

QUEENS LIBRARY GUILD

LOCAL 1321 NEWS

DISTRICT COUNCIL 37, AFSCME, AFL-CIO,
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Queens Library Guild Local 1321

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President's Message—

Another Budget Season - Another Crisis - More Action!

SINCE 2009, Mayor Bloomberg proposed drastic cuts to the three libraries' budgets. In 2009 and 2010, the City Council and mayor restored most of the proposed cuts, but only after relentless advocacy efforts by Local 1321 members and our partners: our customers, the four unions representing library workers, Urban Librarians Unite (ULU) and the three systems' administrations. Unfortunately, the mayor continues to ignore New York City residents' demand for excellent public library services and proposed the most drastic cuts we have ever seen, including a \$25.3 million cut to Queens Library alone. These cuts will devastate New York City's libraries, their staff and customers. We must stop this from happening. We must stand up and advocate for New York City to have the best public libraries in the world



John Hyslop
President

In my testimony at City Council, found on our website, I wanted to personalize the impact these proposed budget cuts will have on our neighborhoods and co-workers. In my very limited time, I presented the tip of the iceberg of the millions of programs, activities, material circulated, toilets cleaned, computers repaired, adult literacy courses taught that Local 1321 members do all year. I also wanted to make sure that they understood the impact these cuts will have on our staff. Almost everyone in this world needs a job to survive, especially one that provides health care and a pension.

Even though my testimony, along with the testimonies from the four Union presidents and three library directors, painted a bleak picture, we cannot be cynical and apathetic. Last year, Union members throughout the system held rallies, poster writing campaigns, petition drives, postcard campaigns and more. We involved the local newspapers and politicians. We participated in ULU events. We worked with administration and our politicians to advocate together.

This year's advocacy will be even greater. Local 1321 formed a Budget Action Committee (BAC) to coordinate the Local's advocacy efforts, and this newsletter has more information about its activities. We will continue our strong partnership with ULU, the administration and politicians. We will involve the communities, press and politicians to ensure the mayor understands the great work Local 1321 members provide. With all of us working together we will succeed.

In solidarity,
John Hyslop
President

Budget Action Committee Update

THE PURPOSE of the Local 1321 Budget Action Committee (BAC) is to plan and implement the union Local's advocacy strategy in concert with the Executive Board. To further this aim, the BAC will coordinate member advocacy activity, build advocacy partnerships with the other library Union locals and library groups, and provide resources and assistance to members who wish to organize rallies and events in their home and branch neighborhoods.

Since the Budget Action Committee formed in March 2011, we have worked hard to prepare for this year's fight against budget cuts. At meetings in Long Island City and Jamaica, we have discussed strategies to fight the cuts, identified barriers to action, and worked on projects to assist members. In preparation for the season, we conducted a member advocacy survey that can be accessed at www.local1321.org, participated in DC 37's **Fight Back** Leafleting Campaign and this year's Save NYC Libraries Postcard Campaign.

Members have said that they want more support in

Save NYC Libraries Postcard Campaign

We are calling on all Local 1321 members to write postcards to the New York City Council to show their love for and support of New York City's public libraries! The purpose of the Save NYC Libraries Postcard Campaign is to unite library staff and community members in support for New York City's public library systems and in opposition to the proposed budget cuts.

We want our voice to stand out and apart from mass-produced advocacy campaigns. We believe that personalized, mailed physical items carry greater weight with our elected representatives than a virtual petition or a Facebook group. Local 1321 and Urban Librarians Unite will be distributing postcards, or you can use your own! This is a great way to get creative and get patrons and neighbors involved in the fight!

Once again, Councilmember Jimmy Van Bramer has graciously agreed to collect the postcards for us and present them to City Council. Last year, we were able to collect 4,000 postcards! Let's double last year's take, and show City Council how much New Yorkers love their public libraries!

Postcards can be mailed to:

Councilmember Jimmy Van Bramer
47-01 Queens Blvd, Suite 205
Sunnyside, NY 11104

Dues Increase

As mentioned in the past two newsletters, our dues are increasing. In mid-March AFSCME approved the Local's constitutional change to reflect the 2009 AFSCME and DC 37 per capita increase of \$0.28 per paycheck.

The dues increase will occur shortly.

their libraries to plan rallies and outreach events. We have spoken with GCA (Government and Community Affairs) to address barriers to action in the library and asked them to reach out to managers to promote outreach in the agencies. The BAC has also been working to develop rally resources for members, talking points to use in outreach and canvassing, and a guide for Union members' rights in the layoff process. Some of these resources are included in this newsletter.

As we move forward, we are looking for volunteers to join canvassing teams in May and June. If you would like to get involved, or have any feedback, please attend an upcoming meeting or contact local1321@gmail.com. Together we can stand up and fight library budget cuts!

VOLUNTEERS WANTED!

As advocacy efforts gear up, the Local's Budget Action Committee (BAC) is asking for volunteers to act as a point person(s) for one of 23 branch groups. The point person will liaise with the BAC, GCA and the respective Community Library managers within a branch group, to promote advocacy efforts, including petition/postcard signings, rallies, outreach to area residents, community organizations, local businesses and houses of worship. The branch groups are as follows:

1. Central Library
2. Flushing
3. Astoria, Steinway, Broadway
4. Long Island City, Court Square, Sunnyside
5. Maspeth, Middle Village, Ridgewood
6. East Elmhurst, Langston Hughes, Corona
7. Woodside Jackson Heights, Elmhurst
8. Glendale, North Forest Park, Woodhaven
9. Lefrak City, Rego Park, Forest Hills
10. Ozone Park, Howard Beach, South Ozone Park
11. Richmond Hill, Briarwood, Lefferts
12. Queensboro Hill, Pomonok, Kew Gardens Hills
13. Poppenhusen, Mitchell-Linden
14. Whitestone, Bay Terrace, Auburndale
15. McGoldrick, East Flushing, Fresh Meadows
16. Bayside Douglaston/Little Neck, North Hills
17. Glen Oaks, Windsor, Bellerose
18. Hillcrest, Hollis, Queens Village
19. South Hollis, Cambria Heights
20. South Jamaica, St. Albans, Baisley Park
21. Rochdale Village, Laurelton, Rosedale
22. Broad Channel, Peninsula, Seaside
23. Arverne, Far Rockaway

If you're interested in volunteering as a branch group point person, please email local1321@gmail.org or call John Hyslop at 718-779-0787.

Layoffs: Frequently Asked Questions

As a result of Mayor Bloomberg's proposed \$25.3 million reduction for Queens Library for the next fiscal year, beginning July 1, 2011, Queens Library administration issued layoff notices to 234 employees will be issued in May 2011. If city funding is not restored, layoffs will take effect in August 2011.

We have included information below about your rights as New York State residents and Local 1321 members, and answered some of your frequently asked questions about the layoff process.

Information is power. We hope that in getting the word out about our rights in the layoff process, we can help lessen some of the confusion and fear during this difficult time and make sure that Queens Library administration follows the Union contract and the law.

Listed below are questions that were asked during last year's layoff, and this year's Director's Talk announcing pending layoff notifications.

Question: How does layoffs process work?

Answer: The mayor proposes budget cuts for the Queens Library, which is \$25.3 million for the next fiscal year. The library administration then determines the number of positions that need to be eliminated to meet the budget cuts, and in turn, issues separation letters (layoff notices) to employees. Layoffs are done by classification and then in inverse order by seniority (date of hire). If an employee has service years with BPL/NYPL, has veteran/disabled veteran status, and/or a verified physical disability or blindness, their seniority status will be affected.

After the budget cuts are proposed, the library and the Union will begin advocacy efforts to try and restore funding and prevent layoffs. The City Council will then determine, by the end of June, how much money will be restored to the Queens Library budget. If the library still faces any budget cuts, it will then determine if layoffs are necessary and if so, how many employees will be laid off. For more information about how the budget process works in New York City, please visit <http://www.local1321.org> and look under Budget Advocacy & Layoff Resources, Local 1321 FAQ regarding layoffs.

Question: How many days notice is the library required to give before laying off staff? I've heard 30 days, but some staff members say 90 days.

Answer: The library is required to give 30-days notice. However, if it is a mass layoff of more than 250 employees, which is the case, the library is required by

New York State law to give 90-days notice. Additional information on the New York State WARN Act is included after the FAQ.

Question: Why are certain titles/classifications not included in the layoffs, such as Supervising Librarians, Maintainers, etc.? This is not fair.

Answer: The Queens Library administration has complete control in choosing which classifications receive layoff notices and which classifications do not receive layoff notices. The Union has no control over which classifications are chosen in the layoff process.

Question: I don't understand why the library keeps posting non-Union positions and hiring a COO and then they turn around and lay off Union employees. Will non-Union employees be included in the layoffs?

Answer: The library administration has complete control in determining if non-Union employees will be part of the layoff. The Union strongly believes that non-Union staff should be part of the layoff and that newly posted non-Union positions (outside of grant funded positions) should be frozen.

Question: The Human Resources Department recently sent an all-user email of seniority lists by classification. Are these lists accurate?

(Continued on page 4)

Layoffs: Frequently

Answer: Maybe. The lists sent by the Human Resources Department **may** not be accurate. Our date of hire can be changed if we worked at Brooklyn Public Library and/or New York Public Library, are a veteran, and/or have a disability. If you are included in one of these categories, contact HR to ensure they have your correct date of hire and that your position on the seniority list accurately reflects your experience. More information about these adjustments to your date of hire can be found in this FAQ and in Article XII – Layoff of Employees in the Local 1321 Contract found at <http://www.local1321.org> under Constitution and Contracts, Local 1321 Working Conditions Contract, Article XII.

Question: Is it true that staff members with a disability are protected/exempt from being laid off and will not receive a layoff notice?

Answer: The contract states that employees who are blind or have a verified physical disability will have preference in retention, regardless of their date of hire. This means that staff members who are blind and/or physically disabled will most likely not be laid off. Last year, there were physically disabled employees who received a layoff notice, but after providing medical documentation to HR that verified their physical disability, their layoff notices were rescinded (taken back).

Question: What does “rescind” mean?

Answer: The word “rescind” means to take back. This word was used often last year and hopefully will be used this year. When the library is sure that some of the budget money will be given back by the City Council, it will begin rescinding (taking back) the layoff notices for employees, within classification and then seniority status.

Question: I heard that there’s a list of employees who received a separation letter (listed by classification and then seniority). What exactly is this list, how can I find my number in the ranking and what does that number mean?

Answer: Yes, there is a list of all employees who received a layoff notice (separation letter), which is by classification and then reverse seniority. The HR Department creates this list when preparing the layoff notices, and a copy of this list must be given to the Union. The library has the responsibility of answering employees’ questions regarding this list; however, HR was very slow in doing this last year. First contact HR and

ask them your seniority rank and the number of people in your classification. If you are not satisfied with their answer, contact the Union. The Union considers the list confidential and will not divulge the names on it.

Question: I worked 3 years for NYPL and have 8 years with the Queens Library, but I still received a layoff notice when co-workers with 10 service years at Queens Library (within the same classification) did not receive a letter. Should my NYPL years be counted?

Answer: Yes, your NYPL years should be counted as long as there are no more than 4 years between the time that you left NYPL and started with the Queens Library. The contract states that time worked at Brooklyn Public Library and/or New York Public Library will be added to your seniority, making your service years a total of 11 years. You should contact the HR Department immediately to have the NYPL service years added into your seniority status. Then, HR should inform you whether or not your layoff notice will be rescinded.

Question: I’m a military veteran, does this mean that I won’t be laid off?

Answer: No. However, Civil Service Law and the Union’s contract allows for additional seniority to be added for eligible veterans and disabled veterans. Eligible veterans will have 30 months added to their respective Queens Library date of hire, and disabled veterans will have 60 months added.

Question: Mr. Galante has said in the Director’s Talks that more community libraries will become self-service in the next year. Doesn’t this mean that the library will need less staff, which is why staff is getting laid off?

Answer: The layoff notices were issued due to Mayor Bloomberg’s proposed \$23 million budget cut for the Queens Library for the next fiscal year. The contract clearly states that “no employee will be laid off or terminated as a result of automation.” The Union expects the library administration to act in good faith and not attempt to lay off staff due to self-service technology.

Question: I was promoted to an Office Associate from an Office Aide. Can I go back to being an Office Aide if it will save my job?

(Continued on page 7)

y Asked Questions

Answer: Yes, you may have bumping rights. Bumping rights mean that employees who received a direct line of promotion (for example, from an Office Aide to an Office Associate, or from a Senior Librarian to Supervising Librarian) can displace another employee with less seniority in a lower title/classification in the same layoff unit. Since bumping rights can be a bit complicated, we suggest that you contact the Union to better understand your individual bumping rights.

Question: I did not receive a layoff notice last year, but I did this year. I am completely shocked; is there anything I can do?

Answer: Last year, many staff members who received a layoff notice felt shell-shocked, angry, depressed, anxious and experienced difficulty sleeping at night, to name only a few things. This is a traumatic experience, your livelihood is in jeopardy and you are not alone in your feelings. Listed below are resources to help you deal with this traumatic experience: *Ways to Cope with Workplace Change* at <http://academicdepartments.musc.edu/musc/news/waystocope.htm> *Coping with Unemployment* at <http://mtt.cahs.colostate.edu/resources/unemployment/> *Job Loss: How to Cope* at http://careerplanning.about.com/od/jobloss/a/job_loss.htm

In addition, the Union has a number of advocacy efforts underway which you can participate in with your coworkers. Working together to fight the budget cuts can help alleviate feelings of helplessness. View the Local 1321 calendar at <http://www.local1321.org> and learn more about the city budget process under Budget Advocacy & Layoff Resources, New York City's Budget Explained.

Question: Last year, I worked really hard in the advocacy efforts, like getting petitions signed and attending rallies. The City Council restored funding for 5-day service, and the Queens Library still kept some libraries open six days and still laid off staff when Brooklyn Public Library and New York Public Library did not. I'm very angry about this, so why should I fight this year after what happened?

Answer: Your frustrations are shared by many staff members and the Union. It is important to remember that the advocacy efforts last year (the Urban Librarians Unite efforts, the "We Will Not Be Shushed" 24-hour read-in, the rallies at City Hall and various community libraries, getting petitions and

postcards signed) helped to build a momentum and send a strong message to the City Council about the critical role that libraries play in our communities. This, in turn, led to a majority of the budget cuts being restored last year. This year will be even more difficult because the proposed budget cut for the Queens Library is even larger, and other city workers, such as teachers, firefighters and police officers, are facing large budget cuts as well. Therefore, the Union will promote saving jobs not only for library employees, but also for the teachers, firefighters and police officers. The reality is that if we don't advocate this year, there will be far more than layoffs this year. While your anger is shared by many staff members, we need to advocate for saving jobs. The Union is asking staff members to try and rise above this anger and frustration and assist with advocacy efforts. Advocacy is the only way that we can save jobs and prevent reduced hours, closures, and layoffs!

Question: What happens if my layoff notice is not rescinded?

Answer: You will be laid off and eligible to collect unemployment. Employees laid off will be placed on a recall list for up to 4 years, and shall be called for reinstatement (by date of hire) upon vacancy within the same classification. Recalled employees who fail or refuse to accept reinstatement will be removed from the recall list. You can find resources for laid off staff at Local 1321's website <http://www.local1321.org/Documents/Layoffs.htm> and DC 37's website <http://www.dc37.net/about/services/resources.html>. *Additional information about Unemployment Insurance is included after the FAQs.*

Question: What happens to my accrued sick leave and annual leave if I'm laid off?

Answer: If you have less than ten years in the system and you get laid off, you will be paid your annual leave but you will lose all of your sick leave.

Question: If I get laid off, can I apply for grant-funded positions posted at the Queens Library?

Answer: The Union contends that laid off employees are entitled to these positions, as per the Union's Contract Article

Report On City Council Library Hearing

By John Hyslop, *President*

REPORT ON THE Hearing on the Mayor's Fiscal Year 2012 Preliminary Budget & the Fiscal Year 2011 Preliminary Mayor's Management Report – City Council Committee on Cultural Affairs, Libraries and International Intergroup Relations and Select Committee on Libraries – March 24, 2011

Committee members: Leroy Comrie, Elizabeth Crowley, Ruben Wills, Jimmy Van Bramer (Chair Committee on Cultural Affairs, Libraries and International Intergroup Relations), Vincent Gentile (Chair Select Committee on Libraries), Daniel Dromm, Inez Dickens, Dominic Recchia, and Jessica Lappin.

The Committees held this hearing to hear from the Department of Cultural Affairs Commissioner, the Directors of the three library systems and supporters of these organizations.

At 11:30 a.m. the three directors gave their testimony. Tom Galante read his testimony; NYPL and BPL painted the same bleak picture. If the mayor gets his way, all three directors said this would devastate library services and workers.

The question-and-answer period between the directors and Council members was polite and cooperative. A few things that stuck with me:

- All the Council members were very understanding of our work.
- The Council members made it clear that they are the ones that restore the funding. The mayor is the one that cuts the budgets.
- All three directors said that this budget dance is a waste of time.
- None of the directors specified what branches and staff will be impacted.
- The Council members were concerned that the directors were not speaking with the Unions about the budget impact and encouraged them to do so.

At around 2:30 p.m. the four Local Presidents – Eileen Muller, Local 1482 President; Val Colon, Local 1930 President; Cuthbert Dickenson, Local 374 President;

and I – testified (see my testimony at www.local1321.org). The Council members were very understanding of our situation and had some very interesting and insightful questions. The following struck me:

- In a follow-up question about whether or not the library administrations are meeting to discuss the budget impact, Eileen, Val and Cuthbert said the first time they heard about the budget impact was that morning. I said that we've known. I discussed some of the things that happened last summer, but did not go into detail. I told them that I met with Tom Galante for lunch to bury the hatchet so that we can work together

to fight the mayor's drastic budget cut in the coming budget season.

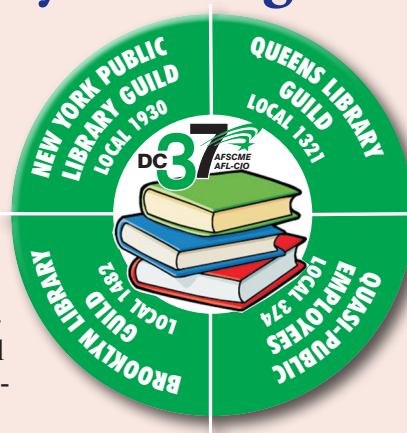
- We mentioned that morale is abysmal at the three systems because of these continuing cuts. Every year for the past three years, staff have been and continue to be worried about their jobs. People continue to look for other work because they are just waiting to be laid off. Chairperson Gentile expressed deep concern about the poor

staff morale and people looking for other work.

- Chairperson Van Bramer and Chairperson Gentile thanked us for coming to testify and said they would work very hard to restore the cuts to the library.

The Council members are very supportive of libraries. They were very receptive to our testimonies. Their questions were helpful in making everyone understand the gravity of the situation.

In summary, the mayor's cuts are dramatic across the board. The Council members have a lot to restore. Our efforts to get back all the funding must be as strong as ever. We need to work with all of our allies including our elected officials.



Local leaders represent library workers (l.-r.) Cuthbert Dickenson, Valentin Colon, Eileen Muller and John Hyslop at hearing.

The Truth About Library Budgets and Budget Cuts

REPRINTED here from, Save NYC Libraries (<http://savenyclibraries.org>), Feb 22, 2011.

On Thursday February 17, 2011, Mayor Bloomberg delivered his budget address for Fiscal Year 2012. The presentation cited \$20 million dollars' worth of cuts to our library systems in NYC, or an 8% decrease. If only that was the extent of the actual cut.

The figures cited for public libraries in FY'12 were based on Mayor Bloomberg's **proposed** budget for fiscal year 2011, not the adopted budget that included City Council's historic restoration of library funding, nor the actual budget that includes mid-year cuts.

The FY'12 budget presentation obscures the severity of the proposed cuts, which according to the Agency Projections given by the OMB here, here, here, and here, result in a \$64.5 million difference from the actual budget for Fiscal Year 2011, even taking into account the 5.4% PEG reduction from November 2010.

Last year, NYC City Council's Hearing Report on the FY'11 November Financial Plan raised the alarm of the immediate consequences of cuts of this magnitude, calling the 2012 Executive Plan,

"[E]ven more troubling, with a projected 22.5% cut in funding from the current level (including the November Plan PEGs). All

3 systems would face layoffs much larger than those projected by OMB in the November Plan, reductions in hours to as low as 2 to 3 days a week on average at branch libraries, and branch closures."

However, they failed to grasp the long-term significance of recent and future library budget cuts:

If Mayor Bloomberg's proposed FY'12 cuts are enacted, funding for New York City's public libraries will have been reduced by 38% since FY'09.

At a certain point the question becomes: do we want to live in a city without libraries? What would that mean for New Yorkers? What would that say about New York as a city? What kind of city do we *want* to be?

As New Yorkers and Americans, we value freedom of expression, education, and access to information as inherent components of our core identity and values. Free public libraries allow us to better ourselves and improve our lives. When massive cuts are proposed that would radically underfund our public libraries, what is ultimately attacked is the ability of hardworking New Yorkers to pull themselves up by their bootstraps and improve their own lives and the lives of their children. Let's not let that happen.

Agency	FY'09 Actual	Proposed FY'12	Diff. FY'09-'12 prop.	% DIFF FY'09-'12
NYPL Research	\$31,946,000	\$17,452,000	-\$14,494,000	-45.37%
NYPL Branches	\$134,127,000	\$85,182,000	-\$48,945,000	-36.49%
Brooklyn Public Lib.	\$100,472,000	\$63,328,000	-\$37,144,000	-36.97%
Queens Library	\$99,763,000	\$61,342,000	-\$38,421,000	-38.51%
Sum	\$366,308,000	\$227,304,000	-\$139,004,000	-37.95%

Source: OMB Agency Budgets & Projections Updated 2/17/11
www.nyc.gov/omb

City Council's Response to the Mayor's Proposed Budget:

Rationalize and Stabilize Funding for New York City Libraries

ON APRIL 8, 2011, the City Council published "The Council's Response to the Mayor's FY

2012 Preliminary Budget and Preliminary Management Report," found here, http://council.nyc.gov/html/budget/PDFs/2012/budget_response_fy_2012.pdf The City Council based their response on the testimonies of the four Union presidents and three Library Directors at the March 24 joint hearing of the Committee on Cultural Affairs, Libraries and International Intergroup Relations and Sub Committee on Libraries. In their document, the City Council gives library funding a high priority and proposes a new method for funding libraries. This new funding method will create a minimum service level for all New York City libraries. Below is their proposal:

The City's three public library systems face a deficit of \$81.2 million for Fiscal 2012 – a 29% reduction from the Fiscal 2011 figure, which included a joint \$61.5 million restoration of funds by the Council and the Administration. Implementation of the \$17 million Fiscal 2011 mid-year cut left the libraries scrambling in order to maintain an average of five-day a week service – reducing or suspending books and materials spending, and reducing their workforces through attrition and layoffs.

It is time for the City to create an operations policy for the

three public library systems, setting standardized minimum levels of service in each borough and providing adequate baseline funding to meet this mandate. Currently, there is no operations policy guaranteeing a minimum service level so that all boroughs have adequate and equal access to library services. The systems decide how many days and how many hours they will be open based on current funding levels. For Fiscal 2011, the libraries managed to maintain on average five days a week service, but it varied for each system. As City funding makes up the largest portion of each system's budget (except for the four Research libraries), the City should act to stabilize service, and provide adequate funding for the systems to do so.

Local 1321 is very interested in the City Council's novel funding proposal for New York City's public libraries. We will work with our library supporters and the City Council to ensure that this baseline of funding includes a level of service and staffing that ends the annual cycle of threatened and actual library cuts, closures and layoffs. New Yorkers in all five boroughs require adequate and secure library services and this proposal has the potential to ensure we get them.

As always Local 1321 is very grateful for the City Council's strong support for libraries and all the other great services New York City's public workers provide.

Layoffs: Frequently Asked Questions

XII, Section 7 b, <http://www.local1321.org> Constitution and Contracts, Local 1321 Working Conditions Contract, Article XII.

B) Where eligible and qualified for such positions, laid off employees on preferred lists shall be given first preference in hiring for specially funded positions. The polling of employees for such positions shall be in list order. The refusal by such employee of any offer of employment in such position shall not affect the employee's position on such preferred list.

The administration told us that they do not consider grant-funded positions "specially funded positions." Therefore, this issue has not been settled.

Question: Where can I find more information about my rights during a layoff?

Answer: Detailed information regarding layoffs and your rights can be found in the Union contract. Every library location should have a print copy or go to: Agreement with Local 1321, Article XII at <http://www.local1321.org> Constitution and Contracts, Local 1321 Working Conditions Contract, Article XII. 1995-2001 Citywide Agreement, Article XVII at <http://www.dc37.net/dc37contracts/citywide.pdf>

Additional Information on Your Rights under New York State Law

WARN Act

Our Local Working Conditions contract guarantees Queens Library workers 30-days notice for layoffs. However, in recent layoff actions Queens Library has given 90-days notice. This is because New York State workers that undergo mass layoff are protected by the Worker Adjustment and Retraining Notification (WARN) Act.

The WARN Act:

- applies to employers with 50 or more workers
- covers business closings that impact 25 workers or more
- covers mass layoffs impacting 25 or more workers (if the workers make up 33% of the work site or more)
- OR mass layoffs impacting 250 workers or more (even if less than 33% of workers)

- Includes managerial and supervisory employees
- Is enforced by the New York State Department of Labor. Employers that do not give the required notice may be liable for back wages and benefits

Unemployment Insurance (UI)

The New York State Department of Labor oversees the Unemployment Insurance program that provides temporary income to eligible workers. Claim for benefits must be filed during your first week of full or partial unemployment.

You may file:

- Online: <https://ui.labor.state.ny.us/UBC/home.do>
- By Phone: 1-888-209-8124

What you need to apply:

- Your Social Security number
- Your driver's license or Motor Vehicle ID card number
- Your complete mailing address and zip code
- A phone number where they can reach you from 8 am - 5 pm, Mon -Fri
- Employer Registration number or Federal Employer Identification Number (FEIN) of your most recent employer (FEIN appears on your W-2 forms)
- Names and addresses of all your employers for the last 18 months, including those in other states
- Your Alien Registration card number (if not a U.S. Citizen)
- Your copies of forms SF8 and SF50, if you were a federal employee
- Your most recent separation form (DD214, Member 4) for military service
- A 4-digit number to use as a Personal Identification Number (PIN)
- Web applicants who choose direct deposit need a check that has bank routing and checking account numbers
- You can file a claim without all of these documents. However, missing information can delay your first payment.

Additional information about UI is available at http://www.labor.ny.gov/ui/ui_index.shtml

DC 37's Spring Leafleting Campaign

IN MARCH AND APRIL, DC 37 and Local 1321 members participated in DC 37's Fight Back Campaign. We leafleted outside of Queens transit hubs, distributing flyers that condemned Mayor Bloomberg's proposed FY'12 budget and urging community members to reject his "snow job" on New York City and the attack on public services and public service workers.

Despite the wind and the cold and the bustle of the early morning commute, the public was very responsive. While shouts of "Stop the Budget Cuts" failed to turn many heads, folks showed more interest when we started calling out a list all of the public services that were targeted for cuts this year: public libraries, public schools, day care centers, CUNY, senior centers, clinics, hospitals, food banks, rape crisis services, mental health services, and homeless shelters. The staff at the South Hollis Community Library distributed leaflets to commuters at the transit hub at 179th Street and Hillside Avenue in Jamaica.

Many public service workers mistake media hostility towards public services with actual public sentiment. This is definitely not the case in New York City, where public services are heavily utilized and 25% of the workforce are

Union members. During the canvassing, many people expressed anger about cuts to public services without pointing fingers at the workers that provide them. Public outreach is a fun and easy way to get the word out about budget cuts to a receptive audience.

Our local president has been asking members to be more proactive in Union affairs by attending meetings, rallies and keeping abreast with Union matters. By doing so we will be able to help avert layoffs and save jobs. We all can make a difference in our community libraries by helping with petition signings and encouraging patrons to be involved in writing letters and making calls to their elected officials. In these times of economic uncertainty, keeping our solidarity is a key factor in minimizing losses to our workforce and reducing the damaging impacts to the services we provide to our communities.

Participating in the DC 37 Fight Back Campaign was a great kickoff to the advocacy season. Now that we have library petitions and postcards, we can step up our efforts to keep libraries open by getting the word out to the public. If you would like to canvass for this season's fight against library closures, please contact local1321@gmail.com.



Stay In Touch



Local 1321's Five Communication Outlets

With over 800 members spread across 63 agencies, it can be difficult to share information and get the word out about important news and events. We've listed the five main outlets that Local 1321 members have for communicating with each other. If you haven't signed up for email updates or joined our Facebook group, now is your chance!

1. Website – <http://www.local1321.org>

Accessible by all Internet users, not just members, the Local 1321 website contains news updates, contact information for our Union representatives, an events calendar, the contract, and DC 37 benefits information.

2. Facebook page

Only Local 1321 members can access this page, and must request permission from the group administrator to join. The page contains some of the same information as the website, including upcoming events (meetings, rallies, etc.) and news alerts. Members may post links and use the space for discussion and debate. At this time, 250 members have joined the Facebook group, so information posted on the page does not reach all Local 1321 members.

3. Mail

This is the only outlet that reaches all 800 members. However, mass mailings are expensive. We currently use this outlet for meeting notices, newsletters and elections.

4. Email/Constant Contact

The email delivery service for news updates and event information has huge potential to be a good source of Union information, but members must opt-in to the service. At this time, over 150 members have signed up.

5. Face to Face

This is the best way to deliver information and includes meetings and one-on-one discussions. General membership and committee meetings give members the opportunity to discuss issues, get updates, and bring proposals to the membership for a vote. This is the only outlet that allows members to participate in collective decision-making. One-on-one discussions with coworkers are equally important, and are a great way to share Union information and discuss working conditions. Face-to-face communication helps members build the relationships that are the basis for Union solidarity.

Trustee Sharon Diamond-Velox

AT THE MARCH 2011 General Membership Meeting, Local 1321 elected Sharon Diamond-Velox as one of the three Trustees to the Local. She replaces the retired Roz Lesser, who dedicated over 15 years to the Local. We will miss Sister Lesser's dedication and hard work for the Union and wish her the best in retirement. We welcome Sister Diamond-Velox to the Local's Executive Board and look forward to her work in the Union movement.

Name: Sharon Diamond-Velox

Position on the Executive Board: Trustee

How long have you been involved with the Union: 14 years

Position in Library: Senior Librarian

Work Location: Lefrak City Community Library

How long have you worked at the Library: 14 years

Why do you want to be on the Executive Board: Attending meetings and getting involved with the Union has made me realize how important it is to be a mem-

ber. There is no doubt that more employees of Queens Library should be active members in the Union. As an Executive Board member, I will try my best to encourage more of my colleagues to regularly attend meetings and to get more engaged in what we are fighting to accomplish. I am committed and willing to undertake any task that is assigned and do so to the best of my ability.

Accepting the responsibility of Trustee will be an honor, and I look forward to expanding on my knowledge and experience. This position will allow me to be devoted to Local 1321 while continuing my day-to-day responsibilities. I want to learn more about the operations of the Union and library system. Being a strong advocate and working for the needs and concerns of each member of the Union will be my primary goals. We are all facing stressful times and we (Local 1321) have to stick together to make a stronger and better Union.

Local 1321's Working Condition's Contract

AS A FOLLOW UP to information in the past two newsletters, Local 1321 submitted its revised Working Conditions contract to the library's administration for their review and okay. This whole process is a bit complicated. In 1997, the Local 1321 membership voted on our current contract dated 1999. All of its provisions continue today. Since then and for a number of reasons the Union and library administration have not agreed to a new one. However, we have agreed to a number of issues. To me-

morialize these issues, we need to have a brand new "revised" contract. Once this is complete, the newly "revised" contract will be mailed to everyone.

After this revision is complete, we will begin the bargaining process for a new contract. A Bargaining Committee will be formed. The committee will solicit your demands. We will bring those demands to the bargaining table and negotiate with library administration. Hopefully we can come to an agreement about a new contract. The membership will then vote on it.



Queens Library Guild
Local 1321 News
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