

# **Genesee Library**

**8351 State Route 417**  
**Little Genesee, New York 14754**

## **2025 Edition**

### **Trustee, Patron and Employee Policy Manual**

This policy manual is intended to help the board and the staff of the Genesee Library understand the workings and organization of the library. The policies contained herein have been adopted by the Board of Trustees and may be changed at any meeting by majority vote of the board by following the proper procedures as explained in the by-laws under amendments.

Adopted by the Genesee Library Board on November 13,1995

#### **Section Table of Contents:**

- 1) Administrative Policies/Board Governance      2) Financial Management**  
**3) Operational Policies      4) Personnel Policies      5) Forms**

## TABLE OF CONTENTS

Policy	Date Adopted	Date Updated / Reviewed
<b>Section 1: Administrative Policies/ Board Governance</b>		
Mission Statement	11/13/1995	3/19/2025
By-Laws	6/13/1977	3/19/2025
Open Meeting Policy	11/13/1995	1/19/2022
Library Bill of Rights	6/19/1939	4/19/2023
Public Comment Policy	5/15/2024	5/21/2025
Public Communications Policy	5/15/2024	5/21/2025
Open Meeting Resolution to Authorize Videoconferencing	12/2017	4/19/2023
New York State Minimum Standards	1/1/1995	4/19/2023
Conflict of Interest	7/23/2018	3/19/2025
<b>Section 2: Financial Management</b>		
Capital Fund		
Gifts & Memorials	8/21/2018	3/19/2025
Online Bill Paying Policy	12/2017	3/19/2025
Purchasing Policy	1982	5/21/2025
<b>Section 3: Operational Policies</b>		
Best Value Clause Policy	6/19/2019	3/19/2025
Circulation Policy	7/15/2018	5/21/25
Censorship, Challenge to Library Materials Policy	7/15/2018	5/15/2024
Collection Management Policy	5/15/2024	
Computer Use Policy	7/23/2018	3/19/2025

Confidentiality of Library Records Policy	4/23/2018	3/19/2025
Disaster Plan Policy	4/23/2018	5/21/2025
Document Retention & Destruction Policy	10/17/2018	3/19/2025
Drug/ Smoke Free Environment Policy	8/21/2018	5/21/2025
Equipment Loan Policy	8/21/2018	3/19/2025
Internet Usage Policy	4/23/2018	3/19/2025
Law Enforcement Inquiry Policy	4/2/2018	5/21/2025
Library of Things Policy	7/16/2025	
Library Rules and Conduct Code	1/13/1995	5/21/2025
Photo Release	6/19/2019	5/21/25
Records Access Policy	6/20/2018	7/16/2025
Social Media Policy	4/23/2018	5/15/2024
Telephone Policies	1/13/1995	5/21/2025
Volun-Teen Board Member Policy	1/15/2018	5/21/2025
Website Development Policy	7/16/2025	
Weeding The Collection	7/15/2018	5/21/2025
<b>Section 4: Personnel Policy</b>		
Employee Policy	1995	11/21/2025
Sexual Harassment Policy	10/17/2018	5/21/2025
Pandemic Policy	6/17/2020	5/21/2025
Quarantine Leave Policy	3/27/2020	5/21/2025
Whistleblower Policy	1995	9/18/2024
Working from Home/Telecommuting Policy	3/27/2020	7/16/2025
<b>Section 5: Forms</b>		

Banned Patron Form	5/21/2025	
Bid Proposal Form	6/19/2019	5/21/2025
Building Use Form	6/20/2018	5/21/2025
Disclosure of Interest Form	6/20/2018	5/21/2025
Employment Application Form	9/27/2018	5/21/2025
Equipment Loan Form	8/21/2018	5/21/2025
Evaluation Form	6/2017	11/17/2021
Library Card Registration Form	8/21/2018	5/21/2025
Photo Release Form	6/2017	5/21/2025
Request for Reconsideration of Library Materials	6/20/2018	5/21/2025
Oath of Office Form	6/2017	5/15/2024
Sexual Harassment Complaint Form	11/21/2018	5/21/2025

## **Section 1: Administrative Policies/Board Governance**

### **MISSION STATEMENT:**

The mission of the Genesee Library is to provide all members of the community with a variety of popular materials and library services to fill their educational, recreational, and cultural needs. The library features current high interest materials in a variety of formats for people of all ages. The library's second role is to serve as a resource for pre-school and school age children and their parents. By providing materials and programs for children, the library hopes to encourage lifelong library use among them. When all its services are available, the library supports and becomes a vital part of the community.

Adopted on 11/13/1995, Reviewed 3/19/2025

### **PREAMBLE:**

The Board of Trustees (hereinafter designated at the "Board") of the Genesee Library, a corporation created under a charter granted under Section 253 of the New York State Education Law by the Board of Regents (or Secretary of State) of the State of New York, Dated June 23, 1908 shall be governed by the laws of New York State, the regulations of the Commissioner of Education and by the following bylaws. The absolute Charter was "Granted September 24, 1982, by the Board of Regents of The University of the State of New York, for and on behalf of the Ste Education Department, and executed under the seal of said University and recorded as Number 18,386.

**GENESEE LIBRARY BI-LAWS:****ARTICLE I Name**

The name of this association shall be: Genesee Library.

**ARTICLE II Location**

It shall be located in: Little Genesee, Allegany country, New York State

**ARTICLE III Fiscal Year**

The fiscal year of this library shall be January 1<sup>st</sup> through December 31

**ARTICLE IIII Object**

Its object shall be to maintain a circulating library and reading room, free for public use, to the inhabitants of the town of Genesee and Bolivar-Richburg School District.

**ARTICLE IV Membership**

Any person over the age of 18 may become a member of the Genesee Library by signing their membership card. Any person under the age of the 18 may become a member, they must have a legal guardian present at the time of membership card sign up, to assume to financial responsibilities for lost, stolen, damaged materials or fines incurred to the Genesee Library Association.

**ARTICLE V Meetings****Section 1.**

The regular meetings are all open to the public. These meetings may be reestablished, if necessary, by a majority vote at any board meeting.

**Section 2.**

Fiscal year shall end December 31<sup>st</sup>. The annual meeting shall be held during preferable the Second week of January, to receive and consider the yearly reports of the Board of Trustees and other officers of the library; and for the Election of trustees. The annual meeting shall be announced in the local newspaper and on digital media at least thirty days in advance.

**Section 3.**

The start of the fiscal year will begin January 1<sup>st</sup>. The reorganizational meeting will be held preferably the Fourth week of January, to start the implicating the previous adopted budget, to build short term goals for the year, and the board shall reevaluate progress towards 5 year and long-range goals.

**Section 4.**

Special meetings may be called by the president or any two trustees.

**Sections 5.**

Five days' notice of each meeting shall be given by the secretary. Notice of meetings shall be posted on two of the fallowing the library door, digital media, post office or town of Genesee town hall. All meetings will be open to the public, except while in executive session. Executive session meetings shall be used to discuss a sensitive or diverse subject. The board shall then act at a board meeting to cast a vote if one is needed. No minutes are needed to be taken while in an executive session.

**Section 6.**

A majority of the designated number of trustees (or 3 members) shall constitute a quorum. A quorum is needed before any business can be conducted. If a quorum is not present the meeting will be cancelled and rescheduled.

### **Section 7.**

Order of Business shall be as follows:

1. Call Meeting to order/ Roll Call
2. Public Speaking, Limited to three (3) minutes per person maximum
3. Appointment or Elections, If any
4. Acceptance of Secretary's Report
5. Acceptance of Financial Report
6. Old Business
7. Directors Report
8. New Business
9. Committee Reports, If any
10. Adjournment

## **ARTICLE VI Trustees**

### **Section 1.**

The board shall consist of five (5) trustees elected to serve five (5) years, respectively as they may determine by lot, and all trustees shall be elected at each annual meeting of the library thereafter to serve one year and till a successor is elected. Within ten days after each annual election the trustee shall elect from their own number, to hold office for one-year a: President, Vice President, Treasurer and Secretary who shall also be officers in the board of trustees. Any vacancy occurring during the term of a trustee shall be filled at the next annual meeting or by vote of the remaining trustees. At the annual meeting vacancies shall be filled by vote of the association. All officers of the board shall expire the day before the annual meeting in January. Two board members may be 16 years of age and from the Bolivar-Richburg High School; these trustees shall be known as Volun-Teens. The Volun-Teens board members shall have the same rights as any other board member excluding the right of fiduciary signatures. One Volun-Teens shall have the right to an officer of the board position of Secretary. Any changes in terms or number of trustees must be made in accordance with the constitution.

### **Section 2.**

The term of office of trustees shall be five (5) years, and each trustee shall be limited to two (2) terms. Exception if someone was appointed to fill a vacancy, this person may finish out this unexpired term and then be eligible for two more full terms of his/her own.

Terms of office of Volun-Teens shall be one year July through July.

### **Section 3.**

Powers and duties of officers: The trustees shall have the general management of the Library and its property. The trustees shall provide ways and means for its maintenance and endowment, along with suitable rooms, furniture, serials for its equipment, and make policies for the convenient and free use by the public. They shall appoint and arrange pay for a competent director and other employees based on all federal and New York State guidelines. The trustees shall make by-laws, appoint needed committees and

have such other powers and duties as are the prescribed for trustees of public Libraries by state Law and shall report annually to the association.

**Section 4.**

President-Shall preside over meetings, call meetings to order, close meetings and fallow order of business.

Vice President- Shall assume all duties of the president if the president is not available to attend a meeting.

Secretary-Shall keep a record of all library meetings and of all official action of the trustees.

Treasurer-Shall receive, hold, and pay out the funds of the library under direction of the trustees and shall furnish such bonds as they require.

**Section 5.**

A nominating Committee for trustees and officers shall be appointed by the President two (2) months prior to the end of the library year.

**Section 6.**

New trustees will be elected by majority vote of the board at the Annual meeting

**Section 7.**

Trustees must be 16 years or older, reside in the Town of Genesee and/or the Bolivar-Richburg School District and will be required to fill out an application for this position to be kept as part of a personnel file.

**Section 8.**

Officers shall be elected by a majority vote of the board of trustees at the Annual meeting of the year. If an officer vacates his/her office before his/her term is up, the board, by majority of a vote at a regular meeting shall appoint another trustee to fill this office until the end of the year.

**Section 9.**

All officers shall begin their duties in January and have the usual powers and duties associated with their office as noted in the policy. Officers appointed to fill a vacated position will take over duties immediately after appointment.

**Section 10.**

Nominations for trustees to fill expired terms will be accepted at the Annual (January) meeting. This meeting will be advertised two weeks prior to the meeting by an ad in any two of the following locations: Money Saver, by placing notices on the library door, in the post office, town hall or on Digital media.

## **ARTICLE VII Committees**

**Section 1.**

Ad Hoc committee may be appointed by the president, as needed, with approval of the board. Non-board members may be appointed to such committees to bring special capabilities for the resolutions of problems confronting the committee.

**Section 2.**

All committee Actions are subject to approval by majority of the board.



**Section 3.**

The following will be standing committees: Rules, Public Relations, Buildings, Budget and Finance. These committees shall have all the usual powers associated with such committees.

**Section 4.**

1. The quorum of the board shall appoint all committee members.

**ARTICLE VIII Library Director****Section 1.**

The board shall appoint a qualified library director who shall be the executive and administrative officer of the library. The appointed director will hold this position until he/she resigns, retires or is terminated by the board.

1. All potential Library Director's before appointment will be required to fill out an application to help the board in making an appointment. All applications will be kept on file.

**Section 2.**

The director shall be held responsible for the proper performance of duties as specified in the employee manual and policy upon hire. The library board of trustee shall agree to help aid the director in training in any way they can.

**Section 3.**

It shall be the duty of the director to attend board meetings, budget meetings, or public meetings where action may be taken affecting the interest of the library. The director shall have the right to speak on all matters under discussion at board meetings, however, shall not have a right to vote on matters thereon.

**Section 4.**

All Library Directors must be at least 18 years of age.

**ARTICLE VIII Amendments****Section 1.**

These by-laws may be repealed, amended, and changed as needed by a majority vote of the entire board at a regular meeting. However, any proposed amendments shall be presented in writing to the board at a prior board meeting and notice thereof has been given in written proposal of the meeting in such the proposed amendment is to be considered.

Adopted on 6/13/1977, Revised 2/2/1989, 11/13/1995, 9/12/1996, Reviewed 12/6/2017, 1/24/2018, 5/6/2018, 6/20/2018, 3/19/2025

**Open Meeting Policy:**

The Genesee Library is subject to New York's Open Meeting Law pursuant to Article 7 of Public Officers law. The law requires board meetings to be properly posted and advertised and open to the public. In addition, working sessions of the board (even if they are not formal meetings) must be

advertised and open if a quorum of the board is expected to be attended. A copy of New York's Open Meetings Law is available at <http://www.dos.state.ny.us/coog/openmeetlaw.html>.

**Notice of Meetings:**

Notice of board meetings shall be posted in the library, and published on the Genesee Library's website calendar at <https://www.genesee.stls.org>. Regular meetings are held bi-monthly on the third Wednesday's of the month at . In the event that it is necessary for the Board to change the date of a regularly scheduled meeting or to hold a special or emergency meeting, advance notice will be posted on the library's website and in the library and on library social media at least 72 hours in advance if possible.

**Quorum:**

According to the Genesee Library By-Laws a simple majority of trustees present at a meeting constitute a necessary quorum to vote. A trustee who is not physically present at a meeting cannot vote. Under New York law, no action can be approved without a "majority of the whole." In other words, because our board consists of 5 members, an affirmative vote of at least 3 trustees is required for a motion to pass.

**Executive Sessions:**

During an open meeting of the board, the board may go into an executive session during which the public is excluded. However, executive sessions may be convened for a limited number of purposes specified in the law. These include but are not limited to:

- Discussions regarding proposed, pending or current litigation.
- Collective bargaining negotiations pursuant to Article 14 of the Civil Service Law.
- The medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.
- The proposed acquisition sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when the publicity would substantially affect the value thereof.

An executive session is convened only as part of a public board meeting. The Board must vote to enter the executive session and state the general nature of the session for its minutes. The Board may take formal action and vote on any matter in the executive session except the appropriation of public monies.

Minutes of executive sessions are required only if the board takes formal action in the executive session. If no vote or other action is taken, no minutes are required. Otherwise, minutes of an executive session must provide a record or summary of the final determination or action the board took in the session.

**Public Participation in Meetings:**

Members of the public are welcome to attend Genesee Library board meetings. Observers are asked not to participate in any way that might impede the work of the board. New York's Open Meetings Law confers upon the public the right to observe the performance of public officials and attend and listen to the deliberations and decisions that go into the making of public policy. It does not give the public the right to speak or participate in board meetings. Observers should recognize that the board is under no obligation to brief observers on matters before the board or to take or respond to questions from observers. Observers may participate in discussions only if recognized by the board. There is a 3-minute

time limit for public speaking the president of the board reserves the right extend time on any public comments.

**Minutes:**

As required by the Open Meetings Law, minutes are taken at all board meetings. Minutes of a regular session of the board must consist of a “record or summary of all motions, proposals, resolutions, and any other matter formally voted upon and the vote thereon.” Although it is not required by law, most minutes also include a summary of discussions relating to the issues covered. The minutes, along with statements and other official records, are kept in a secure but accessible place and available to the public upon request to the director. Minutes must be on hand for public inspection two weeks after the meeting, even if they have yet to be approved.

Adopted on 11/13/1995; Revised 5/16/2018, Reviewed 1/19/2022

**New York State Law/Public Library Standards/ Library Bill of Rights**  
**LIBRARY BILL OF RIGHTS:**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I.** Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II.** Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III.** Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV.** Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V.** A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI.** Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII.** All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people’s privacy, safeguarding all library use data, including personally identifiable information.

Adopted 619/1939, by the ALA Council; amended 10/14/1944; 6/18/1948; 2/2/1961; 6/27/1967; 1/23/1980; 1/29/2019.

Inclusion of “age” reaffirmed January 23, 1996.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as [Interpretations of the Library Bill of Rights](#).

Adopted 6/19/1939 Reviewed on 4/19/2023

### **Public Comment Policy:**

The Genesee Library Board of Trustees incorporates an opportunity for Public Comment during its regular board meetings in accordance with New York State's Open Meetings Law. Residents of the Library's service area may use this time during meetings to verbally address the board. The Library Board reserves the right to determine the manner in how public comments are received to maintain a fair, respectful, and well-managed meeting. The following Rules and Procedures apply to the Library's Public Comment section of the meeting Agenda:

#### **Rules and Procedures for Public Comment:**

- Participants must sign in and identify community of residence
- Participants must be residents of Bolivar-Richburg Central School District or a Taxpayer of the Town of Genesee
- Residents will be recognized in order of sign-in
- Residents will be allotted a maximum of 3-minutes to speak
- A resident can only speak once, and only use *their* 3-minutes to speak
- Residents must limit their comments to library-related matters
- A designated library trustee will preside over the meeting
- A designated trustee will introduce each resident and keep track of the time.
- The Library Board may limit the total amount of time allowed for Public Comment
- The Library Board may only listen to residents during Public Comment
- The Library Board may not address an issue, or answer questions during Public Comment
- The Library Board may not vote upon any issue raised during Public Comment unless specified on the agenda.

Adopted on 5/15/2024 Revised 5/21/2025

### **Public Communications Policy:**

The Library Board of Trustees has a responsibility to promote public awareness of library services and programs, to develop public understanding and support of the library and the vital role it plays in the support of community well-being.

The Board of Trustees recognizes that effective public relations involve every person who has a connection with the library. The Board urges its own staff, volunteers, and friends to remember that they represent the library in every public contact and that professionalism and good service enhances good relations.

Official statements to the public and media will be made by the Library Director or the Board President in consultation with the Library Director. If it is necessary for anyone other than the Library Director or Board President to provide the public with information, such information will be reviewed and approved by the Library Director and Board President prior to its release.

The Board of Trustees will designate the official newspaper to be used for all public announcements at its annual Organization Meeting each year.

Social media platforms, including mass email communication services, play an important and active role in library communications. Designated library staff are responsible for posting information to all library subscribed to social media sites. Staff will adhere to the board approved *Social Media Policy* when sharing information or images. Staff in consultation with the Library Director manage overall social media content. The library will not answer questions pertaining to Library Board matters through social media. These questions should be directed to the Library Board during Public Comment at a regular meeting.

Library staff and trustees are entitled to a safe and protected work environment both within the library building and online. Online communication that is sent or received by staff and trustees shall fall under the library's workplace environment policy. Communication, specifically from the public, sent to staff or trustees that contains concerning, harassing or threatening language will be handled by the Library Director in discussion with the Board President. All incidents that pose a risk to human well-being will be documented and reported to the authorities.

Adopted on 5/15/2024 Reviewed 5/21/2025

### **Open Meetings Law and Resolution to Authorize Videoconferencing:**

WHEREAS on April 9, 2022, governor of the state of New York Signed into effect chapter 59 of the laws of 2022, in part amending the Open Meetings Law to enable public bodies to meet, under certain circumstances, via videoconference; and

WHEREAS, the board of trustees of the Alfred Box of Books Library has duly considered the benefit of this law to its routine operations and determined that meeting via videoconferencing per the Open Meetings Law will further the operations and mission of the library.

BE IT RESOLVED THAT consistent with its bylaws and Charter, the board of trustees hereby authorizes the use of videoconferencing for its meetings; and

BE IT FURTHER RESOLVED that the board of trustees hereby adopts the attached written procedure governing member and public attendance at trustee meetings, and confirms each element of that written procedure in this resolution; and

BE IT FURTHER RESOLVED that members of the board of trustees are required to be physically present at any duly noticed meeting unless such member is unable to be physically present due to extraordinary circumstances (including disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member's physical attendance at such meeting); and

BE IT FURTHER RESOLVED that except in the case of executive sessions conducted pursuant to section one hundred five of the Open Meetings Law, and consistent with requirements of the Not-for-

Profit Corporation law, the trustees shall ensure that members of the public body can be heard, seen, and identified, while the meeting is being conducted, including but not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon; and

BE IT FURTHER RESOLVED that the minutes of the meetings involving videoconferencing shall include which, if any, members participated remotely and shall be available to the public pursuant section one hundred six of the Open Meetings Law; and

BE IT FURTHER RESOLVED that if videoconferencing is used to conduct a meeting, the public notice for the meeting shall inform the public that videoconferencing will be used, where the public can view and/or participate in such meeting, where required documents and records will be posted or available, and identify the physical location for the meeting where the public can attend; and

BE IT FURTHER RESOLVED THAT the board of trustees shall provide each meeting conducted using videoconferencing shall be recorded and such recordings be posted or linked on the library's website within five business days following the meeting, and shall remain so available for a minimum of five years thereafter, and such recordings shall be transcribed upon request; and

BE IT FURTHER RESOLVED if videoconferencing is used to conduct a meeting, the library shall provide the opportunity for members of the public to view such meeting via video, and to participate in proceedings via videoconference in real time where public comment or participation is authorized and shall ensure that videoconferencing authorizes the same public participation or testimony as in person participation or testimony; and

BE IT FURTHER RESOLVED THAT so long as the board of trustees elects to utilize videoconferencing to conduct its meetings, the library will maintain an official website; and

BE IT FURTHER RESOLVED that, consistent with the library's mission to serve its community, the trustees' use of videoconferencing shall utilize technology to permit access by members of the public with disabilities consistent with the 1990 Americans with Disabilities Act (ADA).

Adopted on 12/2017 Revised 1/19/2022 Reviewed 1/18/2022, 4/19/2023

### **New York State Minimum Standards as of January 1, 2021:**

A public, free association or Indian library seeking to register with the department on or after January 1, 2021 shall be registered with the department if it meets the registration standards set forth in Commissioners Regulation 90.2. Any public, free association or Indian library that was registered by the department on or before December 31, 2020, shall meet the following registration requirements by January 1, 2021, to continue to be registered by the department:

1. is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law.
2. has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff.
3. provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service.
4. has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law.

5. annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service.
6. periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service.
7. is open the following scheduled hours:

<b>Population</b>	<b>Minimum Weekly Hours Open</b>
Up to 500	12
500 - 2,499	20
2,500 - 4,999	25
5,000 - 14,999	35
15,000 - 24,999	40
25,000 - 99,999	55
100,000 and above	60

8. maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate space, lighting, shelving, seating, power and data infrastructure, and a public restroom.
9. provides programming to address community needs, as outlined in the library's long-range plan of service.
10. provides a circulation system that facilitates access to the local library collection and other library catalogs; and provides equipment, technology, and internet connectivity to address community needs and facilitate access to information.
11. provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in paragraphs (1) through (5) of this subdivision.
12. employs a paid director in accordance with the provisions of section 90.8 of the Regulations of the Commissioner of Education.

<b>Population</b>	<b>Member of a Public Library System</b>	<b>Not a Member of a Public Library System</b>
<b>Below 2,500</b>	No requirement.	No requirement.
<b>2,500 to 4,999</b>	2 academic years of study at an approved college or university.	A bachelor's degree from an approved college or university.
<b>5,000 to 7,499</b>	A bachelor's degree from an approved college or university.	A public librarian's professional certificate.
<b>7,500 or more</b>	A public librarian's professional certificate.	A public librarian's professional certificate.

13. provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service; and
14. establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service



All public and association libraries in New York State must meet minimum standards of service according to [Section 90.2 of the Regulations of the Commissioner of Education](#). These standards support improved public library services for the people of New York and are intended to:

- promote quality local public library service in all communities of New York State,
- empower libraries to strengthen community relations and promote public support for quality library services, and
- support a culture of transparency, accountability, and continuous improvement.

All the minimum standards for public and association libraries must be met at the time of application for a library charter or registration. Education Law requires that a library be chartered and registered to legally receive local and State funds.

Any public or association library that was registered (licensed) by the department on or before December 31, 2020, shall meet the new minimum standards by January 1, 2021, to continue to be registered by the department. A public or association library seeking to register with the department on or after January 1, 2021, shall be registered with the department if it meets the new minimum standards.

**If a library cannot meet one or more of the minimum standards**, the director or board president should contact the library system to discuss available options. Education Law and Commissioner's Regulations provide a process for libraries that cannot meet standards because of circumstances beyond the library board's control.

[Adopted on 1/1/1995, Reviewed 5/16/2018, Revised 4/19/2023](#)

### **Conflict of Interest Policy:**

Trustees and employees of the Genesee Library shall adhere to the highest standards of honesty, good faith and fair dealing in all activities relating to the organization.

No trustee, employee or any member of their respective families or households shall accept gifts, gratuities, or favors of any kind from any person, firm or corporation doing business or seeking to do business with the Genesee Library and which could reasonably be expected to influence, or created the appearance of influencing, his or her actions affecting the Genesee Library.

Without full and complete disclosure to and approval by the Board of Trustees or its Executive Committee, no trustee or employee shall have any position of influence with, or a material financial interest in, any other entity, the existence of which does or could reasonably be expected to conflict with the proper performance of his or her duties or responsibilities to Genesee Library, or which could reasonably be expected to affect his or her independent judgment and action with respect to transactions between the Genesee Library and such other entity. If such a position exists, it must be disclosed to the Library Director and to the President of the Board.

Each trustee and the library director shall provide the Board of Trustees with a written notification of any transaction or situation that may imply any reasonable doubt concerning the possible existence of a conflict of interest by the director or staff person.



In the event that Genesee Library may wish to contract or enter into an arrangement for goods or services under circumstances that may present a conflict of interest affecting one or more of its trustees or employees, the following shall apply. The affected person(s) of the Genesee Library agree(s) to provide full information to the Board of Trustees to allow the Board of Trustees to approve or disapprove by resolution, with the advantage of full disclosure, such contract or arrangement. The affected person shall recuse himself from the vote.

Annually, and upon start of duties, Genesee Library trustees and employees shall complete and return to the President of the Board a Disclosure of Interests Form.

The President of the Board shall administer this policy. Any disputed action of the Library Director or other library employee with respect to this policy shall be resolved by the Board of Trustees.

Adopted on 6/20/2018, Reviewed 3/19/2025

## **Section 2: Financial Management**

### *Gifts/Memorials:*

#### **Gifts:**

- All gift materials will be accepted with the understanding that the Genesee Library reserves the right to determine the final disposition of the materials. Gift materials may be added to the collection, sold, given to another library/agency or discarded.
- Gift materials will not be accepted for which the donor places undue restrictions or specials conditions.
- A formal written acknowledgement of gift materials will be made to the donor. However, the library cannot estimate the value of a gift or make an appraisal of gift materials monetary value for income tax or other purposes. The responsibility of appraisal lies with the donor; however, the library will provide a written receipt of such donated item.
- Gifts of money/real property and/or stock will be accepted if any conditions attached thereto are acceptable to the board of trustees and are in accordance with all pertinent laws.
- Gifts of money designated for the purchase of materials will be accepted with the understanding that the materials must meet the library's selection standards.
- Gift materials can be acknowledged with a bookplate, plaque or label or other means appropriate to do so.
- Any and all undesignated monetary gifts or donations given to the library will become the responsibility of the Board of Trustees to spend as they see fit.

#### **Memorials:**

- Money donated for memorial materials will be used in one or more of the following ways:
- To purchase specific items recommended by the donor.
- To purchase items in specific areas to reflect the interests of the honoree.
- Memorial donations will be deposited into the memorial fund for such use(s) as board deems appropriate.

- Donations can be added to the library's endowment if so designated by the donor.

Adopted on 8/21/2018, Reviewed 3/19/2025

### **Online Bill Pay Policy:**

The Genesee Library shall start online banking services for the betterment of the library. Making sure unique ids and passwords are individually secured. Online banking will only take place on the director's workstation computer.

The treasurer will serve as the administrator on all accounts. The board shall be able to view the accounts as needed in case of emergencies. The treasurer will review all accounts monthly for unusual activity.

All deposit accounts are held at Community Bank N.A. Stopping payment on a check, and printing/viewing statements, electronic payments to vendors are authorized activities. Wire transfers and international purchases are not allowed.

- NYS Retirement is authorized to debit from Payroll Checking the employee contributions withheld from employee's paychecks per the Monthly Retirement Report.
- NYS Sales Tax is authorized to debit from General Checking the annual sales tax due per the annual filing.

Adopted on 12/2017, Reviewed 8/21/2018, 3/19/2025

### **Purchasing Policy:**

#### **Introduction:**

The library is committed to conducting its purchasing activities in a fair, transparent, and competitive manner, ensuring value for money while adhering to all applicable laws and regulations. This policy outlines the principles and procedures governing the purchasing process, which involves the library director, trustees, and staff.

#### **Objectives:**

- To obtain quality goods and services at the best value for the needs of the library.
- To promote fair and open competition among businesses and suppliers.
- To ensure compliance with all legal and regulatory requirements.
- To foster environmentally sustainable and ethical purchasing practices.

#### **Purchasing Thresholds:**

The following thresholds determine the purchasing method to be used:

- \*Up to \$3,000: Purchases may be made without competitive bids, but with due regard for obtaining value for money and adherence to budgetary constraints. Purchases over \$3,000 require a

formal resolution by the Board of Trustees at the request of the Library Director or appropriate Board Committee.

- \$3,001 - \$20,000: Requires obtaining at least three written quotations from qualified suppliers.
- Above \$20,000: Requires a formal competitive bidding process, which may include a request for proposal (RFP) or invitation to tender (ITT), depending on the nature of the procurement.

**Purchasing Procedures:**

All purchasing activities shall be conducted in accordance with library's purchasing policy and applicable laws and regulations.

- Purchases are to be categorized into a spreadsheet according to the line item they are purchased under from the budget.
- Purchases once received are signed by the treasurer or staff.
- The spreadsheet will be sent monthly to the cpa to keep accurate records.
- The purchasing process shall be transparent, ensuring equal opportunity for all qualified suppliers to participate.
- Requests for quotations or proposals shall clearly specify the goods or services required, evaluation criteria, and any other relevant information.
- Evaluation of bids shall be based on predetermined criteria, including price, quality, delivery time, and supplier qualifications.
- Contracts shall be awarded to the supplier offering the best value for money, considering both cost and non-cost factors.

**Supplier Relationships:**

- The library is committed to building and maintaining positive relationships with its suppliers, based on mutual respect, trust, and integrity.
- Suppliers shall be treated fairly and impartially throughout the purchasing process, with decisions based solely on merit and in the best interests of the library.

**Compliance and Accountability:**

- Compliance with this purchasing policy is mandatory for all staff involved in the purchasing process.
- Any deviations from this policy must be justified and documented in writing, with appropriate approval obtained from designated authorities.
- The library's purchasing activities shall be subject to periodic review and audit to ensure compliance with this policy and applicable laws and regulations.

**Internal Controls:**

- The Genesee Library requires a board member to hold the position of treasurer and to keep a C.P.A. as forms of fiscal safeguards.
- Two signatures will be required on all checks: treasurer's, president's and C.P.A in the case of emergencies

- Time sheet should be checked by the director and verified with the treasurer. The hourly rates of all library staff should be entered the board minutes on a yearly basis or when raises are given.
- The library staff will be given a review at the meeting in September, and raises are given accordingly to take effect January 1.
- The treasurer should submit a monthly report to the trustees reconciling bill schedules, revenues and all account balances.
- The books of the treasurer should be reviewed sometime soon after the close of the library's fiscal year by a committee of the board or an outside accountant.
- Book ordering should be done through recognized vendors; volumes received should be checked off an itemized invoice.
- Audits should be performed yearly via a self-audit or an independent person.

### **Training and Capacity Building:**

- The library should provide training and resources to staff involved in procurement activities to ensure understanding of this policy and relevant procedures.
- Continuous improvement initiatives shall be implemented to enhance procurement processes and promote best practices.

Adopted in 1982; Revised 7/15/2018, 5/21/2025

## **Section 3: Operational Policies**

### **Best Value Clause:**

The Genesee Library reserves the right to accept a higher amount bid for a job. If the value of the work from the contractor has been proven to be of better quality than a lower bid. This will allow the library to better use the funds collected from the school provided by the community with quality work verses a less expensive subpar quality work.

Adopted on 6/19/2019, Reviewed 3/19/2025

### **Circulation Policy:**

#### **1. Cardholders:**

New York State residents are eligible to receive a free library card. Individuals who carry a current library card from a member library of the Southern Tier Library System may use the library with their home library card.

- Organizational Cards:** Any Allegany County business or organization can receive a free library card once its director or president agrees to accept responsibility for charged materials. In order to obtain a library card, applicants are required to complete and sign an application signifying their agreement to adhere to Genesee Library policies. Anyone under the age of 18 must have their application signed by a parent or guardian.

**b. Children's Library Cards:**

Children are able to obtain a library card in their own name. This is with the understanding that the library and its staff do not regulate or monitor juvenile borrowing. It is also with the understanding that children's library cards will be treated with the same rules of confidentiality and privacy protection outlined in the Confidentiality of Library Records policy.

Patrons are expected to present their library cards or an alternative form of identification whenever they borrow library materials. Exceptions may be made at the discretion of the library staff and director. The library is not responsible for library cards used by unauthorized people. It is the responsibility of the user to take care of his/her library card.

**2. Card Expiration and Renewal:**

Library cards expire every year and will be renewed upon verification of current information. An expired library card can be renewed over the phone or in person by verifying current address, phone number, and other account information.

Inactive patron accounts may be purged from the library's systems and reapplication may be necessary.

**3. Lost Cards:**

The lost card will be replaced for free.

**4. Loan Periods, Renewals, Fines & Limits:**

While the following table is not exhaustive, patrons will find it useful because it covers the vast majority of items in the collection.

The Genesee Library no longer assesses fines for overdue materials, with the exception of Library of Things Items

<i><b>Material</b></i>	<i><b>Loan Period</b></i>	<i><b>Renewals</b></i>	<i><b>Overdue fine</b></i>	<i><b>Limits</b></i>
All books	4 Weeks	1		None
DVDs/ Video Games	7 Days	1		7
Library of Things	1 Weeks	0	\$1.00/day	2
Inter Library Loans	Set by owning libra	None	\$.50/day	None
Holds (within the ST	Set by the owning	None	Set by owning libra	None

**5. Interlibrary Loan:**

Books and articles may be obtained outside of the Southern Tier Library System through Interlibrary Loan. A patron seeking materials not available in the Southern Tier Library System must complete a form detailing as much information about an item as possible (i.e. author, title, date of publication, publisher, etc.). The majority of loans are free; however, if there are fees associated with an item, the patron can decide to pay the costs. Some requests may not be filled. Loan periods vary and are set by the lending library. Renewals are determined by the lending library and may be denied. Overdue fees for ILLs are \$.50/day.

**6. Holds:**

Cardholders have access to the 48 member libraries of the Southern Tier Library System. Materials can be borrowed from these libraries. Loan periods, renewals, and fines are set by the library owning. Items will only be held at the Genesee Library for one week. If the patron has not picked the item up by then, the hold will be removed and the item returned to the owning library.

#### **7. Lost or Damaged Library Materials:**

Cardholder is financially responsible for any items checked out on his/her card and fines/fees associated with the items. The parent or guardian who signed their child's application will be responsible for any items checked out on that card.

If materials are lost the cardholder will be billed for the cost of the item.

If materials are returned damaged, the cardholder is billed for the cost of the item.

Patrons can pay for any lost or damaged materials, regardless of the owning library, at the Genesee Library.

#### **8. Suspension of Borrowing Privileges:**

Patrons owing more than \$20.00 in fines will have their borrowing privileges suspended until the amount owed is reduced to under \$20.00 and items are returned.

#### **9. Overdue and Lost Material Billing Notifications:**

Patrons with email addresses on file will be emailed with overdue notifications 1 week after the due date and 2 weeks after the due date. If materials are still not returned, they are assumed lost, and a bill notice will be mailed to the patron.

Patrons with no email addresses will be called by library staff for 1 week and 2 weeks after the due date. If materials are not returned, they are assumed lost, and a bill notice will be mailed to the patron.

Patrons who return damaged items will be billed for the cost of the item.

*Adopted on 7/15/2018, Reviewed 8/21/2018,6/2019 Revised 6/19/2019, 5/21/2025*

### **Censorship, Challenge to Library Materials Policy:**

#### **Introduction:**

It is an essential role of the public library to make all, including possible controversial materials, freely available to all community members. This can mean that the views expressed in a library material conflict with a community member's beliefs or perspectives. Having a policy to guide library employees, volunteers, and trustees in dealing with community challenges to a material ensures each complaint is dealt with fairly and every person in the library knows how to proceed.

Genesee Library supports all members of its community by collecting materials representing all viewpoints considering the Library's Collection Management Policy. However, it is not the role of the library to advocate for or endorse any particular idea, opinion, or point of view; nor will the Library or

any of its employees, volunteers, or trustees act in loco parentis (as a parent to library patron – either adult or minor).

The Board of Trustees recognizes the importance of providing a procedure whereby opinions from the community regarding materials selected can be voiced. A request for reconsideration must be made in writing on forms provided by the library. These forms are available upon request from the circulation desk and upon completion, should be delivered to the circulation desk, or mailed to Library in care of the Library Director. Requests for Reconsideration may only be filed by residents of the library's service area. The library will not process requests, and the Library Board will not hear complaints from individuals who live outside the library's services area. The library may impose a limit on the number of requests submitted by a complainant within a designated period of time.

Upon receipt of the signed form, the Library Director will notify the Library Board that a form has been received, and review the information provided in the form to determine if the complaint requires further review, or if the materials should remain within the library's collection considering the Library's Collection Management Policy. In consultation with the Library Board, the Library Director will inform the community member who submitted the form if the materials remain within the collection. The determination will be sent in writing through U.S Mail.

If the Library Director thinks further review is required, they will convene a committee with members of the Library Board and/or library employees.

**The committee shall:**

1. Examine the material in question, the issues raised, and the circumstances involved.
2. Decide to remove or retain the material in question.
3. Notify the American Library Association and the New York Library Association of the challenges

The Library Director will inform the community member of the committee's decision in writing through U.S. Mail.

Should the patron wish to appeal the decision, they may write to the President of the Board of Trustees to request a hearing by the Board as part of the Library's Public Comment Policy. The Board will listen to the community members' concerns during the meeting and decide regarding the challenged material at a meeting after the meeting where the hearing is held. The Library Board will inform the community member of the in writing through U.S. Mail.

Any further appeal must be made to the Commissioner of Education in Albany, N. Y.

The Library Board places a limit on Challenges to Library Materials. The library will only process a complaint form once every 36 months (3 years) for a specific Title or Author considering all material formats (format examples: book, eBook, audiobook, large print book, movie, or musical tracks). The Library Board's decision is final.

Adopted on 7/15/2018 Revised 5/15/2024

### **Collection Management Policy:**

This Collection Management policy reflects the mission and core values of the Genesee Library, which includes the library's Board of Trustees, Director, and Library Employees. In accordance with the guidelines included in the American Library Associations' Library Bill of Rights, Freedom to Read and Freedom to View Statements, the Library maintains a collection of materials, both print and digital, that meet the diverse needs of our community. It is an essential role of the library to facilitate free access to a wide array of library materials, including possible controversial materials, to all community members. The library, to the best of its abilities, strives to include a wide and inclusive spectrum of materials and topics. The inclusion of an item in the collection does not imply the library's endorsement of the author, publisher, or subject matter.

Responsibility for the selection of library resources is delegated to the Library Director by the Board of Trustees. At the discretion of the Director, qualified staff members are assigned selection responsibilities.

Selection criteria utilize reputable, professionally reviewed literature and other sources in the selection, and purchase of new library materials. Additionally, the Library relies on trained library employees, who are trained through state and federal accredited institutions to maintain collections.

Selection criteria include:

- Content
- Format
- Cultural Relevance
- Relations to current collection
- Price
- Demand

A selected work need not satisfy all criteria listed above to be included in the collection.

Library resources will not be labeled, marked or identified to show approval or disapproval of their contents. Resources are withdrawn from the collection in order to maintain their usefulness, currency, relevance and condition. Withdrawn resources may be sold, offered to other libraries or nonprofit organizations, recycled, discontinued or discarded.

Responsibility for monitoring a child's access to resources rests with the parent or legal guardian.

The library recognizes the importance of providing an opportunity for community members to request a reconsideration of library materials. Community members may follow the Library's Challenge to Library Material's Policy using the Request for Reconsideration Form to issue a formal concern. Requests for Reconsideration may only be filed by residents of the library's service area. The library will not process requests, and the Library Board will not hear complaints from individuals who live outside the library's services area. The library may impose a limit on the number of requests submitted by a complainant within a designated period of time.



Donations of materials or of funds for the purchase of materials are welcome. The library, however, accepts gift materials with the explicit understanding that those which are useful to the library's collection will be retained, and other materials may be disposed of in accordance with the library's policy. Suggestions for specific titles or subjects are welcome when memorial donations are given, but the final decision, based on the collection, rests with the library. An appropriate book plate will be placed in each gift if requested by the donor.

Adopted on 5/15/2024

### **Computer Use Policy:**

The overall policy for use of the Genesee Library's computer seeks to encourage individual and small group self-instruction, informality, self-monitoring, and cooperation. Use of the computer is free; however, the cost of printing is recoverable by the library. Educational, recreational, and personal use are regarded as equal value. Commercial or business use of the computer is not deemed appropriate. The computer is available for use during normal business hours of the library or when other prior arrangements have been made with the library director.

#### **Sign up:**

A sign-in sheet will be located near the computer and patrons are to sign up in person to use the computer. The library reserves the right to designate certain times and days, in advance, for use by library sponsored computer user groups or individuals for periodic scheduled training or activities.

#### **Patron Hardware & Software:**

The library reserves the right to refuse permission to run patron provided programs in order to protect the integrity of the system.

Patrons are not permitted to install or copy their own software onto the permanent hard drive of the computer.

Adopted on 7/23/2018, Reviewed 3/19/2025

### **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, Genesee 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 Genesee Library have adopted the following guidelines concerning disclosure.

No information regarding or including:

- A patron's name (or whether an individual is a registered borrower or has been)

- A patron's address,
- A patron's phone number,
- A patron's borrowing records,
- The number or character of questions asked by a patron,
- 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 has 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 on 4/23/2018, Revised 7/23/2018, Reviewed 3/19/2025*

### **Genesee Library Disaster Plan:**

#### **Prevention/ Preparation**

##### **Introduction**

This plan will aid in the successful resolution and recovery in dealing with the aftermath of a disaster, whether it be fire, water/wind damage, vandalism, bomb threat, or bug infestation, with no loss of life if the occurrence takes place during library hours. In addition, it is hoped that prior planning and quick implementation of this plan will limit damage to the collection, equipment, and the building.

The Director and disaster response person will regularly update the plan. The library director, staff and disaster response person are responsible for responding to any disaster that occurs in the library.

##### **Prevention**

1. **911** is known by all staff as the emergency number to be used by any phone in building, or personal cell phone if necessary and available.
2. Items on the disaster inspection list shall be reviewed and inspected as scheduled. Library director will train new staff and review with current staff on proper use of fire extinguishers and orient staff on proper emergency evacuation procedures.
3. Library director will notify board of trustees and town supervisor.
4. Post the locations of water, gas, electric turn off points near staff locations.
5. Basement door and all exits are to be kept clear of any clutter or storage of any flammable material.
6. Furnace/boiler is to be inspected every two years by insurance company.
7. Map clearly define evacuation routes and posts in public areas.
8. Backups of computerized circulation data will be kept off site with STLS.
9. Backups of computerized data will be kept off site at the town hall and on google drive.

##### **Response**

In the event of an emergency/disaster, the first person to observe the event should immediately dial 911 if appropriate and contact the director/ disaster response person. Also contact the Board of Trustees president and town supervisor.

### **Procedures**

1. If a **fire** is small enough to be easily and immediately contained, use one of the fire extinguishers in your immediate area. If the fire cannot be easily contained, call **911 –Bolivar dispatch**. Immediately evacuate the building. When the fire alarm is sounded staff will calmly and quickly evacuate building, converging at predetermined location.
2. If a **Power outage, or blackout** has occurred. Find out if there is power to the rest of the building. If there is, advise the director. Follow their instructions to see if power can easily be restored. If not, evacuate the building and call the utility company, RG&E.
3. If **vandalism** has occurred DO NOT TOUCH ANYTHING until directed to do by authorities. CALL THE POLICE. After advising the library director or town supervisor, visually scan area and document what you can see.
4. If a **Health emergency** occurs Staff are familiar with the location of First Aid Kits and exercise caution when administering any first aid to ensure safety of the individual and prevent liability. Without specialized training it is not advisable to undertake more than keeping the sick or injured patron comfortable until medical help arrives. The Rescue Squad/Police should be called immediately in the event of any serious problem. No medication, including aspirin, should ever be dispensed on the public.
5. If a **Bomb Threat** occurs keep the caller on the line if possible. Ask the caller to repeat the message and try to write down every word spoken by the person. Immediately after the caller hangs up, call the police. Clear the building. The police will handle the actual bomb search.
6. If a **Power Failure** occurs during a library function it will be up to the discretion of the library director to ask patrons to leave and for the director to close the library.

Adopted on 4/18/2018, Revised 11/21/202,5/21/2025

### ***Document Retention and Destruction Policy:***

The purposes of the Policy include (a) retention and maintenance of documents necessary for the proper functioning of the Genesee Library as well as to comply with applicable legal requirements; (b) destruction of documents which no longer need to be retained; and (c) guidance for the Board of Trustees, Genesee Library staff and other constituencies with respect to their responsibilities concerning document retention and destruction.

#### **Administration:**

The Genesee Library shall be the administrator (“Administrator”) in charge of the administration of this Policy. The Administrator’s responsibilities shall include supervising and coordinating the retention and destruction of documents pursuant to this Policy and particularly the Document Retention Schedule included below. The Administrator shall also be responsible for documenting the actions taken to maintain and/or destroy organizational documents and retaining such documentation. The Administrator may also

modify the Document Retention Schedule as necessary to comply with law and/or to include additional or revised document categories as may be appropriate to reflect organizational policies and procedures. Modifications must be reviewed and approved by the Board of Trustees.

**Privacy:**

It shall be the responsibility of the Administrator to determine how privacy laws will apply to the organization's documents from and with respect to employees and other constituencies; to establish reasonable procedures for compliance with such privacy laws; and to allow for their audit and review on a regular basis.

**Electronic Documents and Records:**

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files that fall into one of the document types on the Document Retention Schedule will be maintained for the appropriate amount of time. Backup and recovery methods will be tested on a regular basis.

**Emergency Planning:**

Genesee Library records will be stored in a safe, secure, and accessible manner. Documents and financial files that are essential to keeping Genesee Library operating in an emergency will be duplicated or backed up at minimum every two quarters and maintained off-site.

**Document Destruction:**

The Administrator is responsible for the ongoing process of identifying records, which have met the required retention period, and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding. Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

**Compliance:**

Unauthorized removal or modification of records from Genesee Library is not permitted. Destruction or disposition of records not in accordance with the Schedule below is prohibited.

[Adopted on 10/17/2018, Reviewed 3/19/2025](#)

**Document Retention Schedule**

<b><u>Document Type</u></b>	<b><u>Retention Period</u></b>
<b>Accounting and Finance</b>	
Accounts Payable Ledger and Schedules	7 years
Accounts Receivable Ledger and Schedules	7 years
Annual Financial Statements and Audit Reports	Permanent
Bank Reconciliations	7 years
Bank Statements, Deposit Books & Deposit Slips	7 years
Cash Disbursements	Permanent
Cash Receipts	Permanent
Canceled Checks – routine	7 years
Canceled Checks – special (e.g. taxes, loan payment)	Permanent
Chart of Accounts	Permanent

Check Copies/Stubs	7 years
Claim Sheets (Vouchers) and supporting bills	7 years
Depreciation Schedules	Permanent
General Journal	Permanent
General Ledger	Permanent
Invoices to Customers/Member Libraries	7 years
Payroll records (NYS Retirement Recommendation)	55 years
Receiving paperwork from Technical Services	1 year
Time cards and employee absence records	7 years
<b>Grants Received and Disbursed</b>	
Grant Applications, Proposal Agreement, Narrative, Evaluation, and Annual Report for Approved Grants	7 years after close of grant
<b>Corporate and Exemption</b>	
Agendas and Other Board Meeting Documents	7 years
Board of Trustee Meeting Minutes	Permanent
Bylaws and Amendments	Permanent
Charter	Permanent
IRS Exemption Determination Letter	Permanent
State Exemption Determination Letter	Permanent
Licenses and Permits	Permanent
Employer Identification (EIN)	Permanent
<b>Correspondence and Internal Memoranda</b>	
Correspondence and internal memoranda important to	
Permanent, subject to review	

**Electronic Mail (E-mail) to or from the organization:**

Electronic mail (e-mails) relating to a particular topic otherwise addressed in this Schedule should be retained for the same period as the topic to which they relate but may be retained in hard copy form with the document to which they relate.

E-mails considered important to the organization or of lasting significance should be printed and stored

Permanent, subject to review

**Employment, Personnel and Retirement**

Employment Applications	3 years
Employee Benefit Plans	Permanent
Personnel Records (NYS Retirement Recommendation)	Permanent
Retirement/Pension records (NYS Retirement)	Permanent

**Insurance**

Accident Reports and Insurance Claims Records	7 years
Property, D&O, Workers' Compensation and General Liability Insurance Policies	Permanent

**Legal and Contracts**

Contracts, related correspondence and other supporting documentation (expired)	7 yrs after termination
Contracts, related correspondence and other supporting documentation (still in effect)	Permanent
Legal correspondence	Permanent

**Management and Miscellaneous**

Strategic Plans	7 years after expiration
Current version with revision history	

**Property – Real and Personal**

Property deeds and purchase/sale agreements	Permanent
Property Tax	Permanent
Real Property Leases	Permanent
Personal Property Leases	10 years after termination

**Tax**

Annual information returns (W2, W3, 1099 etc.)	Permanent
IRS Rulings	Permanent
Tax returns and worksheets – federal & state	Permanent

Adopted on 7/23/2018, Reviewed 10/17/2018, 3/19/2025

**Drug/Smoke Free Environment Policy:**

All employees, volunteers and trustees of the Genesee Library must comply with the Federal Drug-Free Workplace Act of 1988 as follows:

The unlawful use, possession, manufacturing, dispensation or distribution of controlled substances in any Genesee Library work location is prohibited.

Employees, volunteers and trustees who unlawfully manufacture, dispense, possess or use a controlled substance will be subject to disciplinary procedures consistent with applicable laws, rules, regulations and collective bargaining agreements.

Employees, volunteers and trustees must abide by the terms of this statement and must notify the President of the Board of any criminal drug statute conviction for a violation occurring in the workplace, or at a work site, no later than five (5) working days after such conviction.

Within thirty (30) calendar days of receiving notice of an employee's, volunteer's or trustee's criminal drug statute conviction, the Genesee Library Board must take appropriate personnel action against such employee, volunteer or trustee, up to and including termination consist with the requirements of the Rehabilitation Act of 1973, as amended, or requiring such employee, volunteer or

trustee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health law enforcement or other appropriate agency.

1. Policy The Board of Trustees of the Genesee Library, in the interest of providing a safe work environment and a healthy staff, has adopted the following Library Smoking Ban Policy. The Smoking Ban is in accordance with New York State Legislation signed into law in December 2018 prohibiting smoking within 100 hundred feet of the entrances, exits or outdoor areas of any public or association library.

**Definitions:**

A. Tobacco products include cigarettes, cigars, cigarillos, blunts, pipes, bidis, hookahs, chewing tobacco, dip, smokeless tobacco, snuff, or any other items containing or reasonably resembling tobacco or tobacco products such as e-cigarettes.

B. Tobacco or cannabis use includes smoking, chewing, vaping, dipping or any other use of tobacco or cannabis products.

C. Library premises include any property in use by the library; property leased or owned (including all grounds, buildings, facilities or parking lots); property used for official functions sponsored by the library; and property used by the library in the conduct of any of its events.

2. Regulation A. Employees, visitors, volunteers, contractors or other persons performing services on behalf of the library shall not be permitted to use any tobacco or cannabis product at any time while on Library premises.

3. Compliance

A. It shall be the responsibility of all Library employees to comply fully with the policy.

B. Staff shall inform non-employees when they are in violation of this policy.

4. Procedures

A. Communication signage and other forms of communication will be posted in a manner and location that adequately notifies employees, visitors, volunteers, contractors or other people performing services on behalf of the library about this policy. (In compliance with NY State Public Health Chapter 45, Article 13-E, Section 1399-P)

*Adopted on 8/21/2018, Revised 5/21/2025*

**Equipment Loan/Usage Policy Equipment/Furniture Rules:**

Any person or Organization willing to abide by the library's rules may use the approved equipment and furniture.

**RULES:**

1. Equipment/ Furniture form must be filled out and turned in and approved by the director.
2. The Genesee Library will have priority use for equipment/ furniture.
3. Person/ Organization using the Equipment/ furniture are asked to donation to the library in any amount of their choosing.

4. The Person/ Organization signing of this agreement is held accountable for any damage to the equipment/furniture.
5. The Genesee Library does not endorse or support the purpose of any Person/ Organization by allowing that Person/ Organization the use of the equipment/furniture.
6. All equipment/furniture should be returned clean.
7. Any problems will be reported to the director as soon as possible.
8. The Genesee Library reserves the right to discontinue any person/organization Extended Loan/Usage Policy if rules are not followed.

Adopted on 8/21/2018, Reviewed 3/19/2025

### **Internet Usage Policy:**

#### **Internet Access:**

The Internet is a global electronic network, mostly unregulated, on which anyone may place any content or communicate any content. The library does not endorse or assume responsibility for any content found or any communications made on the Internet.

The library maintains an Internet filtering mechanism for use on all computers. The filtering mechanism will only block access to the three categories of content specified by the Federal Children's Internet Protection Act (CIPA)—visual depictions of material deemed child pornography, obscene, or certain material deemed harmful to minors.<sup>1</sup> The filtering mechanism can be disabled on individual computers as needed by library staff. The library has a responsibility to protect the First Amendment rights of its patrons, including its minor patrons, by not inhibiting access to constitutionally protected speech, including images, language, and video that may be controversial or unappealing to community members.

#### **Access By Minors:**

Parents or legal guardians must assume responsibility for deciding which library resources are appropriate for their own children, guiding their children in the use of the Internet and informing them about materials they should not use. The library, its employees and volunteers, cannot act in place of parents or guardians in restricting access to resources, including those accessed through the internet. While the library affirms and acknowledges the rights and responsibilities of parents and guardians to monitor and determine their children's access to materials and resources, including those available through the Internet, the library has taken certain measures designed to assist in the safe and effective use of these resources by all minors.

1. To address the issue of safety and security of minors when using e-mail and other forms of direct electronic communications, as well as the unauthorized disclosure, use and dissemination of personal identification information regarding minors, the library urges minors and their parents or guardians to keep in mind the following safety guidelines:
  - a. Never give out identifying information such as home address, school name, or telephone number.
  - b. Let parents or guardians decide whether personal family information such as age, marital status, or financial information should be revealed.
  - c. Never arrange a face-to-face meeting with someone via the computer without parents' or guardians' approval.



- d. Never respond to messages that are suggestive, obscene, threatening, or make one uncomfortable. Tell a parent, guardian or library staff member if you receive such a message.
  - e. Have parents or guardians reported an incident to the National Center for Missing and Exploited Children via [www.cybertipline.com](http://www.cybertipline.com). or call 1-800-843-5678 if one becomes aware of the transmission of child pornography.
  - f. Remember that people online may not be who they say they are.
  - g. Remember that everything that one reads online may not be true.
  - h. Don't open e-mail, files or website pages sent to you by people or organizations that you don't know or trust.
2. To address the issue of unauthorized access, including so-called "hacking" and other unlawful activities by minors online, minors and all other users of the library are hereby advised that any unlawful activity is strictly prohibited.
  3. Create an introductory web page (splash) for wireless Internet access which requires a patron to verify that they will accept the library's terms for using that access. Unless the patron agrees to this verification, they will be blocked from using the library's wireless Internet connection.

**Prohibited Library Activity:**

Any user of electronic services in any location is strictly prohibited from any illegal activity or unlawful purpose, including but not limited to:

1. hacking.
2. harassing or invading the privacy of other users.
3. attempting to degrade the network or disrupt its performance.
4. using the network for commercial purposes.
5. sending "spam" or unsolicited advertising of any kind.
6. violation of copyright law, including downloading copyrighted works without authorization by the copyright owner.

*Adopted on 4/23/2018, Reviewed 7/18/2018, 3/19/2025*

**Law Enforcement Inquiry Policy:**

Library administration should not interfere with ICE processes if agents are detaining an individual within the library. It is okay for library administration to ask for an agent's ID or administrative warrant after detainment has taken place. Library administration should contact the library system and their lawyer after such detainment.

- What do we do when a police officer, or lawyer requests the information of a patron's account, or asks questions about the patron's library usage patterns?
- Step 1: Library staff should defer the inquiry to the library director. Handling these requests is the role of the director, not a staff member, volunteer, or trustee.
- Step 2: the library director should exercise the same level of respect and customer service that they would offer all other members of the community.

- Step 3: the library director should inform the officials that the library cannot share information about a patron's usage, or the patron's library account without a court-issued subpoena. Inform the official that the library may provide some, or most of the requested information upon receipt of such subpoena. Officials should understand this response and might return with a subpoena if it is required to carry out their official duties.
- Step 4: call STLS to let us know about the request. STLS manages patron data through the ILS, online collections, and internet connections. We also have our own policies to work through to support your library in this situation. In all cases, we will consult with our legal counsel, and in most cases, we will follow-up with the local official on behalf of the library with the library's permission.

Adopted on 4/23/2018, Revised 5/21/2025

### **Library of Things Policy:**

The Genesee Library offers a variety of non-traditional items that may be circulated. These items must follow the circulation rules set by the library.

Patrons (hereafter "Borrower") must be 18 years of age, have a Library card in good standing, and be legally able to sign the Waiver and Indemnification Form to borrow from the Library of Things. Holders of temporary cards are not eligible to borrow from the Library of Things. Library may refuse to loan Things at Library's discretion.

1. Photo ID may be required to verify Borrower's identity.
2. No more than two Things may be borrowed at once.
3. Checkout periods are seven days, with 0 renewal if there are no holds on the Thing.
4. Unless otherwise stated, normal borrowing policies apply to the Library of Things.
5. Borrowers must sign the Waiver and Indemnification Form before their first checkout from the Library of Things.
6. Borrower is solely responsible for using Things in a safe and proper manner, and that they will use the Thing in accordance with applicable instructions. Library will not provide any instructions on the proper use of Things.
7. The library is not responsible for the condition or any manufacturing defects inherent in any Things or for any damage done by any Thing.
8. If any Thing becomes damaged or unsafe during use, Borrower must immediately discontinue use, return the item to the library, and inform Library staff of the problem.
9. The library does not sanitize items upon return.
10. Things must be returned in the same condition as they were borrowed, except for normal wear and tear. Things that are not returned clean will incur a fee of \$5.
11. Things must be returned to the library during open hours; do not return Things to the book drop.
12. Return Things with all parts, components, and instructions. If Things are lost or returned damaged/incomplete as determined by the library, borrowers are responsible for the purchase or replacement cost, whichever is greater. Borrowers may not provide their own replacement for a lost or damaged Thing.

Replacement costs will be provided upon request at time of checkout.

Adopted on 7/16/2025

### **Library Rules and Code of Conduct:**

- All patrons are to abide by the rules of the library.
- All library patrons are expected to return materials and pay penalties assessed on lost or damaged materials. Failure to comply will result in loss of library privileges.
- No smoking, use of alcoholic beverages or use of illegal drugs is allowed in the library.
- Eating and drinking are at the discretion of the Director in a designated area.
- Service animals and library programs with animals are allowed in the library at any time.
- Objectionable conduct will not be tolerated. Examples are disturbance of other patrons running, fighting, inappropriate physical actions, destruction of library property and other conduct the Director deems unfit. Patrons who engage in such activities will be asked to leave and, in extreme cases, law enforcement may be asked to intervene.
- No outside equipment is allowed in the library. Examples are bikes, skateboards, scooters, rollerblades and other items the Director deems unfit.
- Children may be left unattended with the permission of their parents or legal guardians, however are expected to adhere to all library rules. If an unattended child repeatedly fails to behave, the parent or guardian will be contacted and asked to accompany the child on future library visits.

Adopted 11/13/2025, Revised 6/20/2018, 5/21/2025

### **Library Code of Conduct/Patron Behavior Policy:**

#### **Introduction:**

To ensure a welcoming, safe, secure, and enjoyable environment where all are equally entitled to use the facility and library services, Genesee Library staff enforce the following Library Code of Conduct Policy.

- This policy covers behavior on all library property, including inside the building as well as the lawn. The library is considered a limited public forum.
- Patrons are expected to respect each other, library personnel, and library property. In order to maintain a welcome and safe environment:
- No person shall commit or attempt to commit any activity that constitutes a violation of federal, state, or local criminal statute.
- No person shall engage in disruptive, disorderly or unsafe conduct. Threatening behavior and destruction of property will not be tolerated.
- Young children (ages five and under) must be supervised at all times by a caregiver or parent. Children under the age of 10 must be accompanied by a caregiver or parent. Unless the youth is participating in a library sponsored event.

- Library staff cannot legally assume the role of caregiver.

**Examples of Inappropriate Conduct: Minor Offenses:**

- Using the library as a place for extended sleep.
- Excessive and disruptive conversations/discussions.
- All beverages must be covered, and food must be eaten only in designated areas.
- Using materials for purposes other than reading, research, viewing or listening.
- Unauthorized canvassing, selling, soliciting, or engaging in any other commercial activity.
- Smoking, vaping, chewing tobacco, or gambling.
- Littering or improper waste disposal.
- Entering the library without proper footwear or clothing, including a shirt.
- Having bodily hygiene that is offensive or creates a biohazard for others in the library.
- Cell phones and other devices must be muted. Audible use of cell phones is allowed only in designated areas.
- Using skates, skateboards, or scooters in the library.
- Improper use of computers. (See the *Computer & Internet Use Policy*.)
- Bringing in animals, except those trained as service animals. Animals must be under the control of their handler at all times. If it is not immediately apparent that the animal is a trained service animal, staff may ask the patron if the animal is required because of a disability and what work or task the animal has been trained to perform.
- Other activities (not listed under *Major Offenses*) which are inconsistent with activities such as reading, studying, use of library materials, and other similar conduct normally associated with the use of public library facilities.

**Major Offenses:**

- Stealing or damaging library property.
- Committing any crime, misdemeanor, or violation of a municipal ordinance.
- Behavior which is harassing or threatening in nature to library patrons, staff, or volunteers. This includes following or stalking of patrons, staff, or volunteers.
- Using library materials or equipment in inappropriate or illegal ways, such as accessing pornographic materials or printing copyrighted materials.
- Fighting or challenging to fight.
- Carrying weapons of any kind by unauthorized persons.
- Drinking alcoholic beverages or using illegal substances while on the premises.
- Being under the influence of drugs or alcohol that precludes the individual's using the library for its intended purposes.
- Knowingly entering, without permission, non-public areas of library facilities.
- Defacing any library property (Including desks, restrooms, walls etc.).

**Loss of Library Privileges & Enforcement:**

Engaging in any of the behaviors listed in this document may result in one or more of the following consequences, at the discretion of the Library Director, depending on the severity of the violation. Patrons who are suspended from the library for a period exceeding one day may petition to have their suspension reviewed by the Director, and then by the Library Board of Trustees. If an individual is banned from the library, a copy of the *Banned Patron Form* will be provided to the individual and to local law enforcement.

**Treatment of Minor Offenses:**

- First infraction will result in a verbal warning and provided a copy of the Library Code of Conduct Policy.
- Second infraction will result in removal from the library premises for the day.
- Third and subsequent infractions may result in banning the library premises for one week.

**Treatment of Major Offenses:**

Any patron committing a *Major Offense* as outlined in this document will be immediately removed from the library premises. The patron may be banned for a period of up to 12 months at the discretion of the Director/designee, depending on the nature of the offense which required removal, the extent of damage or disruption caused, any history of prior infractions of library policies, and other relevant circumstances.

**Appeals:**

Any patron subject to the specific enforcement of this policy may file a written complaint with the Director within 5 days of the library action which is disputed by the patron. The Director will review any complaint made and, within 5 business days of receipt, provide a written response affirming or overturning the enforcement action. If a patron requests that the Library Board of Trustees review the Director's decision, the Director will provide the Board with all pertinent information regarding the complaint within 5 business days of the request. The Board will review the complaint at their next regularly scheduled meeting of the Board and will, within 5 business days of such meeting, provide a written response affirming or overturning the enforcement action.

Adopted on 11/13/1995; Revised 6/20/2018, 5/21/2025

**Photo Release Policy:**

The Genesee Library reserves the right to take and use photos and/or video in the library and at library events for promotional purposes including print publications, online publications, presentations, and web and social media sites without notification. If you do not want to be photographed, please notify a member of the Genesee Library staff.

Adopted on 6/2019, Reviewed 5/21/25

**Records Access Policy:**

The Library Director is designated as the Library's Records Access Officer. The Genesee

Library is an association library; therefore, not subject to New York State Freedom of Information Law (FOIL). However, with a commitment to transparency, the library has pledged to provide the following records within 10 business days upon written request.

- Board Minutes
- Monthly board packets
- Monthly board financials
- 990

Records' access requests apply only to residents within the Genesee Library's service area. The Records Access Officer may deny a request for records if the volume of such records creates a hardship for staff to reproduce or the request fails to sufficiently identify the document being requested. For paper copies of any records a fee of \$.25/page will be charged. Board minutes and more can also be found on the library's website [www.genesee.stls.org](http://www.genesee.stls.org)

Adopted on 6/19/2018 Revised 7/16/2025

### **Social Media Policy Template:**

The Genesee Library social media sites are intended to inform community members about programs, services, events and educational opportunities taking place at the Library within the Library's community, or Southern Tier Library System (STLS) member libraries. Our sites also encourage dialogue, the exchange of information and ideas between the Library, STLS member libraries and community members.

Social media is defined as any web application, site or account registered to the library that facilitates the sharing of information and ideas about library – related subjects, community events or library system services. Social media formats include blogs, listservs, websites, social networks, and any other digital platforms that facilitate information exchange.

The library reserves the right to create, edit and remove any content on its social media sites created by Library staff, member libraries or community members. Content comprises of posts, comments, messages and all other types of written, visual or audio content.

The library strives to foster a positive, creative and healthy social media experience. Anyone who interacts with social media formats in contrast to this belief will be blocked from use. Content containing the following is against Library policy and will be removed:

- Slanderous, libelous, threatening or defamatory statements.
- Copyrighted or trademarked material.
- Spam.
- Content not related to STLS' mission, programs, events, resources, or materials.
- Advertising or sale of merchandise or services; or
- Charitable solicitations or political campaigning.

- Duplicated posts from the same individual.
- Inappropriate/obscene/off-topic posts, images, or comments.
- Specific and imminent threats.

The library encourages community members and other STLS member libraries to comment on or share library posts. The sharing of ideas about related subjects, resources, and programs is also permitted. Comments or postings by community members and other libraries does not indicate Library endorsement. The library will not answer questions pertaining to Library Board matters through social media. These questions should be directed to the Library Board during Public Comment at a regular meeting.

Community members and other STLS member libraries are responsible for their own content and should be aware that they may be held liable for commentary that is defamatory, obscene, proprietary, or libelous by any offended party, not just the library. By choosing to comment on Library social media sites, individuals agree to these terms. The library does not collect, maintain, or otherwise use personal information stored on any third party social media sites, other than to communicate with users.

**Library Staff Responsibilities:**

Employees who contribute to Library social media accounts shall present content in a professional manner, check facts, cite sources, avoid copyright infringement, present balanced views, acknowledge and correct errors, and check grammar and spelling before posting. Employees shall not discuss confidential, work-related matters through social media.

Content that is posted on Library-sponsored social media sites is subject to the Freedom of Information Act and records retention requirements.

Library staff are public employees and cautioned that content shared pursuant to official duties is not protected speech under the First Amendment and may form the basis for discipline if deemed a violation of Library policy or procedure. Employees shall keep in mind the following best practices.

**When representing Library via social media, staff shall:**

- Conduct themselves at all times as representatives of Library.
- Identify themselves by name as Library personnel, when appropriate.
- Not making statements about patrons, or post, transmit, or otherwise disseminate confidential information in violation of Library Confidentiality Policy.
- Not representing postings as official Library opinion or policy, unless this has been clearly approved by the Library Director.
- Not conduct political activities or personal business.
- Observe and abide by all copyright, trademark, and service mark restrictions in posting materials to social media.



Adopted on 6/2019 Revised 5/15/2024

### **Telephone Policy:**

Every library should have a telephone to conduct library business and for emergency purposes. The library's telephone is not intended for public use. All personal calls, both incoming and outgoing by the library staff should be kept to minimal.

Adopted on 11/13/1995 Reviewed 5/21/2025

### **Youth Member as Trustee Board Member (Volun-Teen Policy):**

New York state law provides in part that only certain nonprofit corporations may have a director of sixteen years of age or older, such as a nonprofit corporation "organized for educational purposes primarily for the benefit of individuals below eighteen years of age" or "organized for recreational or youth development and delinquency prevention purposes primarily for the benefit of individuals below eighteen years of age." ([New York Non-For-Profit Corp. Code §701\(a\)](#)). A youth board member would have many of the same legal rights as the other board members such as full voting rights as a director and access to corporate records of the nonprofit. However, a youth board member's authority and obligations are likely limited in other ways. For example, youth board members would generally not have signing authority because minors have limited ability to enter or sign contracts under general contract law principles. As a youth board member, the person(s) will share the same rights as all other board members. This person(s) will be able provide a different view for the Genesee library with new program ideas and an option to hold the secretary position needed for the library to continue to grow.

Adopted on 1/15/2018, Reviewed 5/21/2025

### **Website Policy: Development, Management and Usage:**

It is the policy of the Genesee Library to provide a website for access to Library information, promotion of Library sponsored events, and links to databases selected or developed by the library or licensed by the Southern Tier Library System or New York State Department of Education Division of Library Development.

#### **Website Scope:**

The library website provides public and staff access to a variety of educational and informational resources in electronic format, and is a dynamic collection of links, content, and graphic presentation on a variety of subjects for users of all ages and levels of experience. Because of the dynamic nature of the Web and its interconnectedness on the internet, the library cannot be held responsible for unintended consequences



of internet use launched from a Library website search and which is not approved content of the library's distinct website.

The library's website complements and supplements the print and multimedia collection of institutions. The information includes, but is not limited to, a catalog of print and multimedia materials owned by the Genesee Library and other members of the Southern Tier Library System, including online databases, electronic books and magazines, and information on Library services and programs, a calendar of Library events, electronic forms and links to other selected Internet websites.

The library should provide approved links from its website to other websites to support the library's goal of providing a wide range of information to the public. Staff librarians will recommend websites to the Library Director for their informational and/or educational value. Government, non-profit, and commercial websites free from excessive marketing may be included. To be selected, websites must meet the following criteria:

- Primary intent of the website is to educate or inform in a Library environment.
- Site's owner or sponsor is easily identifiable, and contact information is provided.
- Third party's site does not charge for access or ask patrons to provide their personal information or credentials.
- Site does not promote a specific religious, political, or social agenda.

Because website content can change or disappear entirely without notice, the library cannot be held responsible for the content or accuracy of websites not maintained by Library staff. Every effort will be made by Library staff to keep approved links current. Website visitors are encouraged to inform the library if they find a link that no longer functions or that is inconsistent with the above stated criteria.

Emergency notices shall be posted on the website insofar as possible for closure caused by weather advisories, facility, utility, or staffing catastrophes. Note that, in the event of any widespread power outage, updates to the website for emergency messaging may be impossible.

Contact information for the library will be kept current insofar as possible. The library reserves the right to dismiss or curtail contacts that are not managed by electronic methods or deemed inappropriate or excessive, or to refer contacts to appropriate personnel or redirect information requests.

#### **Website Management:**

The Library Director or designer will develop the website, make site changes, create and maintain web pages, content, and links.

Only the Library Director or authorized designer can make content or technical changes to the library website. The Library Director may train and assign routine clerical updating to staff.

#### **Website Passwords:**

A username and password combination are issued by the Southern Tier Library System for accessing the Genesee Library website. The username/password combination is given to the Library Director. In the interest of maintaining the integrity of the library website, upon separation of service of the Library Director or the authorized designee, a request will be submitted to the Southern Tier Library System to change the username and password.

#### **Waiver of Responsibility:**

The Genesee Library does not actively monitor and has no control over the information users access over the Internet via the Library's website and cannot be held responsible for any negative consequences. The Board of Trustees of the Genesee Library, Library Staff, are not liable for any negative consequences that may occur as a result of using the library's website to connect to resources on the Internet. As in all use of websites and Internet resources, the user is responsible for maintaining secure personal passwords. In using personal devices to access the library's website and internet resources, it is the owner's responsibility to keep virus software up-to-date and to use good practices to avoid negative consequences and damage to their property.

Adopted on 7/16/2025

### **Weeding the Collection:**

- Collection assessment and weeding shall be an ongoing process.
- Materials may be withdrawn from the collection with the approval of the Genesee Library Director.
- Deselection Guidelines/Criteria: The following criteria should be used as guides to select materials to be weeded from the collection. Generally, more than one criterion should be used in decisions to withdraw materials.
  - Circulation Has the item circulated in the past five years?
  - Is the item falling apart? Is the item still usable?
  - Currency Is the item outdated? Are there more recent editions that cover the same subject?
  - Representation of subject Is this the only item the library has on this topic. Are there other or better materials available on the topic?
  - Is the quality of content well written?
  - Duplicate Is this an unneeded duplicate of something already in the library? Is the content better presented by other materials in the library?
  - Format is it the format that makes it unlikely patrons will use it?
  - The Genesee Library can/will also use the guidance of the Southern Tier Library System when it comes to weeding/disposing of materials.
  - It will be up to the discretion of the board of trustees as to what to do with the weeded-out materials.

Adopted in 1995, Revised 7/15/2018, Reviewed 5/21/2025

## **Section 4: Personnel Policies**

### **Personnel Policy:**

#### **Equal Employment Opportunity:**

The Genesee Library (hereafter referred to as “Library”) maintains a strong policy of equal employment opportunity. We are taking affirmative action to ensure equal employment opportunity for all employees and applicants. We hire, train, promote, and compensate employees based on personal competence and potential for advancement without regard for race, color, religion, sex, sexual orientation, national origin, age, or physical impairments.

**At Will Employment:**

The library is an “at will” employer. It is the library’s policy not to specify any length of employment and hire all employees “at will.” At will means the employee may terminate their employment at any time for any reason without cause or advance notice and the library may terminate an employee at any time, with or without cause or advance notice provided the library does not violate federal or state laws. Job Title and Descriptions Library employees (both full-time and part-time) are assigned a job title when hired. Library job titles have a job description that details the type of work required and expected by Library. A job description will be presented to all Library employees as part of the hiring process including their professional or non-professional status and hourly rate of pay. Library employees are expected to know and perform the duties assigned to them as outlined in their job description. There may be occasions where these duties change.

**Staff Obligations:**

Behavior towards library patrons and the board of trustees should always be respectful, helpful, friendly and courteous. The expectation of the library is that all patrons and board of trustees will be treated with dignity. Employees and volunteers are expected to familiarize themselves with library materials and give useful suggestions when needed so that all patrons may be well served. Employees and volunteers are expected to present a neat appearance and dress appropriately for the library setting.

**Code of Ethics:**

1. Director must provide the highest level of service through appropriate and usefully organized collection, fair and equitable circulation and service policies, and skillful, accurate, unbiased and courteous responses to all requests for assistance.
2. Director must protect each user's right to privacy with respect to information sought or received, and materials consulted, borrowed or acquired.
3. Director must resist all efforts by groups or individuals to censor library material.
4. Director must adhere to the principles of due process and equality of opportunity in peer relationships and personal actions.
5. Directors must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of an institution of professional body.
6. Director must avoid situation in which personal interest might be served or financial benefits gained at the expense of library users, colleagues or the library.

## **COMPENSATION**

### **Wages and Salaries:**

**Library Director:** See current budget

**Job Description:** The Library Director is the chief executive of the library, responsible for daily operations, implementing projects, developing procedures, and providing the guiding directions and vision for the library's future.

1. Carries out policy as determined by the library board.
2. Trains and supervise staff/volunteers.
3. Recommends essential library services to the board.
4. Assists patrons with locating information.
5. Recommends and administers policies on the purchase of library materials.
6. Keeps abreast of book reviews to help with book selections.
7. Keeps shelves in order.
8. Conducts inventory and weeding of books.
9. Arranges the library for adequate physical needs.
10. Becomes familiar with the interest and needs of the library users to help them find books and/or materials that are of interest to them.
11. Organizes procedures for registration, checkout and return of library materials.
12. Maintains files and records.
13. Compiles the statistics for the annual report and other uses.
14. Attends board meetings.
15. Represents the board and library at community and group meetings as necessary.
16. Monitors and recommends any maintenance needs.
17. Cooperates in activities of the library.
18. Performs light housekeeping duties of the library
19. Attends professional meetings and workshops to increase efficiency and to improve library services.
20. Plans and uses any new or approved types of services.
21. Locates information or books from other libraries (interloan).
22. Oversees the normal, everyday library activities.
23. Serves as the contact person for community members seeking use of the community room.
24. Prepares the board packets at least one week before a meeting for board members.
25. Recommends and assists in the weeding out of library materials.

**Director Cellphone Stipend policy:** The board has determined that the Directors cell phone has demonstrable evolved into a critical resource for the library. The Director is willing to continue to allow the use of his/her personal device and understands such use is not a requirement of the position and may be discontinued at any time. Until said time the library wished to reimburse his/her for the use of the device. The amount will be set during the budgeting meeting and will reflect the following year's

allowance. The Director will take care not to keep library records solely on the device to ensure records are maintained on library owned devices.

**Librarian:** See current budget

Job Description: The Librarian is responsible for

1. Carries out policy as determined by the library board.
2. Supervises volunteers.
3. Recommends and plans essential library services with the library director.
4. Assists patrons with locating information.
5. Keeps shelves in order.
6. Becomes familiar with the interest and needs of the library users in order to help them find books and/or materials that are of interest to them.
7. Registration, checkout and return of library materials.
8. Monitors and recommend any maintenance needs.
9. Cooperates in activities of the library.
10. Performs housekeeping duties of the library
11. Attends professional meetings and workshops to increase efficiency and to improve library services.
12. Plans and uses any new or approved types of services.
13. Locates information or books from other libraries (interloan).
14. Oversee the normal, everyday library activities.
15. Most importantly - making the patrons feel welcome and important.

**Substitute Librarian:** Minium wage

Job Description: The Substitute Librarian is responsible for

1. Carries out policy as determined by the library board.
2. Recommend essential library services to the director.
3. Assists patrons with locating information.
4. Keeps shelves in order.
5. Help Library users to find books and/or materials that are of interest to them.
6. Checkout and return of library materials.
7. Performs housekeeping duties of the library
8. Oversee the normal, everyday library activities.
9. Most importantly - making the patrons feel welcome and important.

**Probation Period/Training Period:**

When a new employee is appointed/hired there is a 3-month probation period. After the probation period, the employee will be given a performance review to address if additional training is needed, as well as the strengths and goals of the employee.

**Overtime:**

Non-professional employees, employees paid an hourly wage and earning less than \$1,125 per week (\$58,559 per year (2024)), are entitled to time and ½ pay when they work more than 40 hours per week.

**PAID TIME OFF AND LEAVE****Paid Time Off (PTO):**

Library Director: 40 hours of (PTO) per fiscal year. All time is given starting January 1<sup>st</sup>.

Librarian: 14 hours of (PTO) per fiscal year. All time is given starting January 1<sup>st</sup>.

These amounts are subject to change by a majority vote of the board of trustees during the budget planning process. See current budget for most recent information.

**Bereavement Leave**

Each employee covered under this agreement and eligible for benefits, shall be granted up to two (2) work days of bereavement leave with pay to attend services or conduct business related to each occurrence of death of a family member of the following relation(s); grandparent(s), parent(s), partner(s), child(ren), sibling(s) and in-law(s) or other person living in the household of the employee, additional request are at the discretion of the Board of Trustees.

**Jury Duty:**

In the event a library employee is called for jury duty, the library will release him or her and assure no loss of wages. Employees will be paid for hours scheduled- the difference between the jury pay and wages.

**Military Leave:**

The library will abide by the Uniform Services Employment and Reemployment Rights Act (USERRA) by granting a military leave of absence to employees who are absent from work because of service in the U.S. uniformed services. Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impracticable. Military leaves of absence are unpaid; however, employees may use any earned but unused PTO for military leave. Medical benefits can be continued through COBRA as that law applies.

**Family and Medical Leave:**

Employees may take up to 12 weeks of unpaid, job-protected leave during the calendar year for specific family and medical reasons. To be eligible, an employee must have worked at the library for at least 1,250 hours over 12 months.

Leave is granted for birth and care of a newborn, care of a newly adopted child, care for a seriously ill immediate family member (partner, child, and parent), and a personal serious health condition.

The employee is guaranteed the same or equivalent job if returning within the 12-week period. If receiving health benefits, the same benefits continue throughout the leave.

Employees must use all accumulated PTO as part of the leave. Visit New York State – Paid Family Leave website for more details. <https://paidfamilyleave.ny.gov/>

**New York Sick Leave Law:**

The library will maintain and provide time off to employees based on the New York Sick Leave Law. Visit New York State – Sick Leave Law website for more details. <https://www.ny.gov/new-york-paid-sick-leave/new-york-paid-sick-leave>

Sick/Safe leave will be provided during the fiscal year of January 1<sup>st</sup> through December 31<sup>st</sup>. Each Employee will be offered 40 hours of Sick/Safe leave at the start of each year on January 1<sup>st</sup>. Time can be used in 1-hour increments. The Genesee Library is limiting the use to only 40 hours during the fiscal year. Any unused hours will be added into the following fiscal year. The Genesee Library cannot retaliate again against the employee in any way for the use of their Sick/Safe Leave. The Genesee Library payroll will keep a record of the amount of Sick/Safe Leave given and used.

The Genesee Library does not require the disclosure of confidential information as a condition of using Sick/Safe Leave time. If you wish to use Sick/Safe Leave time for an above-mentioned reason, write a letter to the director of the Genesee Library for the day and amount of time being used.

**BENEFITS**

**Health Insurance:** There is no current benefit

**Other Insurance:** There is no current benefit

All employees are covered by Unemployment, Workers' Compensation and Disability Insurance.

**Retirement and Pension Plans:**

When a director retires: the retiring director will work with the board of trustees to hire a qualified candidate. Then try to train the new director for one month. After this one-month training period, there will be a two (2) month probationary period before permanent appointment. It may be necessary for the STLS to assist with the training of a new employee if the former director is unable to do so.

The Genesee Library benefit pension plan is a contributory plan that provides matching retirement to all eligible employees. Employees who have worked 1 year of service are 21 years of age or older and work a minimum of 10 hours weekly. Under this benefit the library contributes on behalf of each employee at a rate that is set by the Board of Trustees (3%). Additionally, the employee may designate more than (3%) percentage of their wages for deposit into the retirement account.

**Holidays:**

The library will be closed if an official holiday falls on a time when the library is scheduled to be open. The employee is paid for their regularly scheduled hours.

Official holidays are New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas Eve and Christmas Day.

**Inclement Weather & Unforeseen Circumstances Closures:**

The director may close the library in cases of extreme bad weather conditions after communicating with the President of the Board, or a board member of this decision. If school is closed for inclement weather the library will also be closed, with employee compensation for said scheduled shift.

If a personal emergency occurs in which the staff needs to leave the library during his/her regular schedule hours, the staff may leave a substitute in charge, if one is available. Try to inform a board member of emergency closing. If there is an emergency at the library, the director may close at his/her discretion.

## **WORK PRACTICES**

### **Breaks:**

Employees are entitled to one 15-minute break for every 3-hours worked, and a 30-minute meal break for every 6-hours worked.

### **Computer Usage and Email Insert library's computer and internet usage policy:**

There is no current policy

### **Dress Code:**

Employees are expected to dress in a professional manner which reflects their position. At all times an employee's appearance should be neat, clean, and respectful of others, and garments should not pose a safety hazard.

### **Deductions:**

Applicable state, federal, Medicare and social security withholdings are automatically deducted from the wages. The library abides by rules for contributing to social security.

## **Corrective Action and Misconduct:**

### **A. Corrective Action:**

The library selects employees on the basis of their qualifications and experience and expects that library employees will perform their duties with due attention to policy and quality of work.

The library also knows that everyone can make mistakes or need direction for improvement from time to time.

When an employee's adherence to policy and/or quality of work does not meet expectations, the director or another designer will address the quality concerns with the employee. Such "Corrective Action" will generally be verbal, and it is expected that the employee will respect the direction and adjust performance accordingly.



If an employee's performance has serious concerns, corrective action may be in the form of a written letter directing improvement, a plan of improvement, or a warning that further instances will result in termination. Such current concerns may also be addressed in the employees' annual evaluation.

**B. Misconduct:**

Distinct from performance concerns warranting corrective action are wrongful acts ("Misconduct") such as: dishonesty, ethics violation, job abandonment (missing a scheduled shift without warning or suitable excuse) or theft and other legal violations. Misconduct is generally grounds for immediate dismissal. During an investigation into Misconduct, an employee may be suspended with or without pay, based on the circumstances. Employees terminated for misconduct will not be paid out any accrued vacation.

**C. Appeal of Dismissal:**

When an employee is terminated due to either performance concerns or misconduct, they may appeal their termination to the Board on the grounds that it is based on inaccurate information. Such appeals should be sent to the Board within 5 days of the dismissal, and the Board will make a decision no later than two weeks after the next regularly scheduled board meeting.

**Evaluations:**

The purpose of the performance evaluation is to discuss strengths, and weaknesses, review progress of the employee and undertake plans for the future. The Library Director will be evaluated by the Board of Trustees after the probationary period is up and annually thereafter during the September meeting. Performance evaluations will be in writing and placed in the personnel file. Written evaluations will be signed by the employee and Board President. In the event an unsatisfactorily review, problems and possible remedies will be discussed by the employee and board and revaluation will be given in three months.

The Library Director will evaluate substitutes, volunteers, or other staff. All reviews to be documented and signed by the employee, Library Director and one board member and placed in the personnel file. In the event of an unsatisfactory evaluation, problems and remedies will be discussed with the employee by the director, president and designated board member. Performance will be reviewed in three months.

**Grievance Procedure:**

Employee grievance should be in written form and be directed and discussed on an informal basis with the Board President and attempts should be made to solve the problem satisfactorily and professionally. If the Board President feels that he/she cannot resolve the issue/problem, he/she is to notify the grievant that the matter is being turned over to the Board of Trustees.

If a grievance cannot be resolved through the above channel, the employee/trustee should present the grievance in writing to the entire Board of Trustee. The Board of Trustees will take appropriate action and shall give the employee a decision/resolution within two (2) weeks of the written notice.

**Professional Meetings and Conferences:**

Each member librarian is expected to attend 55% of the STLS meetings. We do recommend that an effort be put forth to attend more than the minimum.

**Workplace Safety and Harassment Prevention:** There is no current benefit

Adopted on 5/21/2025, Amended 11/21/2025

### **Sexual Harassment Policy:**

Genesee Library is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of Genesee Library commitment to a discrimination-free work environment. Sexual harassment is against the law<sup>1</sup> and all employees have a legal right to a workplace free from sexual harassment and employees are urged to report sexual harassment by filing a complaint internally with Genesee Library Employees can also file a complaint with a government agency or in court under federal, state or local antidiscrimination laws.

#### **Policy:**

1. Genesee Library policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business, regardless of immigration status, with Genesee Library. In the remainder of this document, the term “employees” refers to this collective group.
2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).
3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. Genesee Library will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of Genesee Library who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. All employees, paid or unpaid interns, or non-employees<sup>2</sup> working in the workplace who believe they have been subject to such retaliation should inform a supervisor, manager, or Genesee Library board president. All employees, paid or unpaid interns or non-employees who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.
4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject Genesee Library to liability for harm to targets of sexual harassment. Harassers may also be individually subject

to liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.

5. Genesee Library will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. Genesee Library will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.
6. All employees are encouraged to report any harassment or behaviors that violate this policy. Genesee Library will provide all employees a complaint form for employees to report harassment and file complaints.
7. Managers and supervisors are **required** to report any complaint that they receive, or any harassment that they observe or become aware of, to Genesee Library board president.
8. This policy applies to all employees, paid or unpaid interns, and non-employees and all must follow and uphold this policy. This policy must be provided to all employees and should be posted prominently in all work locations to the extent practicable (for example, in a main office, not an offsite work location) and be provided to employees upon hiring.

### **What Is “Sexual Harassment”?**

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender. Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual’s sex when:

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

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

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

Any employee who feels harassed should report so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

**Examples of sexual harassment:**

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

- Physical acts of a sexual nature, such as:
  - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee’s body or poking another employee’s body;
  - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
  - Requests for sexual favors accompanied by implied or overt threats concerning the target’s job performance evaluation, a promotion or other job benefits or detriments;
  - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks or jokes, or comments about a person’s sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
  - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual’s sex, sexual orientation, gender identity and the status of being transgender, such as:
  - Interfering with, destroying or damaging a person’s workstation, tools or equipment, or otherwise interfering with the individual’s ability to perform the job;
  - Sabotaging an individual’s work;
  - Bullying, yelling, name-calling.

**Who can be a target of sexual harassment?**

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. Harassers can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

**Where can sexual harassment occur?**

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

**Retaliation**

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

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in “protected activity.” Protected activity occurs when a person has:

- made a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- reported that another employee has been sexually harassed; or
- encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful.

However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

**Reporting Sexual Harassment:**

**Preventing sexual harassment is everyone’s responsibility.** Genesee Library cannot prevent or remedy sexual harassment unless it knows about it. Any employee paid or unpaid intern or non-employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, manager or Genesee Library board president. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager or Genesee Library board president.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy, and all employees are encouraged to use this complaint form.

Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee’s behalf.

Employees, paid or unpaid interns or non-employees who believe they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

**Supervisory Responsibilities:**

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, **are required** to report such suspected sexual harassment to Genesee Library board president.

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

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

**Complaint and Investigation of Sexual Harassment:**

**All** complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner, and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. Genesee Library will not tolerate retaliation against employees who file complaints, support another's complaint or participate in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations should be done in accordance with the following steps:

- Upon receipt of complaint, Genesee Library board president will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If complaint is verbal, encourage the individual to complete the "Complaint Form" in writing. If he or she refuses, prepare a Complaint Form based on the verbal reporting.
- If documents, emails or phone records are relevant to the investigation, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses;
- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
  - A list of all documents reviewed, along with a detailed summary of relevant documents;
  - A list of names of those interviewed, along with a detailed summary of their statements;
  - A timeline of events;
  - A summary of prior relevant incidents, reported or unreported; and
  - The basis for the decision and final resolution of the complaint, together with any corrective action(s).

- Keep the written documentation and associated documents in a secure and confidential location.
- Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
- Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

**Legal Protections And External Remedies:**

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

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

In addition to those outlined below, employees in certain industries may have additional legal protections.

**State Human Rights Law (HRL):**

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

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

Complaining internally to Genesee Library does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

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

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: [www.dhr.ny.gov](http://www.dhr.ny.gov).

Contact DHR at (888) 392-3644 or visit [dhr.ny.gov/complaint](http://dhr.ny.gov/complaint) for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

**Civil Rights Act of 1964:**

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the



harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

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

An employee alleging discrimination at work can file a “Charge of Discrimination.” The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at [www.eeoc.gov](http://www.eeoc.gov) or via email at [info@eeoc.gov](mailto:info@eeoc.gov). If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

**Local Protections:**

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

**Contact the Local Police Department:**

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

**Instructions for Employers:**

If you receive a complaint about alleged sexual harassment, follow your sexual harassment prevention policy.

An investigation involves:

- Speaking with the employee
- Speaking with the alleged harasser
- Interviewing witnesses
- Collecting and reviewing any related documents

While the process may vary from case to case, all allegations should be investigated promptly and resolved as quickly as possible. The investigation should be kept confidential to the extent possible.

Document the findings of the investigation and basis for your decision along with any corrective actions taken and notify the employee and the individual(s) against whom the complaint was made. This may be done via email.

Adopted on 10/17/2018, Reviewed 5/21/25



**EMPLOYEE ACKNOWLEDGEMENT:**

I have received my copy of the Personnel Policy and I understand that it is my responsibility to read and comply with these policies.

---

Employee Signature

---

Date

A signed copy of this Personnel Policy will be filed in the employee's personnel folder, which may be inspected by the employee at any time during employment.

## **Pandemic Operations Plan**

**Date of Plan Approval: January 20, 2021**

*This plan has been developed in accordance with NYS legislation S8617B/A10832.*

**Promulgation:**

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable.

This plan has been developed with the input of Genesee Library Board of Trustees, as required by the amended New York State Labor Law.

No content of this plan is intended to impede, infringe, diminish, or impair the rights of us or our valued employees under any law, rule, regulation, or collectively negotiated agreement, or the rights and benefits which accrue to employees through collective bargaining agreements, or otherwise diminish the integrity of the existing collective bargaining relationship.

This plan has been approved in accordance with requirements applicable to the agency, jurisdiction, authority, or district, as represented by the signature of the authorized individual below.

--

As the authorized official of the Genesee Library, I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with S8617B/A10832 which amends New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable, to address public health emergency planning requirements.

Signed on this day: \_\_\_\_

By: \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_

**Purpose, Scope, Situation Overview, and Assumptions:****Purpose:**

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable. These laws were amended by the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020, requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The plan includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing.

**Scope:**

This plan was developed exclusively for and is applicable to Genesee Library. This plan is pertinent to a declared public health emergency in the State of New York which may impact our operations; and it is in the interest of the safety of our employees and contractors, and the continuity of our operations that we have promulgated this plan.

**Situation Overview:**

On March 11, 2020 the World Health Organization declared a pandemic for the novel coronavirus which causes the COVID-19 severe acute respiratory syndrome. This plan has been developed in accordance with amended laws to support continued resilience for a continuation of the spread of this disease or for other infectious diseases which may emerge and cause a declaration of a public health emergency. The health and safety of our employees and contractors is crucial to maintaining our mission essential operations. We encourage all employees and contractors to use [CDC Guidance for Keeping Workplaces, Schools, Homes, and Commercial Establishments Safe](#). The fundamentals of reducing the spread of infection include:

- Using hand sanitizer and washing hands with soap and water frequently, including:
  - After using the restroom
  - After returning from a public outing
  - After touching/disposing of garbage
  - After using public computers, touching public tables, and countertops, etc.
- Practice social distancing when possible
- If you are feeling ill or have a fever, notify your supervisor immediately and go home
- If you start to experience coughing or sneezing, step away from people and food, cough or sneeze into the crook of your arm or a tissue, the latter of which should be disposed of immediately
- Clean and disinfect workstations at the beginning, middle, and end of each shift
- Other guidance which may be published by the CDC, the State Department of Health, or County health officials.
- 

**Planning Assumptions:**

This plan was developed based on information, best practices, and guidance available as of December 9<sup>th</sup>, 2020. The plan was developed to largely reflect the circumstances of the current Coronavirus pandemic but may also be applicable to other infectious disease outbreaks.

The following assumptions have been made in the development of this plan:

- The health and safety of our employees and contractors, and their families, is of utmost importance.
- The circumstances of a public health emergency may directly impact our own operations.
- Impacts of a public health emergency will take time for us to respond to, with appropriate safety measures put into place and adjustments made to operations to maximize safety
- The public and our constituency expects us to maintain a level of mission essential operations.
- Resource support from other jurisdictions may be limited based upon the level of impact the public health emergency has upon them.
- Supply chains, particularly those for personal protective equipment (PPE) and cleaning supplies, may be heavily impacted, resulting in considerable delays in procurement.
- The operations of other entities, including the private sector (vendors, contractors, etc.), non-profit organizations, and other governmental agencies and services may also be impacted due to the public health emergency, causing delays or other disruptions in their services.

- Emergency measures and operational changes may need to be adjusted based upon the specific circumstances and impacts of the public health emergency, as well as guidance and direction from public health officials and the governor.
- Per S8617B/A10832, ‘essential employee’ is defined as a public employee or contractor that is required to be physically present at a work site to perform their job.
- Per S8617B/A10832, ‘non-essential employee’ is defined as a public employee or contractor that is not required to be physically present at a work site to perform their job.

### **Concept of Operations:**

The Library Director of Genesee Library, their designee, or their successor holds the authority to execute and direct the implementation of this plan. Implementation, monitoring of operations, and adjustments to plan implementation may be supported by additional personnel, at the discretion of the Library Director.

Upon the determination of implementing this plan, all employees and contractors of the Genesee Library shall be notified by telephone, with details provided as possible and necessary, with additional information and updates provided on a regular basis. The Genesee Library Board of Trustees will be notified of pertinent operational changes by way of telephone. Other interested parties, such as vendors, will be notified by phone and/or email, as necessary. The Library Director will maintain communications with the public and constituents as needed throughout the implementation of this plan. The Library Director of the Genesee Lib, their designee, or their successor will maintain awareness of information, direction, and guidance from public health officials and the Governor’s office, directing the implementation of changes, as necessary.

Upon resolution of the public health emergency, the Library Director of the Genesee Library, their designee, or their successor will direct the resumption of normal operations or operations with modifications, as necessary.

### **Essential Positions:**

The table below identifies the positions or titles that are essential to be staffed on-site for the continued operation of the Genesee Library. Note that while some functions and associated personnel may be essential, some of these can be conducted remotely and do not need to be identified in this section.

#### ***LIBRARY DIRECTOR:***

##### ***Responsibilities***

- Manages day-to-day operation of library including but not limited to checking on the building and grounds for any structural or maintenance issues.
- Supervise all personnel and volunteers
- Manage internal communications about status of library operations, updates or changes to services and policies among staff and trustees.
- Manage external communications about status of library operations in media, including traditional print media and social media and ensure signage and messaging is adequately communicating information to the public.
- Communicate and coordinate directly with County Health Department, heads of town or city government, and healthcare professionals.
- Manage circulation of materials – checking books in/out and holds.

- Answer reference inquiries received via the library's email, voicemail, or social media accounts.
- Manage incoming postal mail on a regular basis.
- Regular cleaning of library buildings and maintenance of grounds.
- Etc.

#### *IT MANAGER*

##### *Responsibilities*

- Manage library website, updating it in a timely manner to reflect current status
- Ensure library Wi-Fi connections are functioning properly.
- Maintain network operations.
- Assist library staff in preparing to work securely while remote.

#### *BOARD OF TRUSTEES TREASURE*

##### *Responsibilities*

- Manage payroll activities and ensure proper procedure for employees to report remote work hours.
- Maintain accounts payable and receivable activities.

### **Reducing Risk Through Remote Work and Staggered Shifts**

***Protocols the employer will follow in order to enable non-essential employees to telecommute or work remotely, including plans to obtain any needed devices or technology such as software, office laptops or cell phones, and the transferring of office phone lines to work or personal cell phones as practicable or applicable to the workplace.***

Through assigning certain staff to work remotely and by staggering work shifts, we can decrease crowding and density at work sites and on public transportation.

### **Remote Work Protocols:**

Non-essential employees and contractors able to accomplish their functions remotely will be enabled to do so at the greatest extent possible. Working remotely requires:

1. All support staff will work remotely.
2. Volunteers will be temporarily be halted.
3. A device will be assigned to an employee to complete work.
  - a. A laptop
  - b. Charging cable
4. Telephone communications will be forwarded if needed.
5. IT help will be provided if VPN is needed.

### **Staggered Shifts:**

Implementing staggered shifts may be possible for personnel performing duties which are necessary to be performed on-site but perhaps less sensitive to being accomplished only within core business hours. As possible, management will identify opportunities for staff to work outside core business hours as a strategy of limiting exposure. Regardless of changes in start and end times of shifts, Genesee Library will ensure that employees are provided with their typical or contracted minimum work hours per week. Staggering shifts requires:

The Genesee Library has two staff members the Director and Librarian. The Director and Librarian work on opposite days. If a change is needed the library Director will call the Board of Trustees President.

**Personal Protective Equipment:**

The use of personal protective equipment (PPE) to reduce the spread of infectious disease is important to supporting the health and safety of our employees and contractors. PPE which may be needed can include:

- Masks
- Face shields
- Gloves

Note that while cleaning supplies are not PPE, there is a related need for cleaning supplies used to sanitize surfaces, as well as hand soap and hand sanitizer. The Coronavirus pandemic demonstrated that supply chains were not able to keep up with increased demand for these products early in the pandemic. As such, these supplies are included in this section as they are pertinent to protecting the health and safety of employees and contractors.

Protocols for providing PPE include the following:

- 1) Identification of need for PPE based upon job duties and work location
- 2) Procurement of PPE
  - a. As specified in the amended law, public employers must be able to provide at least two pieces of each required type of PPE to each essential employee and contractor during any given work shift for at least six months
  - b. Public employers must be able to mitigate supply chain disruptions to meet this requirement
- 3) Storage of, access to, and monitoring of PPE stock
  - a. PPE must be stored in a manner which will prevent degradation
  - b. Employees and contractors must have immediate access to PPE in the event of an emergency
  - c. The supply of PPE must be monitored to ensure integrity and to track usage rates

The Genesee Library has purchased eight weeks of PPE for the library staff and board of trustees. Items will be stockpiled in the back processing room only accessible and tracked by the Director. Items that were purchased consisted of gloves disposable, masks disposable, and commercial grade disinfectants and cleaners.

**Staff Exposures, Cleaning, and Disinfection:**

*A description of the protocol outlining what happens in the event an employee or contractor is exposed to the communicable disease, exhibits symptoms or tests positive for such disease, in order to prevent the spread or contraction of such disease in the workplace, including policies regarding the disinfection of the workplace and available leave for employees.*

**Staff Exposures:**

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. Following CDC guidelines, we have established the following protocols:

- 1) If employees or contractors are exposed to a known case of communicable disease that is the subject of the public health emergency (defined as a 'close contact' with someone who is confirmed infected, which is a prolonged presence within six feet with that person):

- a. Potentially exposed employees or contractors who do not have symptoms should remain at home or in a comparable setting and practice social distancing for the lesser of 14 days or other current CDC/public health guidance for the communicable disease in question.
  - a. If possible, these employees will be permitted to work remotely during this period if they are not ill.
  - b. The librarian will notify the director. The Director will notify the Board of Trustees president. The senior member of the chain will be responsible for ensuring these protocols are followed.
  - c. The Board of Trustees President is the decision maker in these circumstances and is responsible for ensuring these protocols are followed.
2. If an employee or contractor is confirmed to have the disease in question, appropriate position or title or their designee should inform all contacts of their possible exposure. Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA).

Each employee is responsible for notifying the Director if they come into Proximate or Close Contact with someone known to be positive, or if they exhibit symptoms of the disease. Each employee logs their temperature every day they enter the building. There is also a daily log for disinfecting the entire public parts of the building.

The Director is the only full-time employee and therefore the only employee who can use leave to quarantine. If this leave is used up, the Director, as well as the Senior Clerk and the per diem clerk, can quarantine without pay.

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. We will follow CDC/public health recommendations and requirements and coordinate with our local public health office for additional guidance and support as needed.

#### **Cleaning and Disinfecting:**

CDC/public health guidelines will be followed for cleaning and disinfection of surfaces/areas. Present guidance for routine cleaning during a public health emergency includes:

1. As possible, employees and contractors will clean their own workspaces in the beginning, middle, and end of their shifts, at a minimum.
1. High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected at least hourly.
2. The staff member who is working that shift is responsible for cleaning the common areas and filling out the cleaning log.
3. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
4. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
5. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.
6. The Director will oversee that the cleaning logs are maintained.

#### **Employee and Contractor Leave:**

Public health emergencies are extenuating and unanticipated circumstances in which Genesee Library is committed to reducing the burden on our employees and contractors. The *Families First Coronavirus Response Act* provided requirements related to the COVID-19 pandemic, which form the policies outlined below. This policy may be altered based upon changes in law or regulation, as applicable.



It is our policy that employees of Genesee Library will not be charged with leave time for testing. Employees will be provided with up to two weeks (80 hours) of paid sick leave at the employee's regular rate of pay for a period which the employee is unable to work due to quarantine (in accordance with federal, state, or local orders or advice of a healthcare provider), and/or experiencing symptoms and seeking medical diagnosis.

Further, Genesee Library will provide up to two weeks (80 hours) of paid sick leave at two-thirds the employee's regular rate of pay if the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to federal, state, or local orders or advice of a healthcare provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to the public health emergency, and/or the employee is experiencing a substantially similar condition as specified by the CDC/public health officials. This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so. Additionally, Genesee Library will provide up to an additional 10 weeks of paid expanded family and medical leave at two-thirds of the employee's regular rate of pay where an employee, who has been employed for at least 30 calendar days by Genesee Library, is unable to work due to a bona fide need for leave to care for a child whose school or childcare provider is closed or unavailable for reasons related to the public health emergency. This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so.

Additional provisions may be enacted based upon need and the guidance and requirements in place by federal and state employment laws, FMLA, executive orders, and other potential sources.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of Genesee Library, and as such are not provided with paid leave time by Genesee Library, unless required by law.

#### **Documentation of Work Hours and Locations:**

##### ***Policies for documenting hours and work locations for essential employees and contractors to aid in tracking the disease.***

In a public health emergency, it may be necessary to document work hours and locations of each employee and contractor to support contact tracing efforts. Identification of locations shall include on-site work, off-site visits. This information may be used by Genesee Library, to support contact tracing within the organization and may be shared with local public health officials.

The Genesee Library is only one location and employees are required to log their hours of employment in the computer. If the need arises that we begin contract tracing we will work with the state and local government to the best of our ability. The Library Director will help handle and manage the information.

#### **Housing for Essential Employees:**

##### ***A protocol for how the public employer will work with the locality to identify sites for emergency housing for essential employees.***

Adopted on 6/17/2020 Revised 2/17/2025,5/21/2025



### **Quarantine Leave Policy:**

If any employee of the Genesee Library who is not personally ill is required to remain absent because of quarantine imposed by a governing authority, or if during a declared emergency an employee determines to self-quarantine and such employee presents a written statement of the attending physician or local health officer proving the necessity of such absence, such employee shall be granted leave with pay for the period of the required absence. Such pay shall cover the employee's routine hours (part-time hours will be based on an average of the most recent three pay periods, or as set by the board). Prior to return to duty, such employee may be required to submit a written statement, from the local health officer having jurisdiction, that return to duty will not jeopardize the health of other employees.

To be eligible for compensation during quarantine leave, employees must be ready, willing and able to work remotely on projects identified by library leadership during their regularly scheduled working hours and must complete such duties as assigned. When performing tasks remotely, employees should note the time worked through the usual process for logging hours.

Adopted on 3-27-2020 Reviewed 5/21/2025

### **Whistleblower Policy:**

The Genesee Library requires directors, other volunteers, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Employees and representatives of the organization must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

The objectives of the Genesee Library Whistleblower Policy are to establish policies and procedures for:

- The submission of concerns regarding questionable accounting or audit matters by employees, directors, officers, and other stakeholders of the organization, on a confidential and anonymous basis.
- The receipt, retention, and treatment of complaints received by the organization regarding accounting, internal controls, or auditing matters.

#### **Reporting Responsibility**

Each board member, volunteer, and employee of the Genesee Library has an obligation to report in accordance with this Whistleblower Policy (a) questionable or improper accounting or auditing matters, and (b) violations and suspected violations of Genesee Library.

#### **No Retaliation**

This Whistleblower Policy is intended to encourage and enable board members, volunteers, and employees to raise Concerns within the Organization for investigation and appropriate action. With this goal in mind, no board member, volunteer, or employee who, in good faith, reports a Concern shall be subject to retaliation.

#### **Reporting Concerns**

Employees should first discuss their Concern with their immediate supervisor. If, after speaking with his or her supervisor, the individual continues to have reasonable grounds to believe the Concern is valid, the individual should report the Concern to the Genesee Library board of trustees starting with the board president. In addition, if the individual is uncomfortable speaking with his or her supervisor, or the

supervisor is a subject of the Concern, the individual should report his/her Concern directly to the Genesee Library board of trustees.

Concerns should be in writing and may be also be submitted anonymously. Such anonymous Concerns should be in writing and sent directly to the Genesee Library Board of Trustees.

Reports of Concerns, and investigations pertaining thereto, shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

### **Acting in Good Faith**

Anyone reporting a Concern must act in good faith and have reasonable grounds for believing the information disclosed indicates an improper accounting or auditing practice, or a violation of the Codes. The act of making allegations that prove to be unsubstantiated, and that prove to have been made maliciously, recklessly, or with the foreknowledge that the allegations are false, will be viewed as a serious disciplinary offense and may result in discipline, up to and including dismissal from the volunteer position or termination of employment. Such conduct may also give rise to other actions, including civil lawsuits.

Adopted 1995, Revised 1/14/1997, 6/2027, 11/16/2017, 10/17/2018, 9/18/2024,

### **Working From Home/Telecommuting Policy:**

Telecommuting is a work arrangement that allows employees to work at home or at some other off- site location for all or some of their regularly scheduled work hours. Although not all jobs can be performed satisfactorily from other locations, The Genesee Library recognizes that, in some cases, telecommuting arrangements can provide a mutually beneficial option for both the Genesee Library and employees.

#### **Types of Arrangements**

While employees and supervisors have the freedom to develop arrangements tailored to employee and departmental needs, the following basic requirements must be met: • Employees must be able to carry out the same duties, assignments, and other work obligations at their home office as they do when working on the Genesee Libraries premises. • Employees must be available to attend scheduled meetings and participate in other required office activities at the home office as needed. Except for extraordinary circumstances.

**Request Process** Telecommuting arrangements are approved by supervisors. A request made from the Genesee Library Director must be approved by a quorum by the Genesee Library Board of Trustees. **Other Requirements/Restrictions** Library Director and or the Genesee Board of Trustees has the right to cancel or suspend employee telecommuting privileges at any time, for any reason or for no reason.

Adopted on 3-27-2020 Reviewed 2/17/25.7/16/2025

## **Section 5: Forms**

**Genesee Library Banned Patron Form**

*When possible a copy of this form will be given to: The Patron, Library Director, and local law enforcement.*

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Completed by Staff Member:** \_\_\_\_\_

**Location of incident:** \_\_\_\_\_

**Date of occurrence:** \_\_\_\_\_

**Name of person/s  
involved:** \_\_\_\_\_

**Address/Phone:** \_\_\_\_\_

**Description of the  
offense:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Were the police contacted? Y/N** \_\_\_\_\_

**Officer's Name and Badge  
Number:** \_\_\_\_\_

**Is the patron is banned?: (If yes, add start and end date.):**  
\_\_\_\_\_

**Director/Designee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Adopted 5/21/2025

# Bid Proposal

Genesee Library \_\_\_\_\_ Project

For the

Genesee Library

8351 State Route 417 Genesee, New York 14754

---

*The following items must be included in the Bid:*

- Bid Proposal Form
- Statement of bidder qualifications, including:
  - Partnership Disclosure Affidavit
  - Non-Collusion Affidavit
  - Certificate of Insurance Statement

By submitting this bid, the bidder also acknowledges that he has reviewed the following:

- Contract documents
- The site and local conditions
- Laws that affect cost, progress, or performance
- Proposed agreement

---

Name of Company

---

Contract for

## Bid Proposal Form

General Note to All Bidders: Proposals shall be submitted upon the Bid Proposal Form. Bid Proposal packets shall be filled out in its entirety. Please attach a business card and submit this proposal to:

Genesee Library

8351 State Route 417, Genesee, New York 14754

Company:

---

Address:

---

---

---

Phone:

---

Email:

---

Trade:

---

Date: 

---

The undersigned, having visited the site and carefully examined the full set of Bidding Documents, as well as the Contract Specifications.

### Bid Proposals:

State the lump sum price for all necessary General Construction, Plumbing, Mechanical, Carpeting and Electrical Work.

---

Dollars

(\$

---

)

**Genesee Library Job Scope of Work****Genesee Library\_\_\_\_\_ Project**

Itemized list of work to be completed:

**Fill out this sheet with a breakdown of cost for the work to be completed.**

Electrical Work:

\$\_\_\_\_\_

Exterior & Internal Walls (Entire Library):

\$\_\_\_\_\_

Primer/ Paint: Walls:

\$\_\_\_\_\_

Sand/ Prime/ Paint: Wooden Cabinet and Wainscotting & Window Frames:

\$\_\_\_\_\_

Existing Unpainted Pine Wainscotting:

\$\_\_\_\_\_

Chimney:

\$\_\_\_\_\_

Ceiling (Entire Library):

\$\_\_\_\_\_

Floor (Entire Library):

\$\_\_\_\_\_

Door Accessibility:

\$\_\_\_\_\_

Water Softener Tank, Well Bladder, Hot Water Heater:

\$\_\_\_\_\_

Bathroom:

\$\_\_\_\_\_

All paperwork required of the Prime Contractor shall also be submitted with this bid for each subcontractor. If no subcontractor will be used state "Prime Contractor" in the applicable space(s) below so that it is clear whether the Prime Contractor or a subcontractor will be performing the work in each of the listed trades.

Subcontractor List:	State the following subcontractors who will be used on this Project
Plumbing:	
Electrical:	
Construction Work:	
Carpet:	
Failure to provide subcontractor names and documentation in each category above may be cause for bid to be rejected.	

### Project Schedule Requirements:

The Bidder hereby affirms that all work embodied within this Contract will be substantially complete prior to (Date)\_\_\_\_\_. The contractor is advised that work on the project site is not expected to commence prior to (Date)\_\_\_\_\_..

*\*This Page Must be notarized\**

### **Liquidated Damages:**

It is understood that the Date of Substantial completion is an essential condition of this Contract and that TIME IS OF THE ESSENCE for this project. The contractor shall be subject to a minimum assessment of Liquidated Damages in the amount of \$500.00 per day for each calendar day that work is not completed beyond the required date stipulated above with the "Schedule Requirements".

Submitted By:

---

(Official/ Legal Name of Business)

---

(Business Address)

---

(Town, State, Zip Code)

---

(Business Phone Number)

---

(E-mail Address)

---

(Signature of Principal or Authorized Agent)

---

(Print Name of Principal or Authorized Agent)

*\* This Page Must be notarized \**



*\* This Page Must be notarized \**

## **NON-Collusion Affidavit:**

(To Be Completed by all Bidders)

Non-Collusion Affidavit. It is mandatory that the Bidder attest to the following information by completing the form in its entirety.

State of New York

County of \_\_\_\_\_

I, (full Name) \_\_\_\_\_, of (city or town)  
\_\_\_\_\_, in the County of \_\_\_\_\_,  
and State of \_\_\_\_\_, of full age, being duly sworn according to  
law on my oath dispose and say that:

I am (official title) \_\_\_\_\_, of the firm/business named  
\_\_\_\_\_, and a Bidder making the proposal for the above  
named project, and that I executed the said proposal with full authority to do so, that said  
bidder has not directly or indirectly entered into any agreement, participated in any  
collusion, or otherwise taken any action in restraint of free, competitive bidding in  
connection with the above named project. That all statements contained in said proposal  
and in this affidavit are true and correct, and made with full knowledge that the owner and  
the State of New York relies upon the truth of the statements contained in said proposal  
and in the statements contained in this affidavit in awarding the contract for said project.

I further warrant that no person or selling agency has been employed or retained to  
solicit or secure such contract upon an agreement or understanding for a commission,  
percentage, brokerage or contingent fee.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Name and Title of Authorized Representative

*\* This Page Must be notarized \**

## Certificate of Insurance Statement

(To be completed by all Bidders)

**1. Workers Compensation (Statutory) and Employer's Liability:**

\$1,000,000 each accident for bodily injury by accident; \$1,000,000 each employee for bodily injury by disease; \$1,000,000 policy limit for bodily injury by disease. . This includes sole proprietorships and officers of corporations who will be performing work on the job. (Sole Proprietors that elect to exclude themselves may be considered if they file a Waiver Affidavit with the New York State Workers Comp Board). A **“Waiver of Subrogation”** endorsement in favor of the owner must be included.

**2. General Liability Insurance (CGL):**

Commercial general liability on an occurrence coverage form. The limits of liability shall not be less than:

\$1,000,000 each occurrence (combined single limit for bodily injury and property damage)

\$1,000,000 for personal and advertising injury liability.

\$1,000,000 aggregate on products and completed operations.

\$2,000,000 general aggregate.

**3. Additional Insured Endorsement:**

Blanket additional insured coverage should be requested to include the Owner and their officers, directors, representatives, agents and employees and named as an Additional Insured on a primary & non-contributing basis including Ongoing & Completed Operations. A **“Waiver of Subrogation”** endorsement in favor of the owner must be included.

**4. Umbrella Insurance Policy:**

Commercial umbrella liability insurance at a \$2,000,000 per occurrence and aggregate limit & Per Project Aggregate. The coverage should be on a follow-form basis include Owner as Additional Insured on a Primary & Non-Contributory basis. “Waiver of Subrogation” Endorsement in favor of the Contractor must be included.

**5. Hold Harmless:**

To the fullest extent permitted by law, Contractor will indemnify and hold harmless Owner (if applicable) their agents, officers, directors, partners,

representatives, agents and employees from and against any and all claims, suits, liabilities, liens, judgments, damages, losses and expenses, including reasonable legal fees and all court costs and liability (including statutory liability) arising in whole or in part and in any manner from injury and/or death of person or damage to or loss of any property resulting from the acts, omissions, willful or negligent misconduct, failure to comply with any aforesaid laws, regulations and codes, breach or default of Contractor, its officers, directors, agents, employees and subcontractors, ***directly in connection with the performance of any work performed directly by Contractor (or by a subcontractor of the Subcontractor)*** Owner pursuant to any Contract, Purchase Order and/or related Proceed Order or verbal work request, except to the extent those claims, suits, liens, judgments, damages, losses and expenses that are caused by the sole negligence of Owner. Contractor will defend and bear all costs of defending any actions, proceedings brought against Contractor and Owner (if applicable), their officers, directors, agents and employees, arising in whole or in part out of any such negligent acts, omission, failure to comply with any aforesaid laws, regulations and codes, breach or default as a result of work performed directly by the Contractor.

**Certificates of Insurance:**

1. Contractor shall furnish certificates of Insurance and applicable endorsements to Contractor *before* Contractor commences any work.

2. **Insurance Requirements for Subcontractors:**

Contractor shall ensure that all tiers of his Sub-Trade Contractors shall maintain insurance in like form and amounts, including the Additional Insured requirements. Each Subcontractor shall provide Certificates of Insurance and applicable endorsements to the Contractor *prior to the start* of the Subcontractor's work on this project.

The bidder fully understands the owner insurance requirements as stated in the Modifications to General Condition and agrees to provide all insurance required by these documents prior to award of contract.

---

Signature of Authorized Representative

---

Name and Title of Authorized Representative

## Payment and Miscellaneous Information

1. The Genesee Library Accessibility and Renovation Project is NOT a prevailing wage job.
2. Payment Schedule:

	Work Completed	Amount
		20%
		20%
		20%
		20%
		10%
Retainage	Completion/Certificate of Occupancy has been issued	10%

# GENESEE LIBRARY

## BUILDING USE AGREEMENT

ANY ORGANIZATION WILLING TO ABIDE BY THE GENESEE LIBRARIES RULES MAY USE THE BUILDING.

1. The Genesee Library does NOT condone the use of alcohol, illegal drugs, or tobacco products in the building.
2. The Genesee Library reserves the right to have priority in use of the Wainman Hall.
3. The Genesee Library does not endorse or support the purposes of any organization by allowing that organization to use the building.
4. The Wainman Hall is booked first come first served. If you are interested in the use of the Wainman Hall, please secure the date as soon as you can.
5. The use of the Genesee Library will be confined to Wainman Hall area, the bathroom facilities and kitchen area, except if prior special arrangements were made in advance.
6. A building use form must be filled out and turned in and approved by the director.
7. Organizations are asked to donate to the Genesee Library for use of the building.
8. Activities held during the library hours must try not to interfere with normal library operations.
9. The organization sponsoring the event/meeting will be responsible for any damages to the building and its contents.
10. Minors must be supervised while on the premises.
11. The building must be left in the same way it was found. This includes cleaning up any activities, refreshments, and removal of garbage your event accumulates.
12. A library staff member or board trustee does NOT have to be present when the Wainman Hall is being used by another organization.
13. It will be the responsibility of the groups requesting the use of the Wainman Hall to obtain and return the key to the library director after the event if a key is issued.
14. The Genesee Library reserves the right to discontinue any organizations building use privilege if rules are not followed.
15. All guidelines from the state and local health department and government will be followed. Including occupancy and gathering size restrictions.

**I have read and agree to follow these rules:**

**Name:** \_\_\_\_\_ **Printed**

**Name:** \_\_\_\_\_ **Signature**

**Date:** \_\_\_\_\_

**GENESEE LIBRARY BUILDING USE FORM:**

Name/Group/Organization Requesting the Wainman Hall:

---

Date(s): 

---

Time(s) 

---

Contact Person(s): 

---

Address/Phone number of contact person: 

---

---

Will your meeting/event need a key: Yes No

---

**To be completed by Library Director:**

Was Building Use Policy signed by Name/Group/Organization: Yes No

Date/ Time/ Contact Person filled out above: Yes No Was request: Approved  
DeniedIf Denied, state why: 

---

---

Key arrangements: No key Director unlock contact person will lockup

Key: 

---

Director Signature: 

---

 Date: 

---

**After meeting/event check list to be completed by Library Director:**

Was the building left in the same way the building was left: Yes No

If not, explain any problems damages, etc. 

---

---

Director Signature: 

---

 Date: 

---

## **Genesee Library Disclosure of Interest Form**

The conflict-of-interest policy, which sets forth standards of expected conduct, includes a provision which requires trustees and non-union employees to disclose all interests which could result in a conflict.

Please complete and return the enclosed Disclosure of Interests Form. Please be assured that the disclosure requirements are intended to provide the Board with a systematic and ongoing method of disclosing and ethically resolving potential conflicts of interest. Although it is impossible to list every circumstance giving rise to a possible conflict of interest, the following will serve as a guide to the types of activities that might cause conflicts and that should be fully reported:

### **1. Outside Interests**

- A. To hold, directly or indirectly, a position or a material financial interest in any other entity from which the individual has reason to believe the Genesee Library secures goods or services (including the services of buying or selling stocks, bonds, or other securities), or that provides services competitive with the system.
- B. To compete, directly or indirectly with the Genesee Library in the purchase or sale of property or property rights, interests or services.

### **2. Outside Activities**

To render directive, managerial, or consultative services to any outside concern that does business with, or competes with the services of the Genesee Library, or to render other services in competition with the Genesee Library.

### **3. Inside Information**

To disclose or use information relating to the Genesee Library's business for the personal profit or advantage of the individual or his/her respective families or households.

### **4. Gifts, Gratuities, and Entertainment**

To accept gifts, excessive entertainment, or other favors from any outside concern that does, or is seeking to do, business with, or is a competitor of, the Genesee Library - under circumstances from which it might be inferred that such action was intended to influence or possibly would influence the individual in the performance of his/her duties. Genesee Library Disclosure of Interests Form – page 2

This prohibition is not intended to preclude business meals or other nominal benefits in the reasonable and ordinary course of business.

Full disclosure of any situation in doubt should be made to permit an impartial and objective determination. It should be particularly noted that disclosure relates not only to yourself, but also to your respective families or households.

TO: President, Genesee Library Board of Trustees

RE: Conflict of Interest Disclosure

A copy of the Genesee Library's Conflict of Interest Policy has been furnished to me. I hereby state that I, or members of my respective families or households, have the following affiliations or interest and have taken part in the following transactions that, when considered in conjunction with the position with or relation to the Genesee Library, might possibly constitute a conflict of interest. (Check "None" where applicable)

**1. Outside Interests**

Identify any interests, other than investments, of yourself or your respective families or households, as described in the first numbered paragraph of the accompanying disclosure form.

☐ None

---

---

---

**2. Investments**

List and describe, with respect to yourself or your respective families or households, all investments that might be within the category of "financial interest", as described in the first numbered paragraph of the accompanying disclosure form.

☐ None

---

---

---

**3. Outside Activities**

Identify any outside activities, of yourself or your respective families or households, as described in paragraph number 2 of the accompanying disclosure form.

☐ None

---

---

---

**4. Other**

List any other activities in which you or your respective families or households are engaged that may be regarded as constituting a conflict of interest, giving particular attention to the paragraphs numbered 2 and 3 of the accompanying disclosure form.

☐ None

---

---

---



5. I hereby certify that neither I nor any member of my respective families or households has accepted gifts, gratuities, or entertainment that might influence my judgment or actions concerning the business of the Library System, except as listed below:

I hereby agree to report to the Board Chairperson any further situation that may develop before completion of my next questionnaire.

---

Date  
Adopted on 6/20/2018

---

Name (Printed or typed)

---

Signature

**Employment Application****Genesee Library****Job Application**

Street 8351 State Route 417  
 City, St Zip Little Genesee N.Y. 14754  
 geneseeelibrary@gmail.com

Phone 585-928-1915

Fax 585-928-1915

Email-

**Personal Information**

Last	First	MI	SSN#	Email	
Street Address		City	ST	Zip	Home Phone    Mobile
Are you entitled to work in the United States?			Are you 18 or older?		If yes, Date of Birth
Have you been convicted of a felony or been incarcerated in connection with a felony in the past seven years?					If yes, please explain:
Military Service?		Branch	Are you a veteran?		War
What position are you applying for?			How did you hear about this position?		
Expected Hourly Rate	Expected Weekly Earnings		Date Available		

**Prior Work Experience**

	Current or Most Recent	Prior	Prior
Employer			
Address			
City, ST, ZIP			
Telephone			
Name of Immediate Supervisor			
Dates of Employment	From                  To	From                  To	From                  To
Position/Job Title			
Pay			
Reason for Leaving			
May We Contact			

**Education**

	Name/Location	Last Year Complete	Degree	Major
High School		9    10    11    12		
College/University		1    2    3    4		

Trade School

--	--	--	--

Other

--	--	--	--

List any applicable special skills,  
training or proficiencies.

--

Disclaimer - By signing, I hereby certify that the above information, to the best of my knowledge, is correct. I understand that falsification of this information may prevent me from being hired or lead to my dismissal if hired. I also provide consent for former employers to be contacted regarding work records.

Signature

Date

Adopted 9/27/2018 Reviewed 5/21/25

# Genesee Library

## Equipment Extended Loan/Usage Policy

### Equipment/Furniture Rules

Any person or Organization willing to abide by the library's rules may use the approved equipment and furniture.

#### **RULES:**

1. Equipment/ Furniture form must be filled out and turned in and approved by the director.
2. The Genesee Library will have priority use for equipment/ furniture.
3. Person/ Organization using the Equipment/ furniture are asked to donation to the library in any amount of their choosing.
4. The Person/ Organization signing of this agreement is held accountable for any damage to the equipment/furniture.
5. The Genesee Library does not endorse or support the purpose of any Person/ Organization by allowing that Person/ Organization the use of the equipment/furniture.
6. All equipment/furniture should be returned clean.
7. Any problems will be reported to the director as soon as possible.
8. The Genesee Library reserves the right to discontinue any person/organization Extended Loan/Usage Policy if rules are not fallowed.

**I HAVE READ AND AGREE TO FALLOW THE RULES:**

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

**Genesee Library Equipment/Furniture Form**

Organization: \_\_\_\_\_

Equipment pick up date &amp; time: \_\_\_\_\_

Date of event: \_\_\_\_\_

List of equipment/furniture: \_\_\_\_\_

Equipment drop of date &amp; time: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Do you need a key for the building \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

-----

**To be completed by Library Director**

Date and time above requested and filled our form: \_\_\_\_\_

The request was Approved \_\_\_\_ Disapproved \_\_\_\_ . Date: \_\_\_\_\_

The Equipment/Furniture rules was signed Yes \_\_\_\_ NO \_\_\_\_

Equipment/Furniture returned cleaned Yes \_\_\_\_ NO \_\_\_\_

Equipment/Furniture returned damaged Yes \_\_\_\_ NO \_\_\_\_

Remarks:

\_\_\_\_\_

Key Returned: Yes \_\_\_\_ NO \_\_\_\_

Director Signature: \_\_\_\_\_

## Employee Performance Review

### Employee Information

<b>Name</b>		<b>Employee ID</b>	
<b>Job Title</b>		<b>Date</b>	
<b>Department</b>		<b>Trustee President</b>	
<b>Review Period</b>			

### Ratings

	1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
<b>Job Knowledge</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
<b>Work Quality</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
<b>Attendance/Punctuality</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
<b>Initiative</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
<b>Communication/Listening Skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
<b>Dependability</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
<b>Overall Rating</b> (average the rating numbers above)					

### Evaluation

ADDITIONAL COMMENTS

GOALS

(as agreed upon by employee  
and Trustees)

### Verification of Review

*By signing this form, you confirm that you have discussed this review in detail with the board of trustees. Signing this form does not necessarily indicate that you agree with this evaluation.*

Employee Signature		Date	
Trustee Signature		Date	
Trustee Signature		Date	
Trustee Signature		Date	

**Patron Registration: Genesee Library****Please Print**

Date: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

First

Middle Initial

Last

Minor's Name: \_\_\_\_\_

First

Middle Initial

Last

Circle one: JR SR III Maiden or Other Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ Apartment or Lot \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Alternate Address: \_\_\_\_\_ Apartment or Lot \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Town Tax District: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ E-mail: \_\_\_\_\_

My signature below indicates that I have provided correct information. I agree to follow library policies and be financially responsible for all materials checked out to this card.

Applicant's Signature: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

\*\*\*\*\*Staff Use Only\*\*\*\*\*

Library: \_\_\_\_\_ Type of ID Used: \_\_\_\_\_ Staff Initial: \_\_\_\_\_

### **Library of Things Borrower's Agreement and Use Policy**

The Library of Things is a collection of non-traditional items (hereafter “Things”) that may be checked out from Genesee Library (hereafter “Library”) without cost to the borrower. Things include Program Resource Kits and other materials.

1. Patrons (hereafter “Borrower”) must be 18 years of age, have a Library card in good standing, and be legally able to sign the Waiver and Indemnification Form to borrow from the Library of Things. Holders of temporary cards are not eligible to borrow from the Library of Things. Library may refuse to loan Things at Library’s discretion.
2. Photo ID may be required to verify Borrower’s identity.
3. No more than two Things may be borrowed at once.
4. Checkout periods are seven days, with 0 renewal if there are no holds on the Thing.
5. Unless otherwise stated, normal borrowing policies apply for the Library of Things.
6. Borrowers must sign the Waiver and Indemnification Form before their first checkout from the Library of Things.
7. Borrower is solely responsible for using Things in a safe and proper manner, and that they will use the Thing in accordance with applicable instructions. Library will not provide any instructions on the proper use of Things.
8. The Library is not responsible for the condition or any manufacturing defects inherent in any Things or for any damage done by any Thing.
9. If any Thing becomes damaged or unsafe during use, Borrower must immediately discontinue use, return the item to the Library, and inform Library staff of the problem.
10. The Library does not sanitize items upon return.
11. Things must be returned in the same condition as they were borrowed, except for normal wear and tear. Things that are not returned clean will incur a fee of \$5.
12. Things must be returned to the Library during open hours; do not return Things to the book drop.
13. Return Things with all parts, components, and instructions. If Things are lost or returned damaged/incomplete as determined by the Library, borrowers are responsible for the purchase or replacement cost, whichever is greater. Borrowers may not provide their own replacement for a lost or damaged Thing.

Replacement costs will be provided upon request at time of checkout.



## Library of Things

### Waiver and Indemnification Form

1. I am capable of using the items from the Library of Things (hereafter “Things”) I am borrowing. I will use the Things in a safe and proper manner in accordance with applicable instructions, laws, and regulations. I agree that at any time I feel unsafe, I agree to immediately discontinue use of any Things.
2. I understand Things are made available in their “as is” with all faults condition. Genesee Library (hereafter “Library”) expressly disclaims all warranties, express or implied, including, without limitation: suitability, durability, fitness for a particular purpose, condition or quality.
3. In consideration of being permitted to borrow Things, I hereby voluntarily waive, release, and discharge and covenant not to sue Library, its respective successors, assigns, officers, agents, employees, and volunteers (hereafter “Releasees”) from any and all claims, actions, or demands of any kind, nature, and description, including claims or actions for damages for death, personal injury, or property damage and from any and all liabilities, damage, injuries, action or causes of action either at law or in equity, whether caused by any defect in the Thing, negligent act or omission of the Releasees, or otherwise arising out of or in any way related to or connected with my borrowing Things.
4. In consideration of being permitted to borrow Things, I hereby indemnify and hold Library, its respective successors, assigns, officers, agents, employees, and volunteers from and against all liabilities, claims, actions, proceedings, damages, losses, costs, and expenses, including attorneys’ fees, for all injuries or death or any person or damage to any property occurring or arising from or connected with, directly or indirectly, my possession, use, and return of Things.
5. I have read the entire Borrower’s Agreement and Use Policy and the Waiver and Indemnification Form, and my signature below indicates my agreement with the stipulations of these documents.

---

Signature

---

Print Name

---

Date

---

Staff Use Only (please initial):

☐ Photo ID checked    ☐ Alert added to patron record    ☐ LoT waiver filed

Patron Id number: \_\_\_\_\_

**Summer Reading 2026 Program Release Form**

Child Name: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Address: \_\_\_\_\_

Age: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Emergency Contact Information: \_\_\_\_\_

**Photo release:** The Genesee Library will be taking photos of summer events. These photos will be added to social media and maybe used in future advertising. If you approve, please check yes. Thank you.

\_\_\_\_: Yes

\_\_\_\_: No

**Food Allergies:** The Genesee Library may provide snack or beverages while your child is spending time with us. Please list any food or beverages allergies you child may have. Thank you.

---

---

---

---

---

Date: \_\_\_\_\_

## Genesee Library Photo Release Form

Genesee Library occasionally uses photographs and/or video of patrons in its publications such as brochures, promotional, newsletters, magazines, web and social media sites, and display boards, or in other non-HPL publications without further consideration or notification.

By signing this release, I grant Genesee Library permission to use my image. I acknowledge Genesee Library's right to crop or treat the photographs at its discretion. I understand that my photo may not be used at this time, but may be used at a later date. I also understand that once my image is posted on the Internet, the image can be downloaded.

The Genesee Library need not receive any further permission, approval or authorization from me in order to use my image. The Genesee Library reserves the right to discontinue use of any photograph or video without notice.

I hereby release and forever discharge the Genesee Library, its trustees, officers, agents and employees from and against any and all claims, damages, or suits relating to my name, my likeness, the Photos and Videos and their uses and/or distribution in any version or media, including without limitation, any rights and claims relating to royalties or compensations, editing, alteration, copyright, distribution, misappropriation, libel, false light, rights of privacy and/or publicity.

I represent that I am eighteen years of age or older and have voluntarily chosen to grant these rights to the Genesee Library. The rights and obligations under this Release shall be binding upon my heir and successors in interest. I may terminate this Release by providing written notice to Genesee Library of such termination. The library may continue to use any materials prepared or photographs or video take before receipt of my termination.

NAME: \_\_\_\_\_

YOUTH'S NAME: \_\_\_\_\_

- ☐ Permission given to identify by first and last name
- ☐ Please identify by first name only
- ☐ Please do not identify by name

DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

☐ I do not want to be photographed or videotaped for Genesee Library promotions

Adopted on 6/2019 Revised 5/21/2025

## **Request for Reconsideration of Library Materials Form**

### Introduction:

This form is in reference to the Challenge to Library Materials Policy and should be made available to any resident who would like the library to remove an item from the collection. Requests for Reconsideration may only be filed by residents of the Library's service area. The Library will not process requests, and the Library Board will not hear complaints from individuals who live outside the Library's services area. The Library may impose a limit on the number of requests submitted by a complainant within a designated period of time.

Please fill out following form completely and mail to Library Director, Genesee Library 8351 State Route 417, Little Genesee NY 14754.

Name: \_\_\_\_\_ Date \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail \_\_\_\_\_

Do you represent yourself? \_\_\_\_\_ An Organization? \_\_\_\_\_

Resource on which you are commenting:

Book \_\_\_\_\_ Video/DVD \_\_\_\_\_ Audiobook \_\_\_\_\_ Multi-media Kit \_\_\_\_\_ e-Book \_\_\_\_\_ Electronic information/network (please specify) \_\_\_\_\_ Other (please specify) \_\_\_\_\_

Title: \_\_\_\_\_

Author/Producer: \_\_\_\_\_

Library owning this title: \_\_\_\_\_

What brought this title to your attention?

---

---

---

Did you read, view, or listen to the entire work? If no, what parts?

---

---

---

What do you believe is the theme of this title?

---

---

---

What specifically concerns you about this title? Please cite pages, scenes, items, etc.

---

---

---

---

Are there, in your judgment, any positive elements in this title? Please describe:

---

---

---

Will you share any reviews of this title that support your point of view? \_\_\_\_\_

---

---

Are there resources you suggest to provide additional information and/or other viewpoints on this topic?

---

---

---

Signature: \_\_\_\_\_

Reconsideration action:

---

---

---

---

Date request received: \_\_\_\_\_

Findings of Reconsideration Committee:

---

---

---

---

---

Date response sent to patron: \_\_\_\_\_

## Oath of Office

"I do solemnly swear (or affirm) that I will support the constitution of the United States, and the constitution of the State of New York, and that I will faithfully discharge the duties of the office of \_\_\_\_\_, according to the best of my ability;"

Printed \_\_\_\_\_

Signed \_\_\_\_\_

Trustee

Subscribed to and sworn (or affirmed) to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Signed \_\_\_\_\_

President

## **Sexual Harassment Complaint Form**

New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form to report alleged incidents of sexual harassment.

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to Genesee Library; *8351 State Route 417 Little Genesee N.Y. 14754; or by mail, fax (585)928-1915 or email: [genseelibrary@gmail.com](mailto:genseelibrary@gmail.com)*. You will not be retaliated against for filing a complaint.

If you are more comfortable reporting verbally or in another manner, your employer should complete this form, provide you with a copy and follow its sexual harassment prevention policy by investigating the claims as outlined at the end of this form.

**For additional resources, visit: [ny.gov/programs/combating-sexual-harassment-workplace](http://ny.gov/programs/combating-sexual-harassment-workplace)**

### **COMPLAINANT INFORMATION**

Name:

Work Address:

Work Phone:

Job Title:

Email:

Select Preferred Communication Method: ☐Email ☐Phone ☐In person

### **SUPERVISORY INFORMATION**

Immediate Supervisor's Name:

Title:

Work Phone:

Work Address:

### **COMPLAINT INFORMATION**

1. Your complaint of Sexual Harassment is made about:

Name:

Title:

Work Address:

Work Phone:

Relationship to you: ☐ Supervisor ☐ Subordinate ☐ Co-Worker ☐ Other

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

3. Date(s) sexual harassment occurred:

Is the sexual harassment continuing? ☐ Yes ☐ No

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

*The last question is optional, but may help the investigation.*

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

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_