

West Hurley Public Library Policies

Table of Contents

LENDING RULES.....	3
CIRCULATION OF LIBRARY MATERIALS.....	3
Revised by the Board of Trustees: December 19, 2012LIBRARY CARDS.....	3
PATRON RULES.....	5
GIFTS.....	5
OBJECTIONABLE MATERIAL	5
PATRON CONDUCT	5
SELECTION OF LIBRARY MATERIALS.....	6
TUTORING POLICY	6
UNATTENDED CHILD.....	7
VULNERABLE ADULT POLICY	7
BUILDING RULES.....	8
DISASTER POLICY.....	8
INTERNET USE.....	8
MEETING ROOM AND GENERAL LIBRARY SPACE.....	9
POSTING MATERIALS	9
WIRELESS INTERNET USE	10
INTERNAL POLICIES	11
CODE OF ETHICS.....	11
CONFIDENTIALITY OF LIBRARY RECORDS	11
FRIENDS POLICY	12
INVESTMENTS.....	13
Objectives.....	13
Guidelines.....	13
Financial Controls/Procedures	13
Credit Cards	14
LAW ENFORCEMENT POLICY	15
POLITICAL CONTRIBUTIONS POLICY.....	16
PURCHASING	17
RECORDS RETENTION POLICY	18
SERVICE TO PATRONS WITH DISABILITIES.....	19
VOLUNTEERS.....	19
EMPLOYEE POLICIES	20
PERSONNEL POLICY.....	20
Benefits.....	20
Confidentiality	20
Drug and Alcohol Use	20

Emergency Closings	20
Employee Safety Policy	20
Employee Status	20
Equal Opportunity Employment.....	21
General Housekeeping.....	21
Leaves	21
Media Contact	21
Payday.....	21
Performance Evaluation	21
Sexual Harassment	21
Termination of Employment	22
Time Off.....	22
Worker's Compensation and Unemployment Insurance	22
Whistleblowers	23

LENDING RULES

CIRCULATION OF LIBRARY MATERIALS

1. All materials may circulate to borrowers in good standing for 21 days with the following exceptions:
 - a. Encyclopedias, Indexes and other Reference works marked "REF" do not circulate
 - b. Materials marked "Not to Circulate"
 - c. Items in the Local History Collection do not circulate
 - d. Current issues of magazines do not circulate
 - e. Newspapers do not circulate
 - f. New DVDs circulate for 14 days
 - g. Gaming materials circulate for 14 days
 - h. Equipment will circulate for a 21 day period to patrons over the age of 18 with a current library card and proof of address
2. Limits on borrowing West Hurley Public Library materials :
 - a. Borrowers may be asked not to take out a disproportionate number of titles on a single subject
 - b. A family will be limited to 10 West Hurley DVDs
 - c. A family will be limited to 10 audio books
3. Renewals: Items that are not reserved by another party may be renewed twice with the exception of new DVDs and gaming materials which can only be renewed once. Items that are reserved by another party may not be renewed. Borrowers may not renew an item for more than 63 days without permission of the director.
- 4.
5. Returns: West Hurley Public Library materials may be returned at any library in the Mid-Hudson Library System. No fines will accrue after they are processed at another library. Equipment must be returned to the West Hurley Public Library circulation desk.
6. Reserves: Patrons may sign up to place items on reserve to ensure that they receive them when the items are returned to the library. These items will only be held on reserve for one week.
7. Copyright: During the loan period of software, CDROMs, and other forms of electronic media, the patron is responsible for all copyright adherences. Anyone borrowing this material may use it for the loan period only.
8. Delinquency: After a patron owes more than ten dollars worth of fines or overdue/lost materials, his/her library privileges are revoked in the West Hurley Public Library and in the Mid-Hudson Library System. The system, neighboring libraries, and staff shall be notified.
9. Loss and Damage:
 - a. It is the borrower's responsibility to check the condition/contents of all materials upon checkout. Borrowers are responsible for returning all materials in their entirety in the same condition as when they checked the items out.
 - b. Borrowers who lose library materials or return them damaged beyond use or repair are required to pay the cost of replacement plus a two dollar service charge for processing. (If the book is out of print, the user will be charged the cost to replace the book with another on the same subject and approximate value.) Borrowers who lose equipment are responsible for the cost of the equipment and/or any missing parts.
 - c. Patrons are responsible for damage if the damage occurs while they are using materials in the library.
 - d. If the library is unable to locate West Hurley Public Library materials with a replacement value less than fifty dollars that a patron claims that they have returned, the library will change the book's status to "claims returned," and the patron will not have to pay to replace the book or to pay fines for it. After a patron accrues three outstanding "claims returned" from any library in the Mid-Hudson Library System, he/she may not use this alternative. Any item over fifty dollars is the borrower's responsibility (claims returned does not apply to these items.)
10. Fines: *If an item is not renewed, the following fines will accrue:*
 - a. Twenty-five cents each day for each overdue New DVD with a maximum of \$5.00
 - b. Twenty-five cents each day for each overdue gaming material with a maximum of \$5.00
 - c. Ten cents each day for each overdue library material (except those above) with a maximum of \$5.00

Revised by the Board of Trustees: December 19, 2012

LIBRARY CARDS

To insure Library cards will be issued with the following conditions:

- a. A person does not already possess a library card in the Mid-Hudson Library System
 - b. A person must provide this information:
 - Full name
 - Mailing address
 - Street address (if different than mailing address)
 - Phone Number(s)
 - Signature
 - Date of signature
 - Children under the age of 18 must have a responsible adult sign their registration form to indicate that the adult will be legally responsible for the child's fines and bills
 - Children under the age of four may not apply for a library card
 - Gender
 - Proof of residence
 - Birth date
 - c. A patron must show identification with a current residential address. Identification with only a post office box number or with a motel address may not be sufficient. The following are considered acceptable proofs of identification:
 - a valid state driver's license or identification card issued by a state motor vehicle division with current residential address; or,
 - a valid temporary driver's license with current residential address; or,
 - imprinted checks with current residential address; or,
 - canceled mail postmarked within the last week; or,
 - telephone, utility, rent, or tax bill
1. *Patrons must pay a two dollar replacement fee for lost cards.*
 2. *All library cards expire after 3 years. In order to renew a library card, patrons must produce identification and clear all outstanding fines and bills.*
 3. *Applicants who don't reside permanently in the Mid-Hudson System are subject to the following restrictions.*
 - a. *An applicant must provide the information outlined in the beginning of this policy*
 - b. *An applicant must pay an annual fee of fifty dollars*

Revised by the Board of Trustees: December 19, 2012

PATRON RULES

GIFTS

1. *Gifts of library materials (books, audio recordings, videos, etc) will be accepted with the understanding that the library reserves the right to add them to its collection, redistribute them, sell them, or discard them. Gift materials will be added to the collection in accordance with the Materials Selection Policy of the library.*
2. *Monetary gifts, bequests, and memorial or honorary contributions are welcome. If donated funds are used to purchase library materials, then these items will be chosen in accordance with the Materials Selection Policy of the Library.*
3. *Gifts of personal property, art objects, antiques, and other collectibles will be accepted with the understanding that they may be displayed, sold, given away, or discarded at the discretion of the Library Board.*
4. *The library keeps no record of the final disposition of these gifts, nor will the Library appraise any of these gifts.*
5. *Gift items will be formally acknowledged if the donor wishes.*

Reviewed by the Board of Trustees: December 19, 2012

OBJECTIONABLE MATERIAL

The library does not censor the content of library materials. Patrons objecting to the inclusion of materials they find objectionable can put their objection in writing for consideration by the Library Director and Board of Trustees.

Reviewed by the Board of Trustees: December 19, 2012

PATRON CONDUCT

In order to ensure constructive use of Library facilities, materials, and services, as well as the personal comfort of all patrons, the Board of Trustees has established the following rules for use:

1. *Smoking, foul language, loud and boisterous behaviors are not permitted.*
2. *Harassment of Library patrons or staff including touching or speaking or acting in a menacing way or intruding in another's space is not permitted.*
Violators of rules 1 or 2 may lose library privileges temporarily. Egregious violations will result in permanent loss of all library privileges.
3. *A library patron who deliberately alters or destroys computer equipment or software will be subject to financial liability for damages.*
4. *A library patron who vandalizes, steals, or destroys any library equipment or building components will be subject to financial liability for damages.*
Violators of rules 3 or 4 will forfeit all library privileges. If the conditions warrant, library staff will contact law enforcement.
5. *Offensive body odor due to poor personal hygiene, overpowering perfume, or cologne will result in the patron being asked to leave the library until the offending issue is corrected.*
6. *Food and drink are not allowed in the library unless offered by the library as refreshments served at a program.*
7. *Footwear and appropriate clothing are required of all patrons.*
8. *Only animals assisting the handicapped are permitted in the building.*

If a patron observes inappropriate behavior he or she should refer it to the Library staff.

Under the terms of this policy, library staff may ask patrons to leave for the day if the patron does not follow these rules.

Staff should document any significant incident of patron misconduct and report it to the Executive Board. Only the Officers and Director of the Library can administer long-term expulsion from the West Hurley Public Library.

Revised by the Board of Trustees: December 19, 2012

SELECTION OF LIBRARY MATERIALS

Library materials are selected and acquired by the Library Director within the parameters of the library budget and mission. Materials are selected for all age groups. Special requests for titles or materials must be made to the Library Director. Print, audio, audio-visual, and electronic formats are included in the collection, budget and space permitting. The library adheres to the principles contained in the American Library Association Bill of Rights and the American Library Association statement on the "Freedom to Read." A copy of the Bill of Rights is filed with this policy. Responsibility for the reading, listening, and viewing of Library materials by children rests with their parents or legal guardians. Selection will not be inhibited by the possibility that materials may inadvertently come into the possession of children.

Reviewed by the Board of Trustees: December 19, 2012

TUTORING POLICY

To insure the Library premises are available for use by its patrons in furthering their educational needs the Library permits private tutoring, on a paid or volunteer basis. The Director has final discretion as to whether the activity is tutoring and permissible under this policy.

Reservations will be permitted for tutoring students K-12 and for literacy activities. Tutoring sessions will be limited to a maximum of 3 students per tutor. The Director has final discretion as to whether the tutor is reserving excessive time to the detriment of others who may wish to reserve the meeting room.

There is no limitation to individual tutoring in other areas of the library without a reservation subject to the Patron Code of Conduct and this policy. Conversations or instruction should not be loud enough to distract other library users.

The Library is not to be used as a classroom or office space but as a quiet and safe workspace for students to receive instruction. Tutors may not publish or distribute advertisements or letters identifying the Library as their place of doing business or imply Library sponsorship of their activities.

The Library does not sponsor, recommend or assume liability or responsibility for the work and/or activities of the tutor and all arrangements must be made between the student and the tutor. The tutor is responsible for establishing communication protocols for their students and their parents. Library staff will not make or cancel appointments between student and tutors nor relay messages on their behalf.

Tutors and students must bring their own supplies.

Tutors and students are expected to abide by the Library's Patron Code of Conduct and Unattended Child Policies. Children under the age of 18 who are tutored in the Library are the responsibility of the tutor while on library property until they are released to parent or guardian or someone providing authorized transportation.

Revised by the Board of Trustees: March 21, 2012

UNATTENDED CHILD

1. Children under the age of 7 may not be left unattended at the Library. They must be accompanied by a person 13 years of age or older.
2. Children ages 8-17 who behave in accordance with the patron conduct policy may remain in the library without the accompaniment of an adult. Parents/guardians will still be responsible for their behavior and will be contacted if behavior is inappropriate.
3. Parents whose children attend library programs are strongly encouraged to remain in the Library. Due to unexpected circumstances, programs may end before or after the posted time. Children attending programs can be supervised by library staff only during the program.
4. Closing Time Procedure:
 - a. *Parents must pick up their children under the age of eighteen before closing time.*
 - b. *If parents have been contacted and are "ON THE WAY", staff will remain with the child up to fifteen minutes after closing time. At the staff's discretion, parents may be fined \$5.00 if they come after closing to pick up their child.*
 - c. *If the child has not been picked up after fifteen minutes, the police will be notified.*
 - d. *If the child has been picked up by the police, a staff member will post a note on the door advising the parent of the circumstances and stating where the parent/guardian can locate the child.*
 - e. *At no time will personnel of the Library drive a child home.*

Revised by the Board of Trustees: June 18, 2012

VULNERABLE ADULT POLICY

A vulnerable adult is an individual over the age of 18 who is mentally or physically challenged to a degree that may significantly impair that person's ability to provide adequately for his/her personal needs and manage his/her behavior without assistance.

A parent/guardian or caregiver 18 years of age or older must be responsible for monitoring the activities and managing the behavior of vulnerable adults during their Library visits.

Physically challenged adults who are capable of providing for their own needs are welcome to remain in the library without supervision so long as a contact person is available in the event the adult's health or safety is in doubt.

The rules for vulnerable adults at closing time shall be the same as the rules for an unattended child.

Accepted by the Board of Trustees: February 20, 2013

BUILDING RULES

DISASTER POLICY

Fire

At the first indication of smoke or flame, investigate the situation to determine location and extent of the fire. If the fire can obviously be contained and extinguished quickly and safely by staff, staff should proceed to do so. However if there is any doubt whether the fire can be controlled, staff should immediately call 911, trigger fire alarms if necessary, and clear the building. Staff should familiarize themselves with the type, location, and application of the fire extinguisher in the building. No patron or staff will reenter building until the fire department declares the library safe.

Health emergencies

Staff members should exercise caution when administering first aid of even a minor nature because of the safety of the injured individual and the potential liability of the staff member and the library. Without specialized training it is not advisable for staff to undertake more than keeping the sick or injured patron comfortable and protected from needless disturbance until medical help can be obtained. Since each case is unique, staff members should use their own judgment to do what is prudent and reasonable. The Rescue Squad/Police (911 if available) should be called immediately in the event of any serious problem. No medication, including aspirin, should ever be dispensed to the public.

Bomb threats

Staff should clear building and trigger fire alarm on the way out of the building. Once outside, staff should use available cell phone to call 911 to report bomb threat. The police will handle actual bomb search and no patron or staff will reenter building until police have declared library safe.

Snow storms

The Library will be closed upon the agreement of the staff member on duty and one board member.

Revised by the Board of Trustees: February 20, 2013

INTERNET USE

The Internet allows users to connect to networks of resources outside the library. Library patrons are encouraged to take advantage of the free Internet service.

The West Hurley Public Library does not monitor and has no control over the information accessed through the Internet, nor does the library have complete knowledge of what is on the Internet. Information on the Internet may be reliable and current or it may be inaccurate, out-of-date, or unavailable at times. Patrons access the Internet at their own discretion. Patrons may not send, receive, or display text or graphics that may reasonably be construed by library staff as offensive to the public. The West Hurley Public Library cannot be held responsible for the content of the Internet. As with other library materials, a child's use of the Internet is the responsibility of the parent/legal guardian.

Internet access will be available on a first come/first serve basis; but if other patrons are waiting, use will be limited to 60 minutes per person. Library business will take precedence over patron use.

Patrons may only use a web-based service for E-mail. Patrons may download to a flash drive. Users may not install software on library computers.

In accordance with federal and state laws and regulations, patrons are not permitted to use terminals for any illegal or criminal purpose, including but not limited to accessing legally obscene materials, harassment or stalking, unauthorized access to computer systems, or in a manner disruptive of other people's work. The library expressly disclaims any liability or responsibility arising from access to or use of information obtained through electronic information systems; and encompassing any activities by a user found to be illegal, or any consequences thereof. Misuse of the computer or Internet access will result in the loss of computer privileges.

Revised by the Board of Trustees: April 17, 2013

MEETING ROOM AND GENERAL LIBRARY SPACE

Library events take priority over individual usage.

Library-sponsored programs may include partnerships with outside agencies. These are activities initiated by Library staff. These do not require permission of the Board of Trustees.

The Library restricts use of the Meeting Room to community groups or for educational programming. Use of the room for religious or political activities is not permitted. Requests to use the Meeting Room must be made in writing to the Board of Trustees at least one month prior to the activity. Proof of liability insurance must be submitted by the agency requesting use of the room before final approval will be made.

Please be aware that the following restrictions apply before requesting permission:

- The Meeting Room may be reserved no more than ninety days in advance. It is understood that Library programming will have first priority in room use. The Library reserves the right to cancel any reservation of the Meeting Room.
- No admission may be charged by any group using the Meeting Room
- In general, there is no charge for using the Meeting Room. However, any additional staff time needed to support a meeting may be recovered from the group holding the meeting.
- The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement of the group or its programs.
- Refreshments may be served and shall be provided by the group. The group using the Meeting Room is responsible for leaving it neat, clean and in an orderly condition. Any offense may result in denied access for future group or individual meetings. The registrant is responsible for damages to Library equipment, furniture, or facilities during the meeting and will pay for any damages.
- The Library is not responsible for any equipment, supplies, materials, clothing or other items brought to the Library by any group or individual attending a meeting.
- Activity and noise levels in the Meeting Room during meetings must not disrupt or disturb regular library activities.
- Users of the Meeting Room must abide by all local, state, and federal laws, ordinances, and regulations, including occupancy limits.
- Smoking is prohibited.
- The registrant agrees to indemnify and hold harmless the Library and all its officers, employees, and agents from any and all claims, demands, suits, causes of action or judgments, any person may have as a result of any damages suffered while utilizing the Meeting Room.
- Any violation of these rules and regulations may result in an order to vacate the premises immediately and/or suspension of the privilege of using the Meeting Room.

Use of general library space is subject to the same rules as the meeting room.

Reviewed by the Board of Trustees: February 20, 2013

POSTING MATERIALS

The library maintains an area to provide organizations an opportunity to publicize community events of a civic, cultural, educational or recreational nature. In order to avoid the appearance of an endorsement, the library will not post notices of partisan political, religious or commercial events or activities.

Reviewed by the Board of Trustees: April 17, 2013

WIRELESS INTERNET USE

The West Hurley Public Library provides unfiltered wireless Internet connectivity as a service for users with wireless enabled devices. This service is not to be used as a permanent connection. By choosing to use this free wireless service you agree to abide by the Library's Use Policy that prohibits abusive or illegal activity while using the Library's Internet service. It is the responsibility of the user to understand his/her obligation to refrain from viewing inappropriate websites, spamming or any illegal activities.

Anyone using the wireless network provided by the West Hurley Public Library is forewarned that there can be no expectation of privacy when using the wireless network, whether accessed from an external or internal site and any information being sent or received over the Library's wireless network could potentially be intercepted by another wireless user. An informed wireless user should not transmit their credit card information, passwords and any other sensitive personal information. Users assume all associated risks and agree to hold harmless the Library and its employees for any personal information (e.g. credit card) that is compromised, or for any damage caused to users' hardware or software due to electric surges, security issues or consequences caused by viruses or hacking. All wireless access users should have up-to-date virus protection on their personal laptop computers or wireless devices.

The patron is responsible for knowing how to configure their own equipment. The Library assumes no responsibility for damage, theft, or loss of any kind to a user's equipment, software, data files or other personal property brought into or used at the Library's facilities. Users must keep their equipment with them at all times and may only use electrical outlets in public areas. The Library assumes no responsibility for the safety of equipment.

The Library cannot guarantee that the service will be available at any specific time nor can the Library accept reservations for wireless access. The connection shall not be used for illegal or time-consuming commercial purposes.

Patrons shall defend, indemnify and hold the West Hurley Public Library, its officers, employees, and agents harmless against all claims, actions, and judgments based upon or arising out of the patron's use of the Library's wireless connections.

Patrons will need a notebook/laptop computer or other device equipped with a wireless card that supports the current Wi-Fi standard.

NOTE: A printer is available on the wireless network for patrons to print on. Printing costs are the same as any library printer.

Library staff will not provide technical assistance and cannot guarantee that a user's hardware will work with the library's wireless connection. If a user has problems accessing the Internet over these connections, staff will not assist in making changes to the user's network settings or perform any troubleshooting on the user's own computer. Users should refer to their owner's manuals or other support services offered by their device manufacturer.

The West Hurley Public library has tried to ensure that wireless access is available throughout the library. However, signal strength may vary in the building and users may encounter occasional "dead spots" where wireless reception may be limited. Users who encounter trouble accessing the Internet or staying online should try a different location within the library.

The library's wireless internet service does not support internet cellular telephone access, also called WiMAX (Worldwide Interoperability for Microwave Access).

Revised by the Board of Trustees: April 17, 2013

INTERNAL POLICIES

CODE OF ETHICS

STATEMENT OF COMMITMENT

It is the responsibility of the Board of Trustees of the West Hurley Public Library and the individual trustees to ensure that the West Hurley Public Library provides quality library service to the residents of the communities we serve. The Code of Ethics, which follows, represents our commitment to the ethical standards for our library. Failure to adhere to this Code of Ethics by any individual trustee may result in removal from the board.

ETHICAL GUIDELINES

- Trustees in the capacity of trust upon them, shall observe ethical standards with absolute truth, integrity, and honor.
- Trustees must distinguish clearly between their personal attitudes and philosophies and those of the institution, acknowledging the formal position of the board even if they personally disagree. After a policy or rule is adopted by a majority of the library board, individual trustees should publically support those decisions.
- Trustees must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information. Trustees must not divulge information learned during executive sessions of the board, or any information regarding future board plans or actions until such action is officially taken. Negotiations of contracts are in the purview of the assigned board committee/representative.
- Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the situation.
- It is incumbent upon any trustee to recuse himself or herself immediately whenever the appearance of a conflict of interests exists.
- Trustees must make decisions in the best interest of residents in all parts of the West Hurley Library Special District's chartered service area. No preference will be given to any town or group of people.
- Trustees must be prepared to support the fullest efforts of librarians in resisting the censorship of library materials by groups or individuals.
- Trustees who accept library board membership are expected to perform all the functions of library trustees. If a trustee is unable to attend meetings regularly and complete work delegated to him or her, the trustee should resign so that an active member can be appointed.

Revised by the Board of Trustees: April 17, 2013

CONFIDENTIALITY OF LIBRARY RECORDS

Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials, films or records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute. Patrons may sign a confidentiality waiver giving another individual permission to do one or both of the following: request information about materials on loan and take out materials.

Reviewed by the Board of Trustees: August 18, 2010

FRIENDS POLICY

The Board of Trustees of the West Hurley Public Library looks upon Friends of the West Hurley Public Library as a valuable member of the library team and an extremely worthwhile community organization which greatly benefits the Library. The Friends mission is to raise money and create public awareness in the community to support the services and programs of the Library.

The following will constitute an operating agreement between the Friends and the Board. It will stand until and unless it is modified by mutual agreement between the Friends Executive Board and the West Hurley Public Library Board of Trustees.

The Library agrees to inform the Friends of the long-term plans to ensure that the Friends are aware of the goals and direction of the library.

The Library agrees to supply the Friends with a "wish list" that indicates the anticipated needs for Friends support. In that regard, the Library agrees that the Friend's funds are to supplement the library's operating budget providing materials and programs that enhance the library's service. Friends' funds should not replace money that is normally provided by the library district for library operations. The Friends will decide how to spend their money after conferring with the Library Director and the Library Board

The Library agrees to provide public space for Friends membership brochures and promotional materials.

The Library agrees to provide the Friends with space in the Library for book storage and sorting, book sales, and office needs.

The Friends agree to publicly support the Library and its policies.

The Library and **the Friends** agree that one member of the Board of Trustees shall be appointed as a Friends liaison to report Friends activities and requests to the Board.

The Friends agree to invite the Board Liaison to their meetings and/or provide the Board with status reports on activities and projects currently in both the planning and implementation stages.

The Friends agree that any and all monies raised will be spent exclusively for library programs, services, and other Library defined needs unless otherwise agreed to by both the Friends and the Library.

The Friends agree that the Library Director and the Board of Trustees have the final say in accepting or declining any and all gifts made to the library.

The Friends agree to engage in advocacy efforts on behalf of the Library under the guidance of the Library and the Library's Board of Trustees.

The Friends agree that if they cease to actively fundraise and promote the Library, they will disband, allowing for a new Friends group to be established in the future.

Revised by the Board of Trustees: July 21, 2010

INVESTMENTS

All investment policies and procedures of the West Hurley Public Library will be in accordance with New York State law regarding public libraries. The Library is subject to the requirements of the General Municipal Law and the applicable Banking Law. Under the current version of these laws the Library can only use commercial banks that are chartered to do business in New York State. Administration and execution of these policies are the responsibility of the Treasurer, and, by designation, the Library Director acting under the authority of the Library Board of Library Trustees. Investments, fund balances, and the status of such accounts will be reported at each regularly scheduled meeting of the Library Board.

Objectives

In selecting financial institutions and investment instruments to be used, the following general objectives should be considered:

- Safety
- Maintenance of sufficient liquidity to meet current obligations
- Return on investment
- Simplicity of management

Guidelines

The following guidelines should be used to meet the general investment objectives:

1. *Safety*
 - a. *Municipal Law requires that deposit accounts in banks must either be FDIC insured, \$250,000; or for amounts above the FDIC limit, deposits can be collateralized. Banks will provide municipal accounts to collateralize deposits. In general, municipal accounts will not provide the best rates of return; it is therefore the policy of the West Hurley Library to disburse funds among more than one bank so that all deposits are fully FDIC insured.*
 - b. *Authorized investments include and will primarily consist of: Certificates of Deposit, Treasury Bills and other securities guaranteed by the U.S. Government, and any other investments allowed under State law that satisfy the investment objectives of the library district.*
2. *Maintenance of sufficient liquidity to meet current obligations, reserve requirements.*
 - a. *In general, investments should be managed to meet liquidity needs for two months (based on forecasted needs). The Library Tax collected by the Town is provided in early March. Therefore, the reserve required at the end of the Library fiscal year, December 31, is four months of normal expense.*
3. *Return on investment:*
 - a. *Within the constraints of NYS law and this investment policy, every effort should be made to maximize return on investments made. All available funds will be placed in investments or kept in interest bearing deposit accounts at all times.*
4. *Simplicity of management:*
 - a. *The time required by library administrative staff to manage investments shall be kept to a minimum.*

Financial Controls/Procedures

Financial controls/procedures are required as part of the Board's fiduciary responsibility

1. *To disburse funds, vouchers must be attached to invoices and approved by the Board (required by the Library Charter).*
2. *This approval may take the form of a warrant list, normally approved at the monthly Board meeting. For recurring bills, such as utility bills, the Board may, on a yearly basis, approve one voucher and with an accompanying resolution, agree to pay the bills for the remainder of the year. In the event that a Board meeting is delayed and a time sensitive bill comes due; the library director will send a note to the Board members asking that they come to the library to approve the warrant list. The warrant list will be approved when a simple majority approves the list (5 for our current 9 member board). The library director will send an email notifying the remaining board members of the resolution. The warrant list is produced by the library director, the associated checks by the accountant/bookkeeper; the checks are signed by the treasurer.*
3. *Once a month, the Treasurer or a member of the Finance Committee will review photocopies of checks cleared by our banks.*
4. *Checkbooks may not be removed from the library.*

5. *Funds drawn from the money market account are to be deposited only in the checking account or the capital account.*
6. *Both the money market and checking accounts are to be reconciled monthly; our accountant/bookkeeper will flag any check from the money market account not written to the checking account or capital account.*
7. *Money from the front desk is counted by the accountant/bookkeeper, who also produces a deposit slip, and deposited by the treasurer.*
8. *Once a month, a member of the Finance Committee will review the detailed financial report.*
9. *At year end, a copy of the financial records will be saved on secure media and filed with the annual reports.*
10. *Banks used by the Library will be approved by resolution at the January Board meeting and as required to meet changing banking needs. Interest rates will be reviewed in preparation for the January meeting and at the discretion of the Treasurer.*

Credit Cards

Bank credit cards will be established in the name of the West Hurley Public Library and the specific name of an individual with a maximum credit limit for each set by the Library. All monthly bank statements and correspondence will be sent to the Library District. Bank credit cards will be used primarily for travel expenses to conferences and/or workshops and pre-payment of materials when required by a vendor.

Bank credit cards will be issued to:

- *Executive Director*
- *Treasurer*

Upon receipt of original itemized documentation and a voucher, credit card expenditures will be paid by check through the Treasurer after approval by the Board.

Expenses may be incurred with the credit card only if all of the following conditions are met:

1. *Expenditures must be within the guidelines of the particular activity of the approved budget. This card is not to be used for any personal expenses.*
2. *Purchases may not exceed your credit limit. There are no exceptions.*
3. *Proper documentation to support the expenditure must be submitted prior to the receipt of the monthly statement. Exceptions must be approved by an officer of the board.*

Proper documentation is to include:

- *Original itemized paid receipt indicating the amount paid, to the vendor, and the itemized description of the purchase.*
- *In the case of books, subscriptions or similar types of orders, a copy of the order form or document.*
- *A hardcopy print-out of the items ordered on-line.*

Examples of documentation not allowed:

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

Revised by the Board of Trustees: December 15, 2010

LAW ENFORCEMENT POLICY

The West Hurley Public Library recognizes and strives to follow the practices of the American Library Association Code of Ethics, Article III, "We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted," to the fullest extent of our abilities. The Library also supports the rights and privacy of our patrons with "Civil Practice Laws and Rules Section 4509 Library Records."

Civil Practice Laws and Rules Section 4509 Library Records, states "Library records, which contain names of other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, **including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials, films of records**, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user of pursuant to subpoena, court order or where otherwise required by statute."

The Library Director has been designated as the person responsible for handling law enforcement requests. **All Library staff should understand that it is lawful to refer the agent or officer to an administrator in charge of the Library, and that they do not need to respond immediately to any request.** Staff should call the Director or the Board President if appropriate.

During a visit:

1. If anyone approaches a staff member alleging to be a law enforcement official requesting information, DO NOT DISCLOSE ANY INFORMATION.
2. Ask for identification and then immediately refer the agent or officer to the library Director. If she/he is not available the Board President or the Board Vice President should be contacted. Photocopy identification or take business card.
3. Director or other officer will meet with the agent and ask to see the court order(s) (for example, search warrant, subpoena, National Security Letter) authorizing law enforcement.
4. If the agent or officer does not have a court order compelling the production of records, the director or officer should explain the Library's confidentiality policy and/or the state's confidentiality law (NYS 4509) and inform the agent or officer that users' records are not available except when a proper court order in good form has been presented to the Library.
5. If there is no court order presented the FBI and /or local law enforcement has no authority to compel cooperation with an investigation or require answers to questions (other than the name and address of the person speaking to him/her). If the agent or officer makes an appeal to patriotism, the Director will explain that, as good citizens, the Library staff will not respond to informal requests for confidential information, in conformity with professional ethics, First Amendment freedoms and state law.
6. If the agent or officer does present a court order the Director should immediately refer the court order to the Library's legal counsel for review.

West Hurley Public Library Legal Counsel:
Mainetti, Mainetti & O'Connor, PC
303 Clinton Avenue, Kingston, NY 12401
Tel: 845-331-9434

If the court order is in the form of a subpoena:

- Counsel will examine the subpoena for any legal defect including the manner in which it was served on the library, the breadth of its request, its form, or an insufficient showing of good cause made to a court. If a defect exists, counsel will advise on the best method to resist the subpoena.
- Through legal counsel the Director will insist that any defect be cured before records are released and that the subpoena is strictly limited to require release of specifically identified records or documents.
- The Attorney or Director will require that the agent, officer, or party requesting the information submit a new subpoena in good form and without defects.
- The Attorney and Director will review the information that may be produced in response to the subpoena before releasing the information. They will follow the subpoena strictly and will not provide any information that is not specifically requested in it.

- If disclosure is required the Library's Attorney will draft a request to the court to enter a protective order keeping the information confidential and limiting its use to the particular case. The document will ask that access be restricted to those persons working directly on the case.

If the court order is in the form of a search warrant:

- Search warrants are executable immediately. However, ask to have Library counsel present before the search begins to allow counsel to examine the warrant and assure that the search conforms to the terms of the warrant. This request may not be granted.
- Gather records identified in the warrant and present them rather than allowing non-library personnel to go through the Library's databases or records.

If the court order is a search warrant issued under the Foreign Intelligence Surveillance Act (FISA) (USA PATRIOT ACT amendment):

- The recommendations for a regular search warrant still apply. However, a search warrant issued by a FISA court also contains a "gag order." That means that no person or institution served with the warrant can disclose that the warrant has been served or that records have been produced pursuant to the warrant
- The Library and its staff must comply with this order. No information can be disclosed to any other party, including the Director if not present at the time warrant is served and the patron whose records are the subject of the search warrant.
- The gag order does not change a library's right to legal representation during the search. The Library can still seek legal advice concerning the warrant and request that the Library's legal counsel be present during the actual search and execution of the warrant.

If the court order is a National Security Letter:

The procedure is the same as for a search warrant. However, a gag order applies. The Director will contact Library counsel. If the Director is not available, contact the Board President or Board Vice President. She/he may request that the Library's legal counsel be present during the search and that the search be delayed until counsel examines the court document. If law enforcement chooses to proceed, the Library must comply.

The Board recognizes that it is only through continued public confidence in the fact that these guidelines are being upheld that the public can maintain its confidence in the West Hurley Public Library.

Reviewed by the Board of Trustees: August 18, 2010

POLITICAL CONTRIBUTIONS POLICY

501(c)3 organizations are restricted by IRS regulations from making financial contributions to candidates.

While libraries as institutions must remain neutral, library supporters are not expected to be neutral. Trustees and library staff may contribute to individual political candidates and parties.

Reviewed by the Board of Trustees: August 18, 2010

PURCHASING

With the understanding that purchases for library materials are often available through statewide or national discount programs for libraries, the Board of Trustees establishes the following policy:

1. *Library Materials: Books, magazines, AV, and other such materials intended for patron use are generally purchased from vendors offering volume discounts or vendors offering a state contract. Materials available only from the publisher are generally purchased with little or no discount.*
2. *Capital and One-Time Purchases: The following schedule is related to capital or one-time purchases on non-library materials where individual items are at the stated prices and for which there are sufficient budget appropriations.*

Purchase Amount	Policy
Up to \$1000	Discretion of the Executive Director
\$1000 - \$2,999	Minimum of three verbal quotes documented by a library representative and approved by both the Treasurer and the President prior to purchase and reported to the Board of Trustees
\$3,000 - \$4,999	Minimum of three written quotes approved by the Board of Trustees
Over \$5,000	Formal bid process approved by the Board of Trustees

3. *Ongoing Expenditures: The following schedule applies to purchases where anticipated yearly expenditures for items are known to exceed the following thresholds in any of the prior three years.*

Purchases	Public Works	Policy
Up to \$2,000	Up to \$2,000	Discretion of the Executive Director
\$2,001 - \$5,000	\$2,001 - \$5,000	Minimum of three verbal quotes or a reasonable alternative documented by a library representative and approved by both the Treasurer and the President prior to purchase and reported to the Board of Trustees.
\$5,001 - \$9,999	\$5,001 - \$9,999	Minimum of three written quotes or a reasonable documented alternative approved by the Board of Trustees
\$10,000 or more	\$10,000 or more	Formal bid process approved by the Board of Trustees

4. *The Library District will comply with all New York State requirements for public works projects.*
5. *Emergencies: In the effect of an emergency over \$1,000, the Executive Director will obtain three verbal quotes if possible. Either the Treasurer or the President will approve the expense.*

Reviewed by the Board of Trustees: August 18, 2010

RECORDS RETENTION POLICY

1. [304]	Incorporation, chartering and registration records: Retention: PERMANENT
2. [306]	Directory of public library system and member libraries , prepared by public library system (member library's copy): Retention: 0 after superseded or obsolete
3. [307]	Borrowing or loaning records , including interlibrary loan: Retention: 0 after no longer needed
4. [308]	Catalog of holdings: Continuously updated catalog (maintained by Mid-Hudson Library System) Retention: 0 after superseded or obsolete
5. [309]	Individual title purchase requisition which has been filled or found to be unfillable Retention: 1 year
6. [311]	Library material censorship and complaint records , including evaluations by staff, patrons' complaints and record of final decision: Retention: 6 years after last entry Note: Appraise these records for historical significance prior to disposition. Some library censorship records deal with serious constitutional issues and may have value for future research

Business Records and Documents

Type of Document	Minimum Requirement
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank Reconciliations	2 years
Bank statements	3 years
Contracts, mortgages, notes and leases (expired)	7 years
Contracts, mortgages, notes and leases (still in effect)	Permanently
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Duplicate deposit slips	2 years
Employment applications	3 years
Budget	7 years
Year End Financial Statements	Permanently
Insurance Policies (expired)	3 years
Insurance records, current accident reports, claims, policies, etc.	Permanently
Internal audit reports	Current Year plus Prior Year
Invoices (to customers, from vendors)	7 years
Minute books, bylaws and charter	Permanently

Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years
Retirement and pension records	Permanently
Tax returns and worksheets	Permanently
Timesheets	7 years
Voting Results	Permanently
Withholding tax statements	7 years

Reviewed by the Board of Trustees: August 18, 2010

SERVICE TO PATRONS WITH DISABILITIES

The West Hurley Public Library offers the same services to patrons with disabilities as to all other segments of the population. In addition to those services, the West Hurley Public Library acts as facilitator between the patron and Services to the Blind and Physically Handicapped and welcomes service animals in the library.

Reviewed by the Board of Trustees: August 18, 2010

VOLUNTEERS

The Library Board encourages individuals and groups to volunteer their time and efforts in the service of the West Hurley Public Library. In appreciation of volunteer services, the Library acknowledges the need to organize volunteer activities and provide for appropriate recognition befitting the benefit to the library and the community it serves.

The use of volunteers and their assigned tasks will be coordinated by the Library Director.

Revised by the Board of Trustees: August 18, 2010

EMPLOYEE POLICIES

PERSONNEL POLICY

Benefits

The Library participates in the New York State & Local Retirement System. The Library Director is required to join upon first day of employment.

The Library offers the Library Director medical benefits and provides benefits for his/her dependents if he/she so chooses.

Confidentiality

Staff and patron information is confidential and should not be discussed with any person or persons outside the Library. Copying, removing, allowing unauthorized access to Library or patron documents, information, files or mailing lists, or any form of distribution of patron information is not allowed. Any breach of this confidentiality requirement is grounds for termination. The Library will deny access to these files to creditors, collection agencies and other outside sources, except where an employee has given written consent or a subpoena has been issued.

Drug and Alcohol Use

If an employee reports to work visibly impaired and cannot perform the required job functions, that employee will not be allowed to work. Proper treatment of the employee, including sending the employee home, should be ascertained. In the event the employee is sent home the employee will not be allowed to drive; the Library will provide suitable transportation.

Emergency Closings

At times, emergencies such as severe weather, fires or power failures, can disrupt Library operations. In extreme cases, these circumstances may cause the Library to close. The decision to close will be made by the Library Director or Director Designee and an Officer of the Board of Trustees. A telephone-calling tree is used to inform all scheduled employees of a closing or late opening in a timely manner. The time off from scheduled work will be paid. Any employee who is absent due to illness, personal leave or vacation will not be charged for times that the Library is closed.

Employee Safety Policy

The Library cannot by itself create a safe and healthy environment. It needs the efforts of all of its employees. The Library's goal is to avoid accidents altogether, but to achieve this goal employees must make a conscious effort to be aware of safety and health hazards at all times.

The following are a limited number of basic precautions.

5. *Observe all smoking restrictions defined by NYS law.*
6. *Make sure that the aisles in work areas are free of debris.*
7. *Close cabinet doors and drawers when not in use.*
8. *Observe good lifting practices.*
9. *Employees should report all injuries, no matter how slight, immediately to their supervisor.*
10. *Employees should report all unsafe conditions or practices immediately to their supervisor.*

All federal and state OSHA safety requirements must be complied with. In the event that any employee is unsure of the rules or has taken on a new responsibility, he/she should contact the supervisor for additional training.

Employee Status

The Library Director is a full-time employee.

Part-time employees work 19 hours or less per week. The work week for the Library Director is 38 hours. The Board of Trustees recognizes that managing the Library requires flexibility, and at times adjustments to hours may be appropriate to average seventy-six hours per bi-weekly pay period. The Library Director must approve any overtime work.

Equal Opportunity Employment

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the West Hurley Public Library (hereafter referred to as “the Library”) will be based on merit, qualifications and abilities. The Library does not discriminate in employment opportunities or practices on the basis of race, color, creed, sex, national origin, age, disability, sexual orientation, military or veteran status, citizenship status, ethnicity, marital status or any other characteristic protected by Federal Equal Employment Opportunity and NYS Human Rights laws.

The Library will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of the Library Director or the Personnel Committee. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of discrimination will be subject to disciplinary action, up to and including termination of employment.

General Housekeeping

All employees, not just maintenance personnel, are expected to do their part in keeping the Library building clean, neat and organized. All employees are responsible for cleaning up after themselves in common areas such as the lunch area and rest room.

Leaves

Salaried employees may be granted extended unpaid leave as follows:

1. *Up to 12 weeks for maternity/paternity.*
2. *Up to 4 weeks for bereavement.*
3. *Up to 12 weeks for serious health problems for which medical certification has been provided.*

The Board of Trustees will consider each case on its individual merits.

During the unpaid leaves set forth above, Health insurance coverage, if provided by the Library, shall continue. Any payment in lieu of health insurance that is already in effect prior to the unpaid leave request shall continue. Part-time employees may also request unpaid leave by submitting each request in writing to the Library Director who will in turn forward such request to the Board of Trustees for consideration. Each case will be considered on its individual merits.

Media Contact

Information is not to be given to the media by an employee other than the Library Director. In the event the media makes contact, the employee should request the name, phone number, and organization represented and gives that information to the Library Director who will return the contact.

Payday

Payroll period spans two weeks from Saturday to Friday with payment by Friday. Employees are required to maintain an accurate record of all time worked.

Performance Evaluation

The Library Director will conduct performance evaluations annually. The purpose of these evaluations is to provide feedback, clarify employee duties and identify areas for growth.

Sexual Harassment

Sexual Harassment by word or deed of any employee or patron will not be tolerated. Behavior that is offensive, intimidating or abusive in nature is prohibited. An employee who feels that she or he is a victim of any form of harassment must file a written complaint with the Library Director or Personnel Committee. All complaints will be treated with confidentiality and no punitive action will be taken against any employee because he or she files a harassment complaint.

Termination of Employment

A part-time employee who resigns is expected to give the Library two weeks' notice, except in the case of illness or family emergency. A full-time employee who resigns is expected to give the Library one month's notice, except in the case of illness or family emergency.

Employees may be terminated for substandard work without notice during a 3-month probationary period.

After the probation period, employees will receive oral and written counseling to improve substandard performance. If performance does not improve, the employee will be given written notice that performance must be improved within the next 30 days; if performance does not improve the employee will be terminated. Serious offenses, including but not limited to theft, use of drugs or alcohol while at work, physical assault, bringing a weapon onto library property, or a determination of sexual harassment on the part of an employee, may result in immediate dismissal without counseling. Employees who are terminated may file a grievance with the President of the Board of Trustees within five days of termination. A grievance must be made in writing.

If budget cuts necessitate a reduction in staffing levels, the Library Director will determine which positions can be cut to create the least negative effect on Library services, and submit a plan to the Library's Board of Trustees for approval before implementation.

Time Off

The Board of Trustees will consider the year to run from January 1 to December 31. The Library Director is the only employee offered paid leave.

Time off must be scheduled in advance, except in the case of illness or emergency. Employees are accountable and responsible for finding a substitute for their time off, except in the case of an emergency. A substitute list is provided at the front desk. If they are unable to find a replacement, the Library Director should be notified at least two hours prior to the start of their shift.

Part-time employees are paid their regular hourly rate of pay for fixed holidays and time off for jury duty which takes place during an employee's scheduled work hours.

Full-time employees are paid their regular hourly rate of pay for fixed holidays and time off for jury duty and bereavement which takes place during an employee's scheduled work hours. Bereavement is for immediate family or those who live in your house, and paid leave is available for up to five days.

Library Director

1. *Holidays: The Library Director will receive 10 paid holidays per year. These will consist of those days in which the Library is closed during its normal operation and the balance as floating holidays. Holidays are non-cumulative.*
2. *Vacations (These days are non-cumulative):*
 - a) *1st year- one week paid leave*
 - b) *2nd year – 5th year - two weeks paid leave*
 - c) *5th year & beyond – three weeks paid leave*
3. *Sick & Personal: The Library Director is allowed five sick days per year and five personal days per year. (These days are non-cumulative.)*

The Library Board President must be notified in advance of floating holidays and vacation days, and if at all possible, personal days that will be taken by the Library Director. The Library Director will make sure that there is adequate staff coverage for these days and post a schedule for the staff and the Board of Trustees in the Library office. In the event that the Library Director has to take a sick day, he/she will do his/her best to make sure that the Library is staffed for its full open hours with regular staff, substitutes or volunteers; if this is not possible, the President of the Board of Trustees is to be notified. The Library Director will make note of any days taken off on weekly timesheets and identify them by category.

Worker's Compensation and Unemployment Insurance

Employee benefits under each program are determined by the law and are available for employee use in the event of injury or unemployment.

Whistleblowers

The West Hurley Public library's Code of Ethics ("Code") requires Directors, Board members and Employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Organization, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations. It is the responsibility of all directors, officers and employees to comply with the Code and to report violations or suspected violations in accordance with this Whistleblower Policy.

No director, officer or employee who in good faith reports a violation of the Code shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the Organization prior to seeking resolution outside the Organization.

Employees should share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, the Library Director is in the best position to address an area of concern. However, if you are not comfortable speaking with your director or you are not satisfied with the response, you are encouraged to speak with the President of the Board of Trustees to report suspected violations.

The President of the board of directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

The Director or Board President will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Revised by the Board of Trustees: August 18, 2010