process.

Voting:

The Board shall, after considering alternate transactions and/or comparability data, determine in good faith by vote of the Board whether the transaction or arrangement is fair, reasonable, and in the best interest of the Library at the time of such decision. The transaction shall be approved by not less than a majority vote of the Board members present at the meeting. In conformity with the above criteria, the Board shall make its decision as to whether to enter into the transaction or arrangement and shall document the meeting contemporaneously in connection with this Policy. Any Related Party with a Financial Interest must not be present for deliberations and voting on the transaction or arrangement in which he or she has a Financial Interest. However, Related Parties are not prohibited from providing information regarding the transaction to the Board prior to the Board's deliberations. No Related Party shall vote, act, or attempt to influence improperly the

deliberations on any matter in which he or she has been determined by the Board to have a Financial Interest. Any attempt by a Related Party to vote, act, or improperly influence deliberations on any matter with which such person has a Financial Interest may be grounds for removal from the Board and/or the termination of employment (if applicable).

Compensation:

A voting member of the Board or an Officer who receives compensation directly or indirectly from the Library for services, or a Trustee serving as a voting member of any Committee whose jurisdiction includes compensation matters, is precluded from voting or acting on matters pertaining to the compensation of that Trustee or Officer. A voting member of the Board or of any Committee whose jurisdiction includes compensation matters, and who receives compensation from the Library, directly or indirectly, either individually or collectively, is not prohibited from providing information to the Board or to any Committee regarding compensation.

ARTICLE 4 - AUDIT OR OTHER COMMITTEE REVIEW:

The Board may delegate to an Audit or other Committee, which shall be composed solely of Independent Trustees, the adoption, implementation of and compliance with this Policy. The Board may delegate to the Audit or other Committee the review and approval of any Related Party Transaction involving a Related Party and the Library, as contained in this Policy; provided that if the Related Party Transaction is of a magnitude that would otherwise require full Board approval, the Committee shall submit the Related Party Transaction to the Board for consideration, providing its recommendation as to whether or not to approve it. If the Board delegates the review and approval of Related Party transactions to a Committee, all references to the Board in this Policy shall be deemed to refer to such Committee and all references to a majority of the Board shall be deemed to refer to a majority of such Committee. Notwithstanding anything to the contrary stated or contained herein, the Board reserves full discretion and authority to retain jurisdiction to review and approve any and all Related Party Transactions and to adopt, implement and effectuate compliance with this Policy.

ARTICLE 5 - RECORDS OF PROCEEDINGS:

The Minutes of all meetings of the Board and all Committee meetings at which a Related Party Transaction is considered shall contain:

1. The names of the persons who disclosed or otherwise were determined to have a potential or actual Financial Interest and/or conflict of interest, the existence and nature of the potential or actual Financial Interest and/or conflict of interest, any action taken to determine whether a Financial Interest and/or conflict of interest exists, and the Board's decision as to whether a Financial Interest and/or conflict of interest exists.
2. The names of the persons who were present for deliberations and votes relating to any determinations under this Article, including whether the Related Party, and any Trustees who are not considered to be Independent Trustees, left the room during any such discussions, the content of such deliberations, including consideration of alternative transactions, and whether or not the transaction with the Related Party was approved by the Board.
3. The Minutes shall document contemporaneously the deliberations and determination regarding any Financial Interest or conflict of interest.

ARTICLE 6 - INITIAL AND ANNUAL WRITTEN DISCLOSURES:

Prior to the initial election of any Trustee to the Board, or prior to the employment by the Library of an Officer or Key Employee, and thereafter on an annual basis, all Trustees, Officers, and Key Employees shall disclose in writing to the Clerk of the Board:

- (a) Any Financial Interest such person may have in any Related Party Transaction, including any transaction with a Library, organization, partnership or other entity which provides professional or other goods or services to the Library for a fee or other compensation; and
- (b) Any entity in which such person or a Relative of such person has a Substantial Financial Interest and with which the Library has or is considering a Related Party Transaction. A copy of each disclosure statement shall be kept in the Library's files and made available to any Trustee, Officer, or Key Employee upon request.

ARTICLE 7 - ANNUAL STATEMENTS:

Each Trustee, Officer, and Key Employee shall sign and submit annually to the Clerk of the Board a statement which affirms that such person: (a) has received a copy of this Policy; (b) has read and understands this Policy; and (c) has agreed to comply with this Policy.

ARTICLE 8 - DEFINITIONS:

- 1. Affiliate.** An affiliate of the Library is a person or entity that is directly or indirectly, through one or more intermediaries, controlled by, in control of, or under common control with the Library .
- 2. Board of Trustees.** The body responsible for the management of the Library.
- 3. Trustee or Library Director.** Any voting or non-voting member of the governing board of a Library, whether designated as a Trustee, Library Director, manager, governor, or by any other title.
- 4. Financial Interest.** A person has a Financial Interest if such person would receive an economic benefit, directly or indirectly, from any transaction, agreement, compensation agreement, including direct or indirect remuneration, as well as gifts or favors that are not insubstantial or other arrangement involving the Library. As used herein, the term "Substantial Financial Interest" includes all forms of direct or indirect financial interests, which in the discretion of the Board constitutes a substantial interest, given due consideration to the material facts and circumstances of the interest as disclosed to the Board.
- 5. Independent Trustee.** A member of the Board of Trustees who:
 - (a) Is not and has not been an employee of the Library or of an Affiliate of the Library within the last three years;
 - (b) Does not have a Relative who has been a Key Employee of the Library or an Affiliate of the Library within the last three years;
 - (c) Has not received and does not have a Relative who has received more than \$10,000 in compensation directly from the Library or an Affiliate of the Library in any of the last three fiscal years (other than reimbursement for expenses reasonably incurred as a Trustee or reasonable compensation for services as a Trustee as permitted by the Nonprofit Revitalization Act of 2013);
 - (d) Does not have a substantial Financial Interest in and is not a current employee of, and does not have a Relative who has a substantial Financial Interest in or who is a current Officer of, any entity that has made payments to or received payments from, the Library or an Affiliate of the Library for property or services in an amount which, in any of the last three fiscal years, exceeds the lesser of:

(i) \$25,000 or (ii) 2% of the Library's consolidated gross revenues. For purposes of this definition, "payment" does not include charitable contributions;

(e) Is not in an employment relationship under control or direction of any Related Party and does not receive payments subject to approval of a Related Party;

(f) Does not approve a transaction providing economic benefits to any Related Party who in turn has approved or will approve a transaction providing economic benefits to a Trustee.

6. Key Employee. A Key Employee is a person who is or who has been in a position to exercise substantial influence over the affairs of the Library. This includes, but is not limited to:

(a) Voting members of the Board;

(b) Presidents, chief executive officers, chief operating officers, or an employee of any other title with similar responsibilities;

(c) Treasurers and chief financial officers, or an employee of any other title with similar responsibilities; or

(d) A "highly compensated" employee, within the meaning of section 4958 of the Internal Revenue Code and guidance issued by the Internal Revenue Service, who is in a position to exercise substantial influence over the affairs of the Library.

7. Officer. A person who has the authority to bind the Library as designated in the bylaws of the Library.

8. Related Party. Persons who may be considered a Related Party of the Library or an Affiliate of the Library under this Policy include:

(a) Trustees, Officers, or Key Employees of the Library or an Affiliate of the Library;

(b) Relatives of any Trustee, Officer, or Key Employee;

(c) Any entity in which a person identified in Article 8, Section 8(a) or 8(b), has a 35% or greater ownership or beneficial interest or, in the case of a partnership or professional Library, a direct or indirect ownership interest in excess of 5%;

(d) Founders of the Library;

(e) Substantial contributors to the Library (within the current fiscal year or the past five fiscal years);

(f) Persons owning a controlling interest (through votes or value) in the Library;

(g) Any non-stock entity controlled by one or more Key Employees.

9. Related Party Transaction. Any transaction, agreement, or any other arrangement in which a Related Party has a Financial Interest, and in which the Library or any Affiliate of the Library is a participant. Any Related Party Transaction will be considered a conflict of interest for purposes of this Policy.

10. Relative. A Relative is a spouse, ancestor, child (whether natural or adopted), grandchild, great grandchild, sibling (whether whole or half-blood), or spouse of a child (whether natural or adopted), grandchild, great grandchild or sibling (whether whole or half-blood), or a domestic partner as defined in section 2994-A of the New York Public Health Law.

11. Conflict of Interest. A situation or set of circumstances in which a person is in a position to derive a personal benefit, whether financial or otherwise, from actions or decisions made in their official capacity or by virtue of their connection or relationship to a person in an official capacity.

In the event of any conflict between the definitions set forth herein and the New York Nonprofit Revitalization Act of 2013 (the "Act"), including any amendment thereto, the definitions set forth in the Act shall control.

Workplace Violence Prevention Policy Statement

Finkelstein Memorial Library (the "Library") is committed to the safety and security of our employees. Workplace violence presents a serious occupational safety hazard to our Library, staff, and patrons. Workplace Violence is defined as any physical assault or acts of aggressive behavior occurring where a public employee performs any work-related duty in the course of the employee's employment, including but not limited to:

- An attempt or threat, whether verbal or physical, to inflict physical injury upon an employee;
- Any intentional display of force which would give an employee reason to fear or expect bodily harm;
- Intentional and wrongful physical contact with a person without the person's consent that entails some injury;
- Stalking an employee with the intent of causing fear of material harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment.

Acts of violence against Library employees where any work-related duty is performed will not be condoned, and will be thoroughly investigated by the Head of Human Resources with appropriate action taken, including summoning criminal justice authorities when warranted. Disciplinary action up to and including termination may be taken. All employees are responsible for helping to create an environment of mutual respect for each other as well as clients and visitors; following all policies, procedures and program requirements; and assisting in maintaining a safe and secure work environment.

This policy is designed to meet the requirements of NYS Labor Law 27b and highlights some of the elements that are found within our Workplace Violence Prevention Program. The process involved in complying with this law includes a workplace evaluation that is designed to identify the workplace violence hazards our employees could be exposed to. Authorized Employee Representative(s) will, at a minimum, be involved in:

- The evaluation of the physical environment;
- The development of the Workplace Violence Prevention Program; and
- The review of Workplace Violence Incident Reports at least annually to identify trends in the types of incidents in the workplace and review of the effectiveness of the mitigating actions taken.
- This policy will be reviewed by the board annually at the annual meeting

All employees will participate in the annual Workplace Violence Prevention Training Program. The goal of this policy is to promote the safety and well-being of all people in our workplace. All incidents of violence or threatening behavior will be responded to immediately upon notification. All Library personnel are responsible for notifying the contact person designated below of any violent incidents or threatening behavior, including threats they have witnessed, received, or have been told that another person has witnessed or received.

Designated Contact Person:**Name:** Beth Zambito**Title:** Assistant Director**Department:** Administration**Phone#:** (845) 352-5700 ext. 369**E-mail:** bzambito@rcls.org

This manual was approved by the Board of Trustees on

APPENDIX



Anti-Harassment Complaint Form

If you believe that you have been subjected to discrimination or harassment, including but not limited to sexual harassment, you are encouraged to complete this form and submit it to the Assistant Director. You will not be retaliated against for filing a complaint.

If you are more comfortable reporting verbally or in another manner, the Assistant Director will complete this form, provide you with a copy, and follow the Library's Anti-Discrimination/Anti-Harassment Policy by investigating the claims as outlined at the end of this form.

For additional resources, visit: ny.gov/programs/combating-sexual-harassment-workplace

COMPLAINANT INFORMATION

Name:

Personal phone:

Job Title:

Email:

Select Preferred Communication Method:

☐ Email ☐ Phone ☐ In person

SUPERVISORY INFORMATION

Immediate Supervisor's Name:

Title:

Work Phone:

Work Address:

COMPLAINT INFORMATION

1. Your complaint of Discrimination and/or Harassment is made about:

Name:

Title:

Work Address:

Work Phone:

Relationship to you: ☐ Supervisor ☐ Subordinate ☐ Coworker ☐ Other

2. Please describe what happened and how it is affecting you and your work. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

3. Date(s) discrimination or harassment occurred:

Is the discrimination or harassment continuing? ☐ Yes ☐ No

4. Please list the name and contact information of any witnesses or individuals who may have information related to your complaint:

The last question is optional but may help the investigation.

5. Have you previously complained or provided information (verbal or written) about related incidents? If yes, when and to whom did you complain or provide information?

If you have retained legal counsel and would like us to work with them, please provide their contact information.

I request that The Finkelstein Memorial Library investigate this complaint of discrimination and/or harassment in a timely and confidential manner as outlined below and advise me of the results of the investigation.

Signature: _____

Date: _____



ACCIDENT REPORT FORM

Instructions: Please complete this **Accident Report** form to report any accident, injury or illness occurring on Library property. Use the Incident Report to report all other emergencies, disturbances, theft, vandalism and damage. Submit to the Library Director, Assistant Director and Head of Security ASAP, but no later than 12 hours after accident occurs.

Date of accident: _____ Time: _____ Location: _____

Nature of accident: (brief description) _____

Describe the accident fully. (Indicate what the person was doing at the time of the accident): _____

Person(s) involved: (Indicate if employee. Please give name, address and phone numbers of non-employees, if available): _____

Emergency/medical services:

Were emergency services called? _____ Y _____ N If so, which ones?

If Police were called, Officer's name: _____

Was the injured person taken to a hospital or other medical service? _____ Y _____ N If so, please provide the name:

If not, what was the resolution of the matter?

Did the injured party refuse medical attention? _____ Y _____ N

Witnesses: Provide the names of witnesses (address and phone numbers of non-employees, if possible): _____

Employee(s) involved and job title(s): _____

Further comments: _____

Date of report _____ Submitted by _____



Incident Report Form

Submit to the Library Director, Assistant Director and Head of Security ASAP, but no later than 12 hours after incident occurs, including emergencies, disturbances, theft, vandalism and damage.

For accidents, injuries or illness, use the Accident Report Form

Occurrence:
☐ 1st Floor

☐ 2nd Floor

☐ 3rd Floor

Date: ____/____/____

 Time: ____:____ ☐ AM ☐ PM

Type of incident
☐ Disturbance

☐ Vandalism / Damage

☐ Theft

☐ Other

Name of Library user: _____

Address: _____

Phone: _____

Staff member notified: _____

****Add additional Information on back or on another page****

Was bias involved? Explain: _____

Name of people involved / witnesses: _____

Address: _____

Phone: _____

Willing to testify? _____

Action Taken
☐ Call to Security

Time call made: _____

☐ Call to Police

Time officer arrived: _____

Officer's name: _____

Badge number: _____

☐ No further action needs to be taken

☐ Please follow up

 Name and title of **staff member**: _____

 Name of **Security Aide**: _____

Signature of staff handling incident: _____

Submit to Head of Human Resources/Assistant Director ASAP, but no later than 12 hours after incident.

1. Date of Incident _____
2. Time of day/shift when the incident occurred _____
3. Workplace Location where incident occurred _____
4. Provide a detailed description of the incident including:
 - Events leading up to the incident and how the incident ended;
 - Names and job title of involved employee(s);
 - Name or other identifier of other individuals involved;
 - Nature and extent of injuries arising from the incident and;
 - Name(s) of witnesses

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

Note: Refer to 12 NYCRR Part 800.6 Section (i)(3)(ii) for special instruction on privacy concern cases. Print additional sheets if necessary.

Finkelstein Memorial Library Employee Confidentiality Policy

Overview and purpose

Due to the nature of work in the library, it is essential that all of our employees fully understand how to treat confidential information. Accordingly, this employee confidentiality policy has been crafted and implemented to ensure that everyone who works for us knows and complies with our expectations regarding sensitive information.

We want to make sure that any relevant information pertaining to our library, patrons, and staff is properly secured because it may be:

- Legally binding (such as contractual material)
- Personal and private

Scope

This is a blanket policy. As such, this employee confidentiality policy applies to anyone who works, at the library in any capacity that actually has or could potentially have access to confidential and/or sensitive information, including contract employees, volunteers, friends and Trustees.

Confidential and Sensitive Information — Defined

For the purposes of this policy, confidential and/or sensitive information is defined as:

- Records pertaining to patrons/partners/staff
- Internal library communications
- Patron and/or client lists (existing and prospective)
- Written/electronic documents or similar material entrusted to our library by outside parties
- Any material explicitly marked as confidential
- Any information/documents provided by the attorneys

Depending on their job title/responsibilities, seniority and other factors, our employees may have differing levels of authorized access to this type of material.

Employee Obligations Under this Policy

In accordance with this policy all employees must:

- Take reasonable steps to ensure that confidential material is never left in plain view or otherwise unsecured.
- Shred confidential material when it is no longer needed.
- Ensure that any confidential information in a digital format is only viewed on secure devices.
- Refrain from making disclosures to coworkers unless absolutely necessary.
- Refrain from taking confidential documents off of company property unless absolutely necessary.
- Surrender all confidential documents and material to the company upon resignation, termination or at any time upon the request of their supervisor.
- Take reasonable steps to ensure that they do not mistakenly disclose any confidential information to any unauthorized persons in or outside the library.
- Report any inadvertent disclosures of confidential information to their direct supervisor as soon as possible.

Prohibited Conduct and Activities

Employees are prohibited from doing the following:

- Using confidential information for financial or personal gain.
- Speaking with the media on behalf of the library, or on library matters, without approval of the Director or Assistant Director.
- Removing or making copies of confidential material; or facilitating the reproduction of confidential material relating to the library in any manner.

How we Safeguard Confidential Information

We take the following steps to safeguard confidential information:

- Store hardcopies in secured filing cabinets.
- Encrypt certain electronic information and have confidential information deleted from computers after use.
- Require senior management to authorize access to confidential information.

Exceptions to this Policy

From time to time, some circumstances may warrant disclosure of confidential or sensitive information. We reserve the right to disclose said information when:

- A regulatory/law enforcement/or other government agency requests it as part of an investigation or audit.
- If we consider a partnership requiring the disclosure some information (within legal parameters).

When this happens, employees who receive such requests or are privy to such considerations should carefully document their disclosure procedure and gather required authorizations. We're legally obligated not to disclose more information than absolutely necessary to accommodate such requests.

Additional Requirements for Exempt Employees

Administration and other exempt staff have additional responsibilities, as they are likely to handle more confidential information. This applies to Security staff, which includes non-exempt employees, as well.

Personnel and payroll information are required to be kept confidential.

Incident and accident reports are confidential except for on a need to know basis.

Consequences for Failure to Comply

Any employee or other such person obligated to comply with this policy who deliberately or unintentionally fails to do so will be disciplined. The type of discipline will depend on the severity and frequency of the violation(s).

This policy is binding even after an employee or a trustee resigns or is otherwise no longer employed by the library.

**Employee/Trustee to sign and return page 4 to Administration Office.
Keep pages 1-3 for their records.**

**Finkelstein Memorial Library
Employee Confidentiality Policy**

Employee/Trustee signature

Date

Employee/Trustee Name (Print)

Return signed page to Administration office

Edits to 2026 FML Personnel Policies Manual draft, 5/13/26

Multiple pages

- Change: Principal Clerk to Principal Clerk-Typist

Page 4 – Dress Code

- Delete: Open-toed shoes are not allowed. (Recommendation to leave that decision to the department head falls under “appropriate for the job.”)

Page 6 – ~~475 Plan~~

- Delete section: it is called a 457(b) plan, and the Library does not currently offer this option.

Page 8 – Hiring Procedures

- Delete red line/bar

Page 9 – Performance Evaluations

- Change “Permanent Employees” section to: Newly-hired permanent employees will be continuously evaluated during the twenty-six (26)-week probation period, and at or no later than the *sixteenth (16)-~~22nd~~* week in writing by the applicable Department Head. *This timing allows for any issues to be addressed with a performance improvement plan before the twenty sixth (26)-week probationary period ends.*

Page 10 – Resignation

- “Past employees” section expanded with italicized text and moved to new heading entitled ***Staff Areas:*** Past employees *and performers/outside presenters* are not permitted to enter areas designated for staff only. Former employees who violated library rules may be subject to further restrictions as with any other member of the public. *Contractors will be escorted through the Library building by a contact in the relevant department with proper notice given to affected staff by the Department Head or their designee.*

Page 13 – Family Ill Leave

- Add *sick* leave to vacation and personal time.

Page 13 – NYS Paid Family Leave

- Change: Human Resources to Principal Clerk-Typist.
- Add complete NYS PFML policy to manual when approved (see next page)

Page 13 – Overtime & Hazard Pay

- Since we try to avoid granting OT, clarify the criteria that constitutes OT that can be approved ahead of time.

Page 14 – Excused Time

- Clarify instances when excused time might be granted by changing to *Excused Time is given due to emergency closures of the Library* and list other instances if there are any.
- Delete large white space at end of page.

Page 15 – Switching Nights / Weekends

- Clarify with italicized text as per section 9.7 in Union contract: *Full- and permanent part-time employees ~~are not required to work more than~~ are expected to work one (1) night per week and...*

Page 18 – Time Clock

- Clarify by inserting italicized text: Employees cannot stay late to make up the time *without prior authorization from their Department Head.*

Page 19 – Use of Telephone and Other Electronic Communications Media,
Email Internet section

- Insert italicized text: conducting business for personal gain, including but not limited to financial gain *or fundraising efforts;*
- Insert italicized text: Email is an essential mode of work communication. *Prior approval to send emails to all FML staff is required from Administration and should be regarding library business only.* All employees are expected to check their work email on a regular basis in order to keep apprised of staff and departmental updates. *An employee's email signature will include the job title as it was stated in the job posting of the position they encumber.*

NYS Paid Family Leave

The Library provides paid family leave (up to a certain percentage of weekly wages) to eligible employees in accordance with New York State's Paid Family Leave Act (the "NYPFLA"). Effective April 1, 2026, the Library provides paid family leave to eligible employees pursuant to the NYPFLA. An eligible employee may take up to twelve (12) weeks of paid family leave and receive 67% of the employee's average weekly wage, up to and capped at 67% of the New York State Average Weekly Wage (as defined by law). For example, an eligible employee who earns \$1000/week would receive a benefit of \$670/week. See www.paidfamilyleave.ny.gov for information on this year's maximum weekly benefit and more. This information is presumed to be accurate as of the date that this policy was adopted; however, it is subject to change.

i) Eligibility

To be eligible for paid family leave, employees must: (i) regularly work twenty (20) or more hours per week and be employed by the Library for at least twenty-six (26) consecutive work weeks preceding the first full day that family leave is taken; or (ii) regularly work less than twenty (20) hours per week and be employed by the Library for at least one hundred seventy-five (175) non-consecutive days preceding the first full day that family leave is taken. Substitute staff who regularly work fewer than twenty (20) hours per week but will not work one hundred seventy-five (175) days in a fifty-two (52) week period may opt out. Substitute staff who regularly work more than twenty (20) hours but will not work twenty-six (26) consecutive weeks may opt out.

ii) Permissible Purposes for Leave

Eligible employees will be entitled to paid time away from work (i) to care for a family member with a serious health condition, which is defined as an illness, injury, impairment or physical or mental condition that involves in-patient care in a hospital, hospice or residential health care facility, or continuing treatment or supervision by a health care provider. A family member includes spouse, domestic partner, child or stepchild, parent or stepparent, parent-in-law, grandparent, grandchild, or sibling (biological, adopted, half or step); (ii) to bond with a child after birth or placement for adoption or foster care within the first twelve (12) months after the birth or placement; or (iii) because of any qualifying exigency arising from the fact that an employee's spouse, domestic partner, child or parent is on active duty (or has been notified of an impending call or order to active duty) in the armed forces of the United States. Paid family leave may not be used for an employee's own health condition; employee's own pregnancy or prenatal conditions, or the employee's own qualifying military event. If there are two (2) spouses working at the Library, they may take paid family leave at the same time for the same qualifying event (ex. To bond with a new child).

iii) Request for and Notice of Need for Paid Family Leave

To request paid family leave, an employee will be required to complete the proper PFML form provided to them by the Library. An employee must notify the Library Director and Personnel Officer by email with specific dates to use paid family leave at least 30 days before the leave will start if it is foreseeable. Otherwise, notify them as soon as possible. Failure to provide timely notice may result in leave being delayed or denied. The employee will submit the completed request packet to the Personnel Officer, who will send it to the Library's insurance carrier The Hartford within 30 days after the start of the employee's leave to avoid losing benefits.

iv) Certification

Eligible employees who wish to take paid family leave must comply with applicable certification requirements and may be required to provide additional supporting documentation (such as copies of military orders), as permitted by law.

v) Use of Other Leave and Interplay

While on paid family leave, employees will continue to accrue paid time off benefits. Employees may supplement paid family leave with accrued time in order to receive full pay during their absence.

vi) Job and Benefits Protection

The employee's rights and protections when using paid family leave include job protection, ensuring the employee can return to the same or a comparable position when they return from paid family leave. The employee can keep their health insurance while on leave. The employee must continue to pay their portion of the health insurance premium cost while on leave. The Library is prohibited from discriminating or retaliating against the employee for requesting or taking paid family leave.

vii) Limitations and Rules Related to Use of Paid Family Leave

Paid family leave may be taken all at once or intermittently, but must be taken in full day increments only, unless otherwise provided by law. Disability leave and paid family leave may not be used at the same time. Eligible Library employees will not be entitled to paid family leave if their family leave, combined with disability benefits received previously, exceeds twenty-six (26) weeks during the same fifty-two (52) consecutive calendar weeks.

viii) Funding of Paid Family Leave Benefits

In accordance with New York State law, paid family leave benefits are funded through payroll deductions at a prescribed amount from each eligible employee. Employees who are ineligible for paid family leave will be given the option of filing a waiver of benefits, exempting them from payroll deductions, as permitted by law.

ix) Coordination with FMLA and NYS Disability Benefits

Generally, paid family leave and unpaid leave under the FMLA can run concurrently. An employee may not receive paid family and State disability leave at the same time.

4/17/26 – draft

Finklestein Memorial Library Procurement Policy and Procedures	Positions responsible for compliance: Board, Treasurer, Director, Business Manager
Reviewed by the board every: 5 years or less.	Approved by the Board of Trustees in February, 2019, revised on DATE

Purpose

This Policy & Procedures govern how the library purchases goods and services ("procurement").

Policy

As a "school district public library", the Library follow the below laws governing procurement:

- Education Law 259
- Education Law 226
- The applicable fiscal requirements of Education Law Title II.

The Library also seeks to apply the "internal controls" (good internal practices) advised by the Office of the State Comptroller, who audits public libraries.

At the same time, the Library must be able to make purchases in a timely and responsive manner.

To follow the law while meeting the Library's operational needs, it is the policy of the Library to use the below Procedures.

Procedures

1. All expenditures of Library funds (regardless of the source) must be approved by the Board at a meeting with a quorum and recorded in the minutes. Such approval shall be a standing item in the board agenda, and the warrants for approval shall be prepared by the Treasurer and included in the board packet.

2. To enable a steady stream of purchase orders prior to approval for payment, the Director (or an employee designated by the Director) is authorized to order up to \$6,000.00 per transaction from a particular source, up to a total of the amount

Second draft prepared by The Law Office of Stephanie Adams, PLLC on October 27, 2025, after input from FML. This footer should be deleted in the final version. 1

budgeted for the fiscal year. Such transactions shall be initiated via "purchase order" (form attached as "A"), or by a signed contract with the vendor.

Commented [LMW-F1]: We no longer use physical requisition forms. This should be replaced with "purchasing software, currently Smartfusion"

3. The Director and Treasurer shall ensure that all funds to be used to pay for goods and services arranged via purchase order are encumbered within 1 business day of the order.

4. With the exception of utility bills, shipping costs, and postage, commitment to pay for goods and services in excess of \$6,000.00 (Six Thousand) must always be pre-approved by the Board, prior to a purchase order. This includes order with contemporaneous payment via EFT, ACH, credit or debit card.

5. The board must vote to approve any contract for \$6,000.00/year and over, including but not limited to contracts for construction, ongoing services, and acceptance of conditional money (grants) to be used to pay for procurements. Consistent with this Policy, the Director may sign contracts up to \$5,999.99/year without a Board vote. The President or Director may sign contracts \$6,000.000/year and up only after approval by the Board. Whenever deemed appropriate by the Board or Director, contracts are reviewed by the Library's attorney prior to board consideration, so the board may rely on the attorney's assessment.

6. All payments except utility bills, shipping costs, and postage must be approved by the board using the warrant form (attached as "B") prior to payment. Utility bills, shipping costs, and postage, must be approved using a warrant form at the meeting following their expenditure.

NOTE: The Library does not maintain petty cash as allowed by Education Law 259.

7. With certain exceptions ("sole source", or when using state-approved contractors), purchases of goods in excess of \$20,000.00 and contracts for public work (e.g. construction) in excess of \$35,000.00 must be acquired in accordance with competitive bidding requirements (starting with a formal "Request for Proposals").

For all procurements in excess of \$5,000.00 for goods and services that are not unique ("sole source"), and do not require competitive bidding, the Library must obtain two written quotes and select the lowest bidder that upon review will provide the best option for the quoted price.

For all procurements in excess of \$10,000.00 for goods and services that are not unique ("sole source") and do not require competitive bidding, the Library must obtain three written quotes, and select the lowest bidder that upon review will provide the best option for the quoted price.

NOTE: For purposes of this section, the total purchases of one type of good or service from one vendor within a fiscal year is one procurement.

For avoidance of doubt:

Amount	Required Process	Exception
Construction over \$35,000.00	Competitive bidding (RFP) Prevailing Wage Rate	Sole source
Goods over \$20,000.00	Competitive bidding (RFP)	Sole source
All procurements \$10,000 and more.	Competitive bidding: three quotes	Sole source
All procurements \$5,000.00 to \$9,999.99	Competitive bidding: two quotes	Sole source
All contracts obligating the Library to \$6,000.00 or more/year	Board must vote to approve prior to signature by the President or Director	None
All contracts obligating the Library to \$5,999.00 or less/year	Director may sign contracts consistent with this Policy	Affiliation agreements, even with no financial obligation, must be approved by the Board.

8. All construction contracts must require the contractor to pay the Prevailing Wage Rate (note: the requirement to pay the Prevailing Wage Rate on service contracts does not apply to public libraries).

9. **When possible**, the Library will use the following internal controls for procurement:

- Where practical, the approval to purchase goods or services should be authorized by personnel other than the employee requesting the purchase.
- When possible, the approval to purchase should also be segregated from the receiving of goods and services.
- All purchasing forms are to be sequentially numbered.

Second draft prepared by The Law Office of Stephanie Adams, PLLC on October 27, 2025, after input from FML. This footer should be deleted in the final version. 3

- Complete street addresses and Social Security numbers (or federal tax ID numbers) should be obtained for all vendors and entered into the vendor master file.
- When goods or services are delivered, receiving or packaging slips are to be verified against the quantity, type, and condition of the goods received.
- Amounts received should also be compared to amounts ordered, as described on the purchase requisition or purchase order.
- Verified receiving slips should be forwarded to the person responsible for preparing the claim voucher.
- When possible, the responsibility for the receipt and verification of items ordered should be segregated from the employee who requested or authorized the purchase.
- The Board shall alert the Treasurer in advance as to any underlying documentation it needs to see to evaluate an expenditure for approval.
- All EFT or ACH transactions shall be made using Positive Pay.

It is understood that these are best practices and not legal requirements.

10. For ease of operations, the Library Director is authorized to transfer between budget lines up to \$5,000.00 without prior authorization by the Board; such transfer shall be approved by the board at the regular meeting following it. There is no annual cap on such Director-initiated transfers, but such a transfer shall not be made out of funds designated for personnel-related expenses, for fulfillment of grants, nor capital funding.

11. Before the close of the fiscal year, the Treasurer will review all outstanding encumbrances and determine if amounts designated should be continued, adjusted, or cancelled.

"A"

PO form

Commented [LMW-F2]: See comment above

"B"

Approval warrant

Commented [LMW-F3]: Cover sheet of the bill list shall serve as the approval warrant.