

BYLAWS OF THE WHITESVILLE PUBLIC LIBRARY

ARTICLE 1-NAME

This organization is and shall be known as

THE WHITESVILLE PUBLIC LIBRARY

existing by virtue of the provision in the absolute charter granted by the Regents of the University of the State of New York on and existing by the powers and authority and assuming the responsibilities delegated to it under the said Charter.

ARTICLE 2-MANAGEMENT

1. The business and affairs of the Whitesville Public Library shall be managed and conducted by a Board of Trustees that shall be five in number. The trustees shall be elected at the annual school vote of the Whitesville Central School District in May of each year. Each trustee shall serve for a term of five years with one trustee being elected each year.
2. The term of members of the Board of Trustees shall end on June 30th of the fifth year following election unless the trustee shall have resigned or otherwise terminated membership on the Board.
3. The Board of Trustees shall fill vacancies, which occur for reasons other than expiration of term, for the balance of the year until the next annual school vote. The person elected at the next annual school vote shall serve out only the balance of the remaining of the original term.
4. Any trustee who shall fail to attend three consecutive regular meetings of the Board shall be deemed to have resigned as a trustee unless a reasonable excuse is offered in person for such absences and an expression of continued interest to serve is presented.

ARTICLE 3-OFFICERS

1. The Officers of the Board of Trustees shall be elected at the regular Board meeting in July of each year on the regular meeting date.

The officers shall consist of:

President

Vice President

Secretary

Treasurer

elected from the Board of Trustees.

2. All Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected.
3. The President shall preside at all meetings, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as ex-officio member of all committees and generally perform all duties associated with that office.
4. A nominating committee shall be appointed by the President two months prior to the annual meeting to designate a slate of Officers at the annual meeting. Additional nominations may be made from the floor. The vote for Officers shall be by secret ballot if two or more Trustees have been nominated for one office.
5. The Vice-President, in the event of the absence or disability of the President, or of a vacancy in that office, shall assume and perform the duties and functions of the President.
6. The Secretary shall keep a true and accurate record of all meetings of the Board, shall issue notice of all regular and special meetings and shall perform such other duties that are generally associated with that office.
7. The Treasurer of the Board shall make all bank deposits on a weekly basis as needed, approve invoices and endorse checks if the bookkeeper is unable to do so. The Treasurer shall be bonded.

BOOKKEEPER

The Bookkeeper shall be hired by the Board of Trustees for an amount agreed upon by the Board of Trustees and the Bookkeeper. The Bookkeeper shall be responsible to write all checks and to pay all invoices, shall reconcile the checkbook, shall present a financial report to the Board monthly, shall be responsible for payroll and all other duties associated with the title. The Bookkeeper shall be responsible to file all financial forms required by STLS New York State Comptroller's Office as well as the Federal Government. The Bookkeeper shall be bonded.

ARTICLE 4-MEETINGS

1. Regular meetings shall be held on the third Tuesday of each month at 7:00 pm, in the Library Meeting Room as established by the Board of Trustees. The Secretary shall send notice thereof to all Trustees at least one week prior to such regular meetings and a public notice shall be posted on the Library sign, bulletin board and web page.
2. All reports should be submitted to each Trustee via email, one week in advance of the monthly meeting for Trustees to peruse the reports for corrections.
3. Special meetings may be called by the Secretary at the direction of the President or at the request of at least one third of the trustees for the transaction of business as stated in the call for the special meeting. Only business called for in the call for a special meeting may be tended to at the special meeting.
4. A quorum for the transaction of business shall consist of a majority of the entire Board in person. In the absence of a quorum, the Trustees present may adjourn the meeting to a date determined a notice sent to all Trustees.
5. The order of business for regular meetings shall include, but not be limited to the following items that shall be covered in the sequence shown as far as circumstances will permit:
 - Roll Call of Members
 - Discussion with Public
 - Discussion of and Acceptance of Minutes of Previous Meeting
 - Financial Report
 - Action of Bills Received
 - Discussion of Director's Report
 - Committee Reports
 - Budget
 - Building and Maintenance
 - Fundraising
 - Policy and Procedures
 - Old Business
 - New Business
 - Adjournment
6. The Director shall attend all meetings, may participate in the discussion and offer suggestions, but is denied a vote on any question.

ARTICLE 5- COMMITTEES

1. In addition to the nominating committee the President may appoint the following committees:

Building

Finance

Personnel

and such other committees as the business of the Board may require from time to time. These committees shall consist of one or more members and shall be considered to be discharged upon completion of term office of the President.

2. The Building Committee shall periodically inspect the physical plant of the library and report matters to the Board with recommendations for improvement or correct any faults found.
3. The Finance Committee shall have general supervision over the financial affairs of the library and shall make policy recommendations to the Board concerning investment of permanent funds received.
4. All committees shall make a progress report to the Board of its meetings. No committee shall have other than advisory powers unless the Board has delegated specific power to act upon its behalf pending a subsequent meeting of the Board for confirmation.

ARTICLE 6-DIRECTOR

1. The Board shall appoint a qualified Library Director or Librarian who shall be the executive and administrative officer of the Board and under its review and direction.
2. The Administrator shall recommend to the Board the appointment and specify the duties of the library employees and no appointments, promotions or dismissals shall be made without recommendation.
3. The Administrator shall have interim authority to appoint part-time or temporary employees without prior approval of the board provided that such appointments are reported at the next board meeting. The Board shall approve continuing part-time employees.
4. The Administrator is responsible for the proper direction and supervision of the staff, for the care and maintenance of library property, for an adequate and proper selection of books in keeping with the stated policy of the Board for the efficiency of service to the public and for operation within the budgeted appropriation.

ARTICLE 7-AMENDMENTS

1. The Board may amend these bylaws by a majority of all members provided notice of the amendment has been sent to each member of the Board prior to the meeting.

ARTICLE 8-RECORD KEEPING

1. All records pertaining to the library shall be filed in such manner to assure a continuity of record keeping.
2. All current records shall be kept in a permanent filing cabinet.
3. A copy of all minutes shall be kept at the library for permanent record. They are to be considered a permanent record of the proceedings of the Board of Trustees.

These By-Laws were unanimously adopted at a regular meeting of the Board of Trustees of the Whitesville Public Library on August 16, 2016.

Board members present were:

Joanna Clark

Kayla Bissett

Susan Ellison

Linda Mallory

Karla Waite

WHITESVILLE PUBLIC LIBRARY

LONG RANGE PLAN OF SERVICE

GOAL 1 To seek funding to meet financial needs of Library for four year phase 2015 – 2019

Objective: To build a sound base for the annual budget

1. to gradually increase, within acceptable limits, funding provided by the taxpayers within the Whitesville Central School District.
2. to keep the Board of Trustees fully aware of the financial needs of the library.
3. to conduct various fundraisers throughout the year to increase services provided by the library.
4. present an annual report to the community including financial information on the new budget. This will be presented at the annual informational meeting that coincides with the budget vote of the Whitesville Central School District.

GOAL 2 To improve and expand library usage and to promote the role of the library as a community resource.

Objectives:

1. To make browsing a rewarding experience.
2. To make available internet access to qualified community members.
3. To expand the rotating book collections and EReader selections at our library from the Southern Tier Library System.
4. To utilize social media to notify the public of upcoming library events.

GOAL 3 To have an ongoing development of programs to meet community needs

Objectives:

1. Summer reading program for children
2. Participation in special events such as Book Week, etc.
3. Increase teen and adult programs

GOAL 4 To create greater interest in membership on the Library Board of Trustees

Objectives:

1. Encourage persons with ideas who are community minded to serve
2. To encourage more members to attend meetings sponsored by STLS
3. To encourage more members to attend events sponsored by the library

GOAL 5

Establish a Friends of the Library group

Objectives:

- 1. To aide in support of Library events**
- 2. To develop a talent base in creating displays, special events, and fund raisers**

The Long Range Plan of Service was unanimously adopted at the regular meeting of the Board of Trustees of the Whitesville Public Library on February 17, 2015.

Board Members present were:

Christina Lukacz, Board President

Bernard Nordoff, Vice President

Linda Mallory, Treasurer

Dean Lewis

H. Job Description

1. Library Director

A. General Statement of Duties

B. Essential Functions

C. Required Knowledge, Skills, and Abilities

D. Examples of Work

H. Job Description

1. Library Director

A. General Statement of Duties

Library Director serves as director of the Library. This position involves responsibility for library functions and administrative tasks. The work involves carrying out policy as determined by the Board of Trustees and standard library practices. The Library Director also works with the Southern Tier Library System staff in planning and implementing library services. The Library Director may supervise clerical staff and volunteers. The Library Director works cooperatively with other library employees.

B. Essential Functions

While performing the duties of this job the Library Director provides service to library users, including becoming familiar with their interests and needs in order to help them find books and information. The job also requires some physical activity, including shelving of new and returned library materials.

C. Required Knowledge, Skills, and Abilities

1. Willingness to acquire knowledge of library services and procedures; become knowledgeable about library materials and their use.
2. Tact, courtesy, and enthusiasm in dealing with members of the public, as well as clarity of expression, both orally and in writing to groups and volunteers.
3. Ability to train volunteers, plan and coordinate, exercise leadership, and establish effective working relationships with community organizations.
4. Ability to develop, recommend and implement budget.
5. Ability to use current computer software and hardware and learn new technologies as they become available.
6. Ability to drive and have a current driver's license.

D. Examples of Work Duties

1. Assists library users to find information and materials, including materials in the library, in the regional online catalog (STARCat), in online databases, and through internet searching.
2. Performs information and referral services within the scope of the library collection and directs complex questions to other sources such as Steel Memorial Library <http://www.ccl.d.lib.ny.us/edeskref.htm>.
3. Evaluates, purchases, adds, and weeds materials according to library policies, using review sources and patron recommendations.
4. Uses library software (training provided by STLS) to reserve materials for patrons; fills online requests from patrons of other libraries.
5. Maintains library Web page and Facebook Page.
6. Works with System consultants to evaluate the effectiveness of library services in relations to the changing needs of the community, keeps informed of developments in library services, and recommends changes or additions in library services to the Board.
7. Coordinates library programs (i.e. summer children's program) and public in-services related to library (i.e. e-reader training).
8. Prepares preliminary budget for the Board; implements approved budget.
9. Writes Grants to procure funds for the library.
10. Represents the library at community and group meetings and events.
11. Recommends and carries out public relations activities.
12. Compiles statistics and writes regular reports, including a written annual report to the community and to the Division of Library Development.
13. Attends Southern Tier Library System sponsored workshops and meetings to acquire skills, and plan, cooperate, and share resources with other System members.

D. Terms of Staff Appointment and Termination; Evaluation

1. Affirmative Action/Equal Employment Opportunity statement

The Library is an equal opportunity employer. The Library makes every attempt to select the best qualified person for each position. The Board of Trustees and staff will not discriminate against applicants or current employees because of race, creed, color, religion, sex, disability, national origin, ancestry, age, or sexual orientation.

2. Appointment

- a. All Library personnel are hired by the Board of Trustees.
- b. Library personnel include the Library Director, Library Assistants, and substitutes.

3. Job Posting

- a. Job notices for all regular Library personnel (Library Director and Library Assistants) will be publicly posted (library, bank, and local newspaper-Wellsville Daily Reporter).
- b. Substitutes are considered occasional or temporary labor and are hired by the Board of Trustees on an as-needed basis without advertisement of the position.
- c. Custodians and groundskeepers are considered subcontractors and are therefore not considered Library personnel.

4. Probation

- a. Probation for new employees is six months.
- b. Evaluations during the probation period will take place after the first, third, and fifth months.
- c. Evaluation of new Library Assistants will be done by the Library Director.
- d. Evaluation of a new Library Director will be done by the Board of Trustees.

5. Performance Evaluation (see Appendix B: Performance Evaluation Form)

- a. The purpose of such evaluation is to observe, chart and evaluate the progress and performance of the employee.
- b. After the probation period, employees will be evaluated annually (on the anniversary of the date of their employment). The evaluation will be reviewed with the employee. The employee must sign the performance evaluation as a sign that s/he has read it. This does not indicate agreement with, or approval of, the evaluation.
- c. The Library Assistants will be evaluated by the Library Director, who will report on the evaluation(s) to the Board of Trustees.
- d. The Library Director will be evaluated by the Board of Trustees .
 1. Each Trustee will rate the Library Director on the Performance Evaluation Form. An average of those ratings will be reported on the Performance Evaluation Form.
 2. The Library Board President and another Trustee will review the Performance Evaluation Form with the Library Director.

6. Termination of Employment

a. Resignation

1. Notification of resignation should be given in writing two (2) weeks in advance for Library Assistants and four (4) weeks for the Library Director.
2. Earned vacation time will be paid to employees in their final paycheck.

b. Dismissal

1. Library employees serve at the prerogative of the Board of Trustees.
2. If it appears that dismissal of an employee is necessary, the matter must be presented to the Board of Trustees for action.
3. Causes of dismissal may be, but are not limited to, illegal, inappropriate or immoral activity, chronic absenteeism, or unexplained absences.

7. Personnel Files

- a. Personnel files containing work-related records are kept for each staff member.
- b. The employee has the right to review his/her own personnel files upon request to the Board President, but may not make copies or remove material from it.
- c. Personnel files are confidential. The material contained therein will not be given to anyone but the individual employee, without that employee's express permission.

8. Working Environment

- a. Library employees have the right to a smoke-free work environment. Smoking is prohibited by law from any portion of the Whitesville Public Library.
- b. Library employees also have a right to a safe and healthy work environment. OSHA standard will be followed where applicable. Employees should report all unsafe working conditions to the Library Director or the Board President.

E. Staff Training and Development – It is important that all staff are well trained for their jobs.

1. In-house Training.

- a. Initial orientation and training are the responsibility of the Library Director. Occasionally, when directed by the Library Director, a Library Assistant may train a substitute.
- b. The training of the Library Director is the responsibility of the Board of Trustees.

2. Off-site Training and Development

- a. As the skills, techniques, and knowledge required to work in the Library evolve, continuous re-training will be needed. The Library is committed to the further training and development of its staff. Some of this training will occur in-house. Other training will take place at workshops, conferences, and meetings where staff can learn about the changing library world, update their skills and knowledge, and interact with colleagues from other libraries.
- b. Since the library has limited resources for meeting and conference fees and related expenses, and since time is at a premium, the Board of Trustees will collectively decide how to allocate these resources.
- c. Any staff member interested in attending a conference or meeting should let the Board President know as soon as possible so that the request can be considered.

F. General Behavior and Conduct

1. Behavior Toward Library Patrons

- a. All patrons will be treated with courtesy and dignity.
- b. All staff are expected to familiarize themselves as much as possible with all materials so that patrons may be well served.

2. Relationship With Other Staff Members

Each employee will treat other staff members with courtesy and cooperation.

3. General Conduct

- a. Personal calls or visitors should be limited to emergencies during working hours. Any personal (or non-library) business should not be conducted during working hours.
- b. When the library is closed, the door shall remain locked and generally no person other than Library staff shall be on the premises.

4. Dress Requirement

Employees are expected to dress appropriately for public service in the Library setting.

G. Staff Questions and Problems

1. Staff Problems

- a. Problems should be present to the Board President for resolution and decision.**
- b. The request for resolution should be in writing and include:**
 - 1. Employee's name**
 - 2. Date**
 - 3. Detailed description of the issue or problem**
- c. Written requests should be submitted within five days of an incident.**

2. Board President Response

- a. Board President will respond in writing within five days of receipt of the document or refer the matter to the Board of Trustees for resolution.**
- b. Should the matter be referred to the Board of Trustees, the Board President will notify the staff member within five days if the matter has been referred to the Board**
- c. The request for resolution will be presented to the Board at the next regularly scheduled meeting for response at that meeting.**
- d. Final decision and resolution will rest with the Board of Trustees.**
- e. Within five days of the Board action, the staff member will be notified of the disposition of the matter.**

WHITESVILLE PUBLIC LIBRARY

WHISTLE BLOWER POLICY

Whitesville Public Library requires directors, officers 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 Whitesville Public Library we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

REPORTING RESPONSIBILITY

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that the Whitesville Public Library can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and volunteers to report concerns about violations of the Whitesville Public Library's code of ethics or suspected violations of law or regulations that govern the Whitesville Public Library's operations.

NO RETALIATION

It is contrary to the values of the Whitesville Public Library for anyone to retaliate against any board member, officer, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of the Whitesville Public Library. 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.

REPORTING PROCEDURES

The Whitesville Public Library has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with the *board of trustee member at large hereafter titled as the Compliance Officer*. Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to the Whitesville Public Library's compliance officer, who has the responsibility to investigate all reported complaints. Employees with concerns or complaints may also submit their concerns in writing directly to their supervisor or the Executive Director or the organization's Compliance Officer.

COMPLIANCE OFFICER

The Whitesville Public Library's Compliance Officer is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Compliance Officer will advise the Executive Director and/or the Board of Directors of all complaints and their resolution and will report at least annually to the Board of Trustees on compliance activity relating to accounting or alleged financial improprieties.

ACCOUNTING AND AUDITING MATTERS

The Whitesville Public Library's Compliance Officer shall immediately notify the Board of Trustees of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work

with the committee until the matter is resolved.

ACTING IN GOOD FAITH

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. 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.

CONFIDENTIALITY

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

HANDLING OF REPORTED VIOLATIONS

The Whitesville Public Library's Compliance Officer will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

COMPLIANCE OFFICER:

* {Note: The Compliance Officer may be a board member, the Executive Director, or a third party designated by the organization to receive, investigate and respond to complaints.}

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Adopted 11/15/16

II. Operating Policies

A. Closing Procedures

1. Policy

- a. The closing of the Library may be required by natural, mechanical or other emergencies.
- b. In the event of any emergency closing for a full day, all scheduled to work will be considered to have worked and will be paid for the hours scheduled.
- c. The extent to which the Library Staff shall be paid should any emergency closing extend beyond a day will be determined by action of the Board of Trustees.
- d. The responsibility of closing the library building rests with the Library Director.

2. Procedure

- a. Check all areas to make sure users have left the library.
- b. Lock the front door.
- c. Lock the back door.
- d. Check windows, in the event of rain or high winds.
- e. Turn off all lights.
- f. Exit by front door, checking locks.

B. Electrical Failures Emergencies

1. Emergency lights come on in the event of electrical failure.
2. Assist all users in exiting the building if nighttime.
3. Determine if electrical failure is widespread or localized in the library building. Know where the main electrical box or circuit breakers are located.
4. Call authorities to determine extent or duration of electrical failure.
5. Notify Library Director and/or Board President.

C. Fire Emergencies

1. Call Fire Department
2. Make sure everyone has left the building.
3. In case of small fires, use fire extinguisher by inside front door.
4. Close all windows and doors if possible, if you are not putting yourself at risk.
5. Leave building.
6. After leaving building, notify Library Director AND Board President.

D. Health and Accident Emergencies

1. For any assistance that requires more than the use of a first aid kit, notify the Independence Emergency Squad at 911.
2. The first aid kit is located in the middle drawer of the office desk.
3. Do not move an injured person who has had a bad fall or is unconscious.
4. Procedure for injury on premises
 - a. Injured party and/or library employee should immediately complete an Accident Report Form no matter how minor the injury.
 - b. If it is a Library Employee who was injured, he/she must complete a Worker's Compensation Form.
 - c. Library Director should notify the proper authority who retains the liability insurance.
 - d. If the injured is a minor, notify the parent or guardian of treatment given.

E. Weather Emergencies

1. In case of threatening weather conditions, notify Library Director or Board President who will determine if a State of Emergency has been declared (library will automatically close) or if the Library will remain open.
2. If a determination has been made to close the Library
 - a. Notify users and staff in the Library.
 - b. Put a closure notice on the front door.
 - c. Follow usual closing procedures
 - d. Follow instructions from local authorities.

F. Patron Behavior Policy

1. Definition and Scope

- a. Whitesville Public Library's Behavior Policy has the purpose of
 1. protecting the rights and safety of library patrons
 2. protecting the rights and safety of staff members
 3. preserving and protecting the library's materials, facilities, and property.
- b. The Behavior Policy rules apply to all grounds, interior and exterior, controlled and operated by the Whitesville Public Library.

2. Behavior Rules

- a. Any person violating any rules while on library premises as listed in section F.2.a. will result in immediate expulsion from premises without being first given a warning.
 1. Committing or attempting to commit any activity that would constitute a violation of any federal, state, or local criminal statute or ordinance. Any person so excluded shall lose library privileges of up to three years, and the incident will be reported to the appropriate law enforcement agency. (i.e. theft of library or patron possessions)
 2. Directing a specific threat of physical harm against an individual, group of individuals, or property.
 3. Being under the influence of any controlled substance or intoxicating liquor.
 4. Possessing, selling, distributing, or consuming any alcoholic beverage or controlled substance.
- b. Any person violating any rules while on library premises as listed in section F.2.b. will be given up to one warning at the discretion of library staff; the person will then be asked to leave the premises for the day. Subsequent offenses by that person will result in that person's immediate ejection and exclusion from Library premises and privileges for up to one year.
 1. Engaging in conduct that disrupts or interferes with the normal operation of the library, or disturbs staff or patrons, including, but not limited to:
 - a. abusive language or gestures.
 - b. unreasonable noise, loud or boisterous physical behavior or talking.
 - c. groups of people congregating to socialize on the library premises.
 - d. campaigning, petitioning, soliciting, or proselytizing for any cause.
- c. Any person violating any rules while on library premises as listed in section F.2.c. will be given up to two warnings at the discretion of library staff; the person will then be asked to leave the library premises for the day. Subsequent offenses by that person will result in that person's immediate ejection and exclusion from Library premises. Any person so excluded shall lose all library privileges for a period of up to six months.
 1. Sleeping in or on library premises.
 2. Improperly using library restrooms, including, but not limited to, bathing, shaving, washing hair or changing clothes.
 3. Using personal electronic equipment at a volume that disturbs others.
- d. Any person who violates rules while on library premises as listed in section F.2.d. will be excluded from the premises until the problem is corrected.
 1. Entering library buildings with bare feet or a bare chest.
 2. Disturbing others because of offensive body odor.

3.Repeat Offenses

- a. Individuals who repeatedly violate these Behavior Rules after having been previously excluded for library rule violations may face a longer exclusion than indicated in these guidelines.
- b. Repeat offenders need not violate the same rule to be subject to stricter enforcement.
- c. Repeat offenders may not be warned that their behavior is inappropriate before being excluded.

INTRODUCTION:

Confidentiality of library records is necessary to protect our First Amendment rights, a core value of libraries of all types. Without confidentiality about our viewing and reading, our freedom to view and read constitutionally protected speech is curbed and strength as a democratic institution is diminished.

Whitesville Public Library Policy on the Confidentiality of Library Records

In keeping with the Consolidated Laws of New York State (Civil Practice Laws and Rules, Sec. 4509) and the core values of librarianship, Whitesville Public Library will hold all library records and inquiries confidential.

For people to make full and effective use of library resources, they must feel unconstrained by the possibility that others may become aware of the books they read, the materials they use or the questions they ask. Therefore, the Trustees of the Whitesville Public Library have adopted the following guidelines concerning disclosure.

No information regarding or including:

1. A patron's name (or whether an individual is a registered borrower or has been),
2. A patron's address,
3. A patron's phone number,
4. A patron's borrowing records,
5. The number or character of questions asked by a patron,
6. The frequency or content of a patron's lawful visits to the library,

Or any other information supplied to the library or gathered by it shall not be given, made available or disclosed to any individual, corporation, institution, government agency or other agency without a valid process order or subpoena. Upon presentation of such, the library shall resist its enforcement until such a time as proper showing of good cause had been made in a court of competent jurisdiction. If the process or subpoena is not in proper form or good cause has not been shown, insistence shall be made that such defects be cured before any records are released.

Adopted by the Whitesville Public Library Board of Trustees on 3/22/16.

Privacy, Surveillance, and Cybersecurity

Since the American Library Association's inception in 1876, librarians have defended vigorously the public's Fourth Amendment privacy rights against government attempts to obtain patrons' borrowing (and later internet surfing) records without a warrant. Established in 1945, ALA's Washington-based Office of Government Relations (OGR) has advocated directly -- and with and through broad coalitions of major public interest groups, bipartisan think tanks, and private sector companies -- to achieve both liberty and security without sacrificing one for the other.

Today, ALA remains fundamentally committed to restoring the Constitutional privacy rights of library users and the civil liberties of all Americans lost to multiple overbroad and inadequately "checked and balanced" statutes, including the: USA PATRIOT Act, Foreign Intelligence Surveillance Act, and Electronic Communications Privacy Act. ALA is dedicated, in particular, to ending ongoing mass surveillance, which continues despite important reforms made by the USA FREEDOM Act of 2015.

<http://www.ala.org/advocacy/privacy>

Whitesville Public Library Law Enforcement Inquiry Procedure

REFERENCES: Whitesville Public Library Policy on the Confidentiality of Library Records; Civil Practice Laws and Rules Section 4509 Library Records

Procedures for library staff and volunteers: If a law enforcement officer requests library records or information about a library user or staff member:

- Ask for the officer's identification.
- Inform the officer that the Library Director is the individual authorized to respond to requests for records and information, and that library policy requires you to refer the officer to the Library Director.
- Refer the officer to the Library Director.

If a law enforcement officer requests library records or information about a library user or staff member and neither the Library Director:

- Ask for the officer's identification. Record the information on the identity card.
- Inform the officer that the Library Director is the individual authorized to respond to requests for records and information, and that library policy requires you to refer the officer to the Library Director.
- Attempt to reach the Library Director, or the president of the Board of Trustees. If you cannot reach the Library Director or Board President, utilize the procedures outlined below for use by the Library Director. A written report describing the officer's inquiry should be provided to the Library Director at the earliest opportunity.

Procedures for the Library Director or President of the Board of Trustees:

In all cases:

- Ask for the officer's identification. Record the information on the identity card.
- If possible, ask a colleague to be present during the interview with the officer.

Requests for voluntary assistance or warrantless searches (the officer does not present a subpoena or court order):

- Explain the library's privacy policy, informing the officer that library records and information about library users and library staff are not made available to law enforcement agencies unless a proper court order in good form has been presented to the library.
- If the officer persists, [if the library has an attorney] provide the officer with the contact information for the library's legal counsel and ask the officer to speak to the library's attorney. [If the library has no attorney, provide the officer with Southern Tier Library System Executive Director Brian M. Hildreth's information: 607-962-3141 x212.]
- If the officer claims that an emergency or other circumstance requires the library to turn over records or provide information without a court order, call the library's legal counsel [if available] or [if no legal counsel is available] Southern Tier Library System Executive Director Brian M. Hildreth and ask for assistance.
- If the officer employs force to take possession of library records or other library property, do not obstruct the search in any way. **Keep a written record describing the incident.**

- If a library worker is required to respond to a voluntary request or a warrantless search in the absence of the Library Director or a designated alternate, all materials should be turned over to the Library Director.

If the law enforcement officer presents a subpoena or similar request for records:

- Accept the subpoena. Inform the officer that the library's legal counsel responds to subpoenas on behalf of the library.
- Turn the subpoena over to the library's legal counsel. If a library worker accepts service of the subpoena in the absence of the Library Director or a designated alternate, the subpoena should be turned over to the Library Director.
- The Library Director will work with the library's legal counsel to respond appropriately to the subpoena.

If the law enforcement officer presents a search warrant:

- Read the warrant and any attached documentation. Verify that it is signed by a judge and is issued by a local state or federal court. If you have questions about the validity of the warrant, call the issuing court to verify the validity of the warrant or order.
- Identify the items or records specified in the warrant. If the officer will not wait for legal counsel, you may assist the officer in locating the items or records identified in the search warrant in order to prevent review of records or items not named in the warrant.
- Do not agree to any additional searches, or volunteer information about the items or records in the warrant. Do not sign any documents on behalf of the library without the advice of the library's legal counsel.
- Ask the officers to provide an inventory of the items or records seized. Ask if it is possible to provide copies to the officers or to make copies for the library's own records.
- Do not obstruct the search in any way.
- If the law enforcement officials are unwilling to cooperate with you, simply step aside and let them do their job. Request that the officer sign an inventory receipt for the materials. Keep a written record describing the incident.
- If a library worker is required to respond to a search warrant in the absence of the Library Director, all materials should be turned over to the Library Director.

Adopted by the Whitesville Public Library Board of Trustees on 3/22/16.

III. Circulation Policies

A. Patron Registration and Right to Confidentiality

1. Use of Materials

- a. The Whitesville Public Library allows in-house use of Library materials to anyone.
- b. Circulation privileges are available to patrons within STLS.
- c. Use of the Library or its services may be denied for due cause such as
 1. failure to return books* or to pay penalties
 2. destruction of library property
 3. disturbance of other patrons
 4. any other objectionable conduct on library premises

2. Registration

- a. Registrants will complete registration form supplying contact information.
- b. Once a registered Whitesville Library patron, that patron maintains library privileges until such time as they
 1. move out of the STLS geographical limits.
 2. are denied library privileges for the causes cited in III.A.1.c above.

3. Rights

- a. Library users have the right to confidentiality in their dealings with the library.
- b. Library staff members will not reveal which materials a patron has read or requested, or what the topic of a patron's research is.
- c. Since 1988, New York state law (CPLR #4509) has required that all library records remain confidential.
- d. The library will not reveal the titles a patron has borrowed to anyone else.
- e. The library will not provide information to anyone regarding patrons who have read or checked out a given item.
- f. The library will not reveal the titles of reserved or interlibrary loaned materials to anyone other than the patron requesting the materials, unless written permission is given at the time the material is requested. (For example, the library will not, when calling to notify a patron that reserved or interlibrary loaned materials are available, reveal the available titles to anyone but the requesting patron.)
- g. The library will not release reserved or interlibrary loaned materials to anyone other than the patron requesting the materials, unless written permission is given at the time the material is requested.

*It should be noted that failure to return library materials is ultimately considered theft, under law.

- h. Any registration information provided by a patron will be used only by the library for keeping track of library materials.
- i. The library will not allow anyone to check out materials under someone else's name, unless s/he has the library card in hand, or at the Library Director's discretion.
- j. The library assumes that every cardholder is responsible for his/her own library card and that its use by someone other than the cardholder is with the cardholder's permission. The cardholder is responsible for notifying the library in the event the card is lost or stolen.

B. Loaning and Returning Materials

1. Loans and Renewals

- a. Video/DVD loan is seven (7) items for seven (7) days.
- b. Loan of all other circulating materials is two (2) weeks.
- c. Materials may be renewed twice (i.e. for an additional four (4) weeks).
- d. Renewals may be made by telephone.
- e. Further renewals can be made with the permission of the Library Director.

2. Overdue Charges

- a. Overdue fine for videos, DVDs, and EReaders is \$1.00 per day.
- b. Overdue fine for all other circulating materials is \$.25 per day.

3. Overdue Notification Procedure

- a. Patrons will be contacted by the Library Director when materials are two (2) weeks overdue. At this time, the Library Director may renew the materials at his/her discretion.
- b. If, after being contacted once by the Library Director, the patron does not return the materials within two (2) weeks, a letter will be sent apprising the patron of the overdue items.
- c. If the overdue materials are not returned within seven (7) days of the letter being sent, a letter is sent by Certified Mail, listing the overdue materials and alerting the patron to what further action will be taken should the materials not be returned and fines paid (see copy of form letter attached).
- d. If the patron fails to return materials within ten (10) days of certified letter, the matter is referred to the Board of Trustees for possible action of small claims court or criminal prosecution.
- e. Any patron consistently violating the above stated rules will be brought to the attention of the Library Board

4. Lost and Unreturned Item Charges

- a. Out of print items will be assessed at last available price
- b. Periodicals in print will be assessed at list price
- c. In print items will be assessed at current value to replace item plus shipping and handling charge

5. Damaged Item Charges

- a. The last individual to check out a damaged item will be assessed the above prices noted in "Lost and Unreturned Item Charges".

D. EReader Loan

1. EReaders may be borrowed for a loan period of one (1) week by patrons 18 years of age or older. Borrowers must be patrons in good standing, no overdue charges or be delinquent in returning materials. This includes staff, board members, and volunteers.
2. EReaders may not be renewed.
3. EReader borrowers must agree to allow the Whitesville Public Library to photocopy their driver's license upon borrowing an EReader. (This copy will be destroyed upon return of the Ereader in the same condition as when borrowed.)
4. EReader borrowers must sign an agreement to pay replacement costs and amount of single piece (cord/charger) before borrowing and EReader.
NOOK: \$182.52 NOOK COLOR: \$308.82
5. EReader overdue fines will be \$1 per day.
6. EReaders must be returned only to the Whitesville Public Library. They may not be returned to another library for return to the Whitesville Public Library.
7. EReaders may not be returned in the drop box outside the library. They must be brought to the circulation desk during regular business hours.
8. EReaders should be returned with all bookmarks, notes and highlights removed.
9. EReaders should be recharged before being returned to the library.
10. EReader borrowers who lose, or are delinquent in returning EReaders will be prohibited from borrowing EReaders from the Whitesville Public Library in the future.

E. Interlibrary Loan

1. Items from the Whitesville Public Library will be circulated for one month.
2. Patrons are responsible for all fines levied by other libraries.
3. Restrictions on Interlibrary Loan Lending
 - a. Any materials not circulated to Whitesville Public Library's own patrons will not be sent out on Interlibrary Loan
 - b. New books and videos will be loaned after three (3) months.
 - c. The Library Director may deny an Interlibrary Loan request by another library based on the significant or anticipated demand of the material by the Whitesville Public Library patrons.

C. Video/DVD Loan

1. Video/DVD loan is seven (7) items for seven (7) days.
2. Videos and DVDs may not be renewed.
3. Overdue/Damaged/Lost Items
 - a. Overdue videos and DVDs will be assessed at \$1.00 per day.
 - b. Patrons and/or parents of minor patrons will be responsible for payment of any fees incurred because of late returns, damaged materials, or lost items.
4. Copyright Laws
 - a. No materials may be altered, televised, videotaped or copied in any form.
 - b. Patrons and libraries are solely responsible for adhering to all other provisions of the copyright law.
5. Check out
 - c. Patrons with a valid library card in good standing may check out videos/DVDs.
 - d. Patrons between the ages of 12 and 18 may check out videos/DVDs with a signed parental permission form.
 - e. Children under the age of 12 must be accompanied by a parent at the time of check out.
 - f. Parents of minor patrons may revoke parental permission at any time by contacting the Library Director at 607-356-3645.

F. Technology/Equipment Loan

1. Laptops and other computers will not be loaned out to patrons or community organizations.
2. Projectors and audio-visual equipment will not be loaned out to patrons or community organizations.

APPENDICES:

- A. Library Card Registration Form – Adult
- B. Library Card Registration Form – Juvenile
- C. Minor Video/DVD Borrowing Consent Form
- D. Minor Internet Use Consent Form
- E. Overdue Form Letter #1
- F. Overdue Form Letter #2
- G. Library Bill of Rights
- H. Southern Tier Library System (STLS) Video Policy

B. Loaning and Returning Materials

1. Loans and Renewals

- a. Video/DVD loan is seven (7) items for seven (7) days.
- b. Loan of all other circulating materials is two (2) weeks.
- c. Materials may be renewed twice (i.e. for an additional four (4) weeks).
- d. Renewals may be made by telephone.
- e. Further renewals can be made with the permission of the Library Director.

2. Overdue Fees

- a. Overdue fee for videos, DVDs, and EReaders is \$1.00 per day.
- b. Overdue fee for all other circulating materials is \$.25 per day.
- c. The Library Director will notify library patrons of overdue fees by letter, email notice, or phone call.
- d. Borrowing privileges will be suspended for patrons that do not attempt to pay their overdue fines after three notices, or have an overdue amount of \$5.00 or more.
- e. Patrons can make installment payments on their overdues in order to remain in good standing. Patrons can discuss installment payment options with the librarian.

3. Overdue Notification Procedure – Unreturned Items

- a. Patrons will be contacted by the Library Director when materials are two (2) weeks overdue. At this time, the Library Director may renew the materials at his/her discretion.
- b. If, after being contacted once by the Library Director, the patron does not return the materials within two (2) weeks, a letter will be sent apprising the patron of the overdue items.
- c. If the overdue materials are not returned within seven (7) days of the letter being sent, a letter is sent by Certified Mail, listing the overdue materials and alerting the patron to what further action will be taken should the materials not be returned and fines paid (see copy of form letter attached).
- d. If the patron fails to return materials within ten (10) days of certified letter, the matter is referred to the Board of Trustees for possible action of small claims court or criminal prosecution.
- e. Any patron consistently violating the above stated rules will be brought to the attention of the Library Board

4. Lost and Unreturned Item Charges

- a. Out of print items will be assessed at last available price
- b. Periodicals in print will be assessed at list price
- c. In print items will be assessed at current value to replace item plus shipping and handling charge

5. Damaged Item Charges

- a. The last individual to check out a damaged item will be assessed the above prices noted in "Lost and Unreturned Item Charges".

G. Meeting Room Policy

1. Meeting Room will be used on the second Tuesday of each month at 7 p.m. for Library Board Meetings.
2. Meeting Room will be reserved through the Library Director.
3. Library Director will maintain a record of room use on a calendar.
4. Meeting room use will be confined to non-profit groups or organizations local in origin.
5. Room use will be restricted to small groups.
6. Youth groups must have an adult leader.
7. If coffee and light refreshments are served, table mats must be used.

H. Copy Machine and Fax Machine Policy

1. Patrons, employees and board members will be charged
 - a. Xerox copies - \$.20
 - b. Copies from Computer - \$.10
 - c. Faxes – First page \$1.00, all remaining pages \$.50 each
2. Community Service Organizations, listed below will receive copies and faxes free of charge. Number of copies will be at the discretion of the Library Director.
 - a. Fire Department and Auxiliary
 - b. Churches
 - c. American Legion
 - d. Independence Ambulance
 - e. Girl/Boy Scouts

WHITESVILLE PUBLIC LIBRARY

CONFLICT OF INTEREST POLICY

ARTICLE I
PURPOSE

The purpose of the conflict of interest policy is to protect this tax-exempt organization's (Organization) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

ARTICLE II
DEFINITIONS

1. Interested Person

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement.
- b. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

ARTICLE III
PROCEDURES

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of the committees with governing board delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

- a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy

- a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict or interest, it shall take appropriate disciplinary and corrective action.

ARTICLE IV
RECORDS OF PROCEEDINGS

The minutes of the governing board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

ARTICLE V
COMPENSATION

- a. A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

ARTICLE VI
ANNUAL STATEMENTS

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

ARTICLE VII
PERIODIC REVIEWS

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

ARTICLE VIII
USE OF OUTSIDE EXPERTS

When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

Date Adopted:

STLS POLICIES: STLS INVESTMENT POLICY

Doc. #10-78 revised

Southern Tier Library System Investment Policy

It is the policy of the System to invest funds in a manner that will maximize the security of principal, satisfy cash flow demands, and use approved methods to provide the highest possible return. All investments will conform to applicable laws and regulations of New York State.

Primary objectives of the Library's financial investments are:

- * Preservation of Capital – The preservation of capital is the foremost objective of the investment program. At no time should the safety of the System's funds be impaired or jeopardized. All investments shall be undertaken in a manner that first seeks to preserve capital and secondly attempts to fulfill other investment objectives.
- * Liquidity – The System's funds are to remain sufficiently liquid to enable the System to meet anticipated operating requirements.
- * Return on Investments (Yield) – The Library's investments should generate the highest available return without sacrificing the first two objectives.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence might exercise in the management of their own affairs.

Delegation of Authority

Management responsibility for the Library System's investment program is delegated to the Treasurer of the Board of Trustees, who is the System's chief fiscal officer. The Treasurer shall be responsible for the implementation of the investment program and the establishment of investment procedures, including adequate internal controls to provide a satisfactory level of accountability, consistent with this Policy. No person may engage in an investment transaction except as provided under the term of this Policy and the procedures established by the Treasurer.

Authorized and Suitable Investments In accordance with General Municipal Law §11, the following investments are deemed to be suitable for inclusion in the System's investment program. The Treasurer is authorized to invest Systems funds in only those investments specifically delineated below.

- * U.S. Treasury Bills and Notes for which the full faith and credit of the U.S. Government is pledged for the repayment of principal and interest. Bills are short term (one year or less) obligations issued and sold at a discount. Notes have fixed coupon rates with original maturities of between one and five years.

- * Demand deposit accounts (such as checking accounts) established with local financial institutions.

- * Certificates of Deposit (CDs) issued by local financial institutions.

Designation of Depositories

The banks and trust companies authorized for the deposit of monies will be designated annually at the January meeting of the Board of Trustees.

Collateralizing of Deposits

In accordance with the provisions of General Municipal Law §10, all deposits, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:

1. By a pledge of "eligible securities" with an aggregate "market value", or, as provided by General Municipal Law §10, equal to the aggregate amount of deposits.
2. By an eligible "irrevocable letter of credit" issued by a qualified bank other than the bank with the deposits in favor of the government for a term not to exceed 90 days with an aggregate value equal to 140% of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk-based capital requirements.

Reporting The Treasurer shall provide the System Board of Trustees with monthly investment reports which clearly provide the following information regarding the investment portfolio: types of investment, depository institutions, principal balances, rates of return and maturities.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

This policy shall be reviewed annually.

Adopted by the STLS Board of Trustee July 20, 2010

WHITESVILLE PUBLIC LIBRARY DEBIT CARD POLICY

The Whitesville Public Library will be issued a bank check/debit card to be used at the discretion of the library director.

- I. The check/debit card may be used to pay invoices that have been approved by the board treasurer and paid bookkeeper. The check/debit card should only be used to pay for items and/or services already received.
- II. Monthly billing should be arranged with all vendors to allow invoices to be approved by the board treasurer and bookkeeper before payment with the bank check/debit card.
- III. Purchases under \$100.00 may be paid without prior board approval.
- IV. Purchases of day to day items may be made with the debit card if the total cost of the items is less than \$100.00 until such time as the library is issued a credit card or another means of paying for such items.
 - A. Day to day items may include, but are not limited to the following:
 - a. Office Supplies: paper clips, pens, markers, staples
 - b. Copy Machine: ink/toner, paper
 - c. Programming: snacks, glue, craft supplies
 - d. Paper Supplies: paper towels, toilet paper
 - e. Cleaning Supplies: cleaners (floor, window, toilet), rubber gloves, garbage bags.
 - B. Invoices in excess of \$100 that must be paid for the library to remain in operation may be paid without board approval.
 - a. Insurance
 - b. Books, movies
 - c. Utilities
 - d. Repairs—eg: furnace
- V. Misuse of the bank check/debit card may result in the cancellation of said card.
 - A. First Violation: Formal reprimand and termination of use of card for one month.
 - B. Second Violation: Formal reprimand and termination of use of card permanently.

Revised 2/21/17

FREEDOM OF INFORMATION LAW (FOIL) POLICY

Whitesville Public Library as a member of Southern Tier Library System, as a New York State Association Library, complies with the New York Freedom of Information Law (Public Officers Law, Article 6, Section 87, Freedom of Information Law).

A person may request information and records available to the public in the following manner:

1. Use the Freedom of Information Law request form (below). Direct the request to the following address:
Whitesville Public Library: Director
500 Main St. PO Box 158
Whitesville, NY 14897
2. Specify the records requested to be disclosed for inspection or to be copied. If you desire that any records be certified you must specify which ones.
3. Reimburse us our actual costs for reproducing and certifying (if requested) the records. You will be charged the following fees: \$.0.25 per page for employee-copied records, and \$1.00 per page for certification of records, \$12.00 per hour employee overtime pay.
4. The library director will respond to a written request within five working days or sooner if possible. An extension of an additional 15 working days may be necessary to properly respond and if so, the reason for this extension will be explained.
5. Records may be available for inspection in person at a cost of \$12.00 per hour (employee overtime) by appointment. An employee must be present throughout the inspection.
6. Make an appeal about the decision of the FOIL officer to the president of the Board of Trustees, using the Freedom of Information Law Appeal form attached.

Information about the Freedom of Information Law can be obtained from the Committee on Open Government:

Committee on Open Government
One Commerce Plaza
99 Washington Ave, Suite 650
Albany, NY 12231
518 474 2518 (Phone)
518 474 1927 (Fax)
<http://www.dos.state.ny.us/coog/>

WHITESVILLE PUBLIC LIBRARY

SYSTEM RECORDS RETENTION POLICY

Records Retention

A library should keep certain financial records and personnel records, as well as official documents of Board business, such as minutes. Information for the following schedule has been taken from Retention and disposition of library and library system records, by Warren Broderick, New York State Archives Technical Information Series #06, Revised April, 2000. The publication can be found at http://www.archives.nysed.gov/a/nysaservices/ns_serv_mg_retentionlib6.shtml. According to this publication, "No public library nor any public or school library system covered by the Local Government Records Law, may legally dispose of records until the governing body passes a resolution adopting the appropriate records retention and disposition schedule.

General

1. Official minutes and hearing proceedings of governing body or board, commission or committee thereof, including all records accepted as part of minutes **Permanent**
2. Agenda for meeting of governing body or board or agency, commission or committee **1 year**
3. Legal opinion or directive rendered by government agency **Permanent**
4. Local rule, regulation, ordinance, resolution, proclamation, or court order **Permanent**
5. Legal agreement, including contract, lease, and release involving local government **6 years after expiration or termination but not less than 6 years after final payment under contract**
6. Grant program file
 - a. Application, proposal, agreement, narrative, evaluation, and annual report for approved grant **Permanent**
 - b. Background material, fiscal records, and supporting documentation: **6 years after renewal or close of grant or denial of application Note: For additional fiscal items, see the Fiscal section of this schedule**
7. Public Educational or informational program file
 - a. Official copy of literature or other material made available to the public **Permanent**
 - b. File on each instructional course or program **1 year after course or program discontinued**
8. Opinion survey records
 - a. Survey results, including official copy of survey form **Permanent**
 - b. Completed survey forms **0 after survey results prepared**

Budget

- 1 Budget preparation file for budget request or estimate submitted by department head, including but not limited to tentative budget appropriation, staffing requests, estimates of revenues or expenditures, narrative of services, budget message and related records **6 years**
- 2 Budget hearing and review files, including review of estimates and requests, and review of tentative budget **6 years**
- 3 Preliminary or tentative budget **6 years**
- 4 Annual budget
 - a. Official copy when not included in minutes **Permanent**
 - b. when budget is included in minutes **0**
- 5 Special budget filed with State or Federal agency **Permanent**
- 6 Budget status report on allocation, receipts, expenditures, encumbrances, and unencumbered funds
 - a. Cumulative report **6 years**
 - b. Monthly or Quarterly report **1 year**

FISCAL

Accounting

- 1 General ledger showing summary reports and disbursements from all funds and accounts **10 years**
- 2 Subsidiary ledger providing details of the general ledger accounts **6 years**
- 3 Journal recording chronological entries of all fiscal transactions **6 years**
- 4 Accounting register, including but not limited to check register, transfer of funds register, encumbrance register, and register of claims presented for payment and paid claims **6 years**
- 5 Cash transaction record showing cash received from collection of various fees **6 years**
- 6 Intermediary fiscal record of receipts and disbursements, including but not limited to detail record, analysis, proof sheet or trial balance worksheet, and adding machine tapes **6 years**

Audit

- 1 Report of audit financial affairs
 - a. Audit filed pursuant to Section 35, General Municipal Law, conducted by NYS comptroller's Office or by outside auditing firm **Permanent**
 - b. Other external audits **6 years**
 - c. Internal audits, conducted by local government officials **6 years**
- 2 Audit background documentation, including summaries, posting records, and related records created by an auditing office as part of the auditing procedure **6 years**
- 3 Audit hearing or review file **6 years**

Banking

- 1 Banking communications, including but not limited to bank statement, reconciliation, notification of voiding or return of check, cancellation of payment, or other notice for checking or savings account **6 years**
- 2 Canceled check, or other instrument of payment, such as bank check, warrant check, order check, or order to fiscal officer to pay when used as a negotiable instrument, including voided check **6 years**

- 3 Copy of check or check stub **6 years**

Library System

- 1 Incorporation, chartering and registration records **Permanent**
- 2 Directory of public library system and member libraries, prepared by public library system **0 after superseded**
- 3 Borrowing or loaning records, including interlibrary loan **0 after no longer needed**
- 4 Catalog of holdings
 - a. Manuscript or printed catalog **Permanent**
 - b. Continuously updated catalog **0 after superseded or obsolete**
- 5 Individual title purchase requisition which has been filled or found to be unfillable **1 year**
- 6 Records documenting selection of books and other library materials **1 year**

Payroll

- 1 Payroll, including information on gross and net pay, base pay, taxes, and other deductions
 - a. Year-end or periodic payroll, including same information by pay period as warrant copy, certified by fiscal officer **55 years**
 - b. Warrant copy when year-end or periodic payroll with same information as warrant copy is produced and retained at least 55 years **3 years**
 - c. Warrant copy when no year-end periodic payroll with same information as warrant copy is produced **55 years**
- 2 Summary report or record of payroll or time information covering all employees or an individual employee **6 years**
- 3 Payroll distribution breakdown record used to distribute or classify labor costs **6 years**
- 4 Summary record of employee's payroll changes **6 years after termination of employment**
- 5 Employee's time cards, sheets, or books **6 years**
- 6 Record of employee absences or accruals
 - a. When not posted to periodic cumulative time summary record **6 years**
 - b. When posted to periodic cumulative time summary record **1 year**
- 7 Employee request for and/or authorization given to employee to use sick, vacation, personal or other leave, or to work overtime **6 years**
- 8 Record of assignments, attachments, and garnishments of employee's salary
 - a. When employment was terminated prior to satisfaction **6 years after termination of employment**
 - b. When satisfied **5 years after satisfaction**
- 9 Employee's voluntary payroll deduction request form **5 years after superseding form is filed, authorization expires, or employment is terminated**
- 10 Employee's personal earnings record used to prove end-of-year total earnings, retirement or other deductions and taxes withheld. **6 years**
- 11 Employee's declaration of intention to accept or reject Social Security **10 years after employee died or reached age 75, whichever is shorter**

- 12 Quarterly report of wages paid prepared for Social Security, and report of any adjustments or corrections **6 years**
- 13 Copy of Federal determination of error in wage reports **6 years**
- 14 Payroll report submitted to New York State Employee's Retirement System or any other official pension system **6 years**
- 15 Employer's copy of Annual Federal Tax Return (Form 940), Quarterly Federal Tax Return (Form 941E) and Continuation Sheets (Form 941a), Notice of Tax Return Due (Form TY14), or equivalent forms **5 years**
- 16 Employer's copy of US Information Return for Calendar Year (Form 1099), Withholding Tax Statement (Form W-2) or Transmittal of Wages and Tax Statements (Form W-3) or equivalent forms **5 years**
- 17 Employer's Withholding Exemption Certificate (Form W-4), or equivalent form **5 years**
- 18 Employer's copy of New York State income tax records relating to employees **5 years**

Purchasing

- 1 Purchase Order, or similar record, used to obtain materials, supplies, or services **6 years**
- 2 Purchase requisition, request, estimate or similar record, used to submit purchase requirement **6 years**
- 3 Purchasing file, including but not limited to bid contract and specifications for purchase of materials, supplies and services not connected with capital construction **6 years**
- 4 Vendor file, including but not limited to list of vendors doing business with the local government, vendor evaluation forms, price lists or other information received from vendors **0 after obsolete**
- 5 Performance guarantee or written warranty for products or similar record **6 years after expiring**
- 6 Invoice, statement or similar notification by vendor of supplies, materials, or equipment sent **6 years**
- 7 Invoice register, or similar record used to list invoices **1 year**
- 8 Packing slip, shipping ticket, copy of bill of lading or similar record used to verify receipt of materials or supplies **6 years**
- 9 List or abstract of purchase orders, claims or contracts **6 years**
- 10 Standing order file, used for purchase of materials and supplies which are received on a regular basis **6 years**

Disposition

Establish a formal disposition procedure that disposes of records regularly, at least once a year. This safeguards against the accidental destruction of records that have not attained their minimum retention periods or that have met their retention periods but are needed for some other purpose, such as litigation or investigations.

Documenting disposition of records is not required, but recommended. An authorization form should include series titles and dates, quantity of records, method of destruction, and authorization signatures. To certify destruction, the form should also include the dated signature of a witness. Select a method of destruction that ensures total illegibility of confidential records. The most common methods of destruction include: Incineration, Landfill, Recycling and Shredding