

# Genesee Library

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

**2020 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

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## **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 person 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.

## **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 By-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.

**Adopted by the Genesee Library Board January 24,2018; revised by the Genesee Library May 16,2018**

### **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.

**Adopted by the Genesee Library Board JUNE 13, 1977; revised by the Genesee Library Board 1/24/2018.**

#### **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.

**Adopted by the Genesee Library Board JUNE 13, 1977; revised by the Genesee Library Board 1/24/2018.**

#### **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 following 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 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

Adopted by the Genesee Library Board September 12,1996

**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 trustee 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 meet 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.

Adopted by the Genesee Library Board February 2,1989; revised by the Genesee Library Board 1/24/2018.

**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.

**Revised by the Genesee Library Board on November 13,1995**

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

**Adopted by the Genesee Library Board January 24,2018**

**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

**Adopted by the Genesee Library Board November 13,1995**

**Section7.**

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

**Adopted by the Genesee Library Board November 13,1995; revised by the Genesee Library Board on January 24,2018**

**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.

**Adopted by the Genesee Library Board November 13,1995**

**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.

**Adopted by the Genesee Library Board November 13,1995**

**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.

Adopted by the Genesee Library Board November 13,1995; revised by the Genesee Library Board on May 16,2018

**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.

Adopted by the Genesee Library Board November 13,1995; revised by the Genesee Library Board on May 16,2018

**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.

Adopted by the Genesee Library Board November 13,1995

**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.

Adopted by the Genesee Library Board November 13,1995; revised by the Genesee Library Board on December 6, 2017

**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.

Adopted by the Genesee Library Board on November 13,1995; revised by the Genesee Library Board on June 20,2018

**ARTICLE VIII**

**Amendments**

**Section 1.**

These by-laws may be repealed, amended and changed as need 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.

## GENESEE LIBRARY HISTORY AND BACKGROUND

On May 21, 1908, Miss Brown, a state organizer of libraries from Albany, came to help start a library in Genesee. The Genesee Library Association was formed with 18 members. To become a member, one had to pledge to pay at least 25 cents annually. After canvassing Willow Brook, Street Brook, Sanford Hollow and Windfall Creek, 80 more members were secured with combined pledges totaling \$50.

By November, 232 new books had been purchased from F.R. Brothers in Olean and 212 received as a gift from the Seventh Day Baptist Sabbath School, making a total of 444 books to start a library. A grand opening was held in the S.D.B. Church in November 1908. The books were displayed in two cases; costing \$6.00, bought with the annual subscription money and placed in the entrance way of the church. Fifteen books were loaned that day and A.M. Burdick placed a box in his store where books could be returned.

In April 2, 1909, the library was moved by the Secretary, Ida B. Coon, and some helpers to the lodge Room of the Town Hall. By 1913, books in 25 volume lots were being sent to Dodge Creek and to Ceres to be loaned out. In Ceres, the books were all kept at the Post Office. In 1943, shortly before the fire that destroyed the old Town Hall, the library was moved to the old school building where it remains today.

Since that time, many changes and improvements have been made each time improving our facilities, until now the estimated value of our books and library materials is over \$50,000. Our library now consists of two completely remodeled rooms such as Wainman Hall in the school building in Little Genesee. We not only offer the hamlet of Little Genesee, but all the outlying areas in the Town of Genesee: The library: an excellent assortment of books, magazines, records, videos, talking books for the blind, large print books and pictures and books by mail for people who can't get to the library. A genealogy room has been started for those interested in their heritage and family trees. A camcorder, VCR and computer have been purchased to enhance the use of the library. The librarian is always glad to help you find a book even if she has to send to another library for it. We have excellent reference book and a well- equipped children's library also.

## **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.

**Adopted June 19, 1939. Amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; and January 23, 1980; inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.**

## New York's 11 Minimum Standards for Public Libraries

- (1) The library is governed by board-approved written bylaws which outline the responsibilities and procedures of the library board of trustees;
- (2) The library has a board-approved, written long-range plan of service;
- (3) The library presents an annual report to the community on the library's progress in meeting its goals and objectives;
- (4) The library has board-approved written policies for its operation;
- (5) The library presents annually to appropriate funding agencies a written board-approved budget which would enable the library to meet or exceed these standards and to carry out its long-range plan of service;
- (6) The library periodically evaluates the effectiveness of the library's collection and services in meeting community needs;
- (7) The library is open the following scheduled hours:

Population	Minimum Weekly Hours Open
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) The library maintains a facility to meet community needs, including adequate space, lighting, shelving, seating, and restroom;
- (9) The library provides equipment and connections to meet community needs including, but not limited to telephone, photocopier, telefacsimile capability, and microcomputer or terminal with printer to provide access to other library catalogs and other electronic information;
- (10) The library distributes printed information listing the library's hours open, borrowing rules, services, location and phone number;
- (11) The library employs a paid director in accordance with the provisions of [Section 90.8](#) of the Regulations of the Commissioner of Education:

	<b>Minimum Education Requirements</b>
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<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.

### **When Must a Library Meet the Minimum Standards?**

All of the minimum standards for public 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 in order to legally receive local and State funds. See *Chartering a Public Library in New York State* for further information.

### **What if a Library Cannot Meet 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 a particular standard because of circumstances beyond the library board's control.

### **How do Public Library Systems and the State Library Help Libraries Meet the Minimum Standards?**

The Public Library System Directors Organization (PULISDO) and the New York State Library work together in a strong partnership to help public and association libraries meet the minimum standards. See *Helpful Information for Meeting Minimum Public Library Standards* for further information.

**NEW YORK STATE PUBLIC AND ASSOCIATION LIBRARIES  
AND PUBLIC LIBRARY STANDARDS  
Comparison Chart 2017**

Minimum Public Library Standards Effective January 1999	2017 Libraries Responding [1]		Change from 2016 to 2017	Percentage of Libraries Meeting Minimum Standard
	Yes	No	Yes	
1. Bylaws	756	0	0	<b>100%</b>
2. Plan	755	1	+3	99.9%
3. Community Report	756	0	+1	<b>100%</b>
4. Policies	756	0	0	<b>100%</b>
5. Budget	756	0	+1	<b>100%</b>
6. Measures Collection	756	0	0	<b>100%</b>
7. Hours Open	754	0	-2	99.7%
<b>8. Facilities</b>				
a. space	754	2	0	99.7%
b. lighting	756	0	0	<b>100%</b>
c. shelving	756	0	0	<b>100%</b>
d. seating	754	2	0	99.7%
e. restroom	756	0	0	<b>100%</b>
<b>9. Equipment</b>				
a. telephone	756	0	0	<b>100.0%</b>
b. photocopier	756	0	0	<b>100.0%</b>
c. microcomputer or terminal	756	0	0	<b>100.0%</b>
d. printer	756	0	0	<b>100.0%</b>
e. facsimile capability	756	0	0	<b>100.0%</b>
10. Printed Information	756	0	0	<b>100.0%</b>

11. Paid Director meeting <a href="#">CR 90.8</a>	749	7	-1	99.1%
<p>[1] Standards as approved by the Board of Regents, <a href="#">Commissioner's Regulations 90.2</a> effective 1/29/99.</p> <p>[2] Data for these elements are current as of <b>December 2017</b>, based on information provided by public library systems, updating information from the 2016 annual reports.</p>				

### FINANCIAL SUPPORT

Financial support for the library comes from taxation of the residents of the Bolivar-Richburg Central School District and the Town of Genesee residents. Other money comes from the Southern Tier Library System, individual donations, fees from fines, copier, telephone and equipment use and from fundraising efforts sponsored by the Friends of the Library.

Revised by the Genesee Library Board on November 13,1995

### ADMINISTRATION

The staff of the Genesee Library consists of one library director and substitutes and/or volunteers. The Library Director is responsible to the Library Board which in turn is responsible to the Southern Tier Library System.

Revised by the Genesee Library Board on November 13,1995

### FRIENDS OF THE LIBRARY

A friend of the Genesee Library group exists to assist the library with special programs and fundraising efforts.

Revised by the Genesee Library Board on November 13,1995

## Policy and Procedures with Forms

# 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.

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

\_\_\_\_\_

Would you like anything posted on the kiosk out front:    Yes    No

\_\_\_\_\_ print

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        Denied

If 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: \_\_\_\_\_

### **CENSORSHIP OF MATERIALS:**

The Genesee Library, like all other libraries, cannot be expected to hold only materials that entirely please all patrons. The library attempts to meet the following criteria:

a. to acquire materials that reflect the Library's Mission Statement. b. to acquire materials that are indicative of the Library's patrons.

In the occasional instance where a library patron and/or library employee deems an item unsuitable, the item in question will be referred to the Board of Trustees for reconsideration

b. A formal complaint must be made in writing.

**Revised by the Genesee Library Board of Trustees on July 15, 2018**

### **Genesee Library Challenge to Library Materials Policy**

Genesee Library supports all members of its community by collecting materials representing all viewpoints. However, it is not the role of the Genesee Library to advocate for or endorse any particular idea, opinion, or point of view; nor will the Genesee 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 public regarding materials selected can be voiced. A request for reconsideration must be made in writing on forms provided by the Genesee Library. These forms are available upon request from the circulation desk and upon completion, should be delivered to the circulation desk, or mailed to Genesee Library in care of the Library Director. Upon receipt of the signed form, the Library Director will convene a committee with the President of the Board of Trustees and two professional librarians not involved in the selection of the material.

Within two weeks the committee shall:

1. Examine the material in question, the issues raised and the circumstances involved.
2. Make a decision to remove or retain the material in question.
3. Notify the American Library Association (<http://www.ala.org/bbooks/online-challenge-reporting-form>) and the New York Library Association (contact the director, Jeremy Johannesen, [director@nyla.org](mailto:director@nyla.org)) of any challenges.

The Genesee Library Director will respond in writing by certified mail to the patron within 10 days of the committee's decision.

Should the patron wish to appeal the decision, he/she may write to the President of the Board of Trustees to request a hearing by the Board. The Board will complete a review of the issue within 90 days and respond to the patron as soon as may be possible after such review. Any further appeal must be made to the Commissioner of Education in Albany, N. Y.

**Adopted by the Genesee Library Board of Trustees September 19, 2018.**

### GENESEE LIBRARY Request for Reconsideration of Library Materials

Please fill out following form completely and mail to Library Director, Genesee Library , 8351 State Route 417 Little Genesee, N.Y. 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?

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

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What do you believe is the theme of this title?

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

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

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

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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: \_\_\_\_\_

**Adopted by the Genesee Library Board of Trustees September 19,2018**

### **COLLECTION POLICY:**

1. The library will select for its collection materials that serve the needs and uses of the residents of the Genesee Library area. The greatest attention is paid to the interests of current, active patrons; nevertheless, the needs of the potential users and/or future users should be recognized and addressed as the budget permits.
2. The library collects materials that fulfill the library's mission as set forth in the mission statement.
3. The library primarily collects in the following areas (both print and non-print materials):
  - a. current, popular fiction and non-fiction for adults
  - b. literary masterworks
  - c. children's materials, for pre-school through elementary school, that provide both recreational and learning opportunities for children; that encourage continued reading and library use; and that assist in readying pre-schoolers for school.
  - d. young adult materials, particularly those that support the needs of the junior high and high school students in completing school research assignments
  - e. a core of general reference materials that support the general informational needs of patrons, particularly the research needs of junior and senior high school students in completing school assignments
  - f. materials that support patrons' hobbies and recreational interests, including (but not limited to) "how to" books; crafts, hunting and natural history
  - g. materials of local or regional interest and items by local authors
  - h. travel materials
  - i. biography materials
  - j. theological materials
4. Selection guidelines/criteria: In prioritizing acquisition of library materials, the library considers the following standards when selecting materials for the collection:
  - a. Does it support the mission of the library? Does it appear to address the library's constituency?
  - b. Is the physical object of sufficient quality to withstand public use? Is it comprehensible?
  - c. Is it in a format patrons can use? Is it in a format appropriate to the content?
  - d. Currency is the treatment of the subject up to date? Is it important as a record of a time?

**Revised by the Genesee Library Board of Trustees on July 15, 2018**

### **REBINDING/REPAIRING MATERIALS:**

Before any item is repaired or rebound, the Library Director will determine whether it item warrants repair; whether replacement of the item with either a new copy or with a similar item would be more prudent; or whether withdrawal from the collection is appropriate.

- a. Relation of the current collection Will this essentially duplicate materials already in the collection? Will this complement materials already in the collection?
- b. Relation to other works on the subject Are there better materials on the same subject that should be purchased?
- c. Age appropriateness Are the subject matter and the target audience compatible?
- d. Physical appeal Is it well illustrated? Is it well produced?

- e. Cost Will the cost place a big burden on the budget? Is the cost warranted?
- f. What is the expected use of the materials?

#### **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 of 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

#### **Genesee Library 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 Genesee Library and which could reasonably be expected to influence, or create 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 by the Genesee Library Board on June 20, 2018

## **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.

Adopted by the Genesee Library Board on June 20, 2018

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

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**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

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**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

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**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

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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.

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Date	Name (Printed or typed)	Signature
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**Adopted by the Genesee Library Board on June 20,2018**

## Genesee Library Policy on the Confidentiality of Library Records

In keeping with the Consolidated Laws of New York State (Civil Practice Laws and Rules, Sec. 4509) and the core values of librarianship, 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:

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

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

**Adopted by the Genesee Library Board of Trustees on February 21, 2018.**

## 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 trustee 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 defined evacuation routes and post in public areas.
8. Backups of computerized circulation data will be kept off site with STLS.
9. Backups of computerized date 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 to 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 by the Genesee Library Board on April 18,2018

## **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 organization 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 by the Genesee Library Board on October 17, 2018

## **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 the organization or having lasting significance	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 in a central repository.

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
<b>Management and Miscellaneous</b>	
Strategic Plans	7 years after expiration
Policies and Procedures Manual	Current version with revision history
<b>Property – Real and Personal</b>	
Property deeds and purchase/sale agreements	Permanent
Property Tax	Permanent
Real Property Leases	Permanent
Personal Property Leases	10 years after termination
<b>Tax</b>	
Annual information returns (W2, W3, 1099 etc.)	Permanent
IRS Rulings	Permanent
Tax returns and worksheets – federal & state	Permanent

### **DRUG 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, distribute, 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.



# 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 followed.

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

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

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

**Genesee Library Equipment/Furniture Form**

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

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

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

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

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

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

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

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

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

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

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

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

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**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:

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

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

### **EQUAL OPPORTUNITY**

Equal opportunity is a policy of the Genesee Library. The library makes every effort to select the best qualified person for each position. The library trustees and director will not discriminate against applicants, employees, volunteers or patrons of the library because of race, color, religion, sex, handicap, national origin or familial status.

**Adopted by the Genesee Library Board of Trustees on; revised by the Genesee Library Board of Trustees on June 20,2018**

### **FINES:**

1. There will be a twenty cent (.20) per library day per book, etc., fine on later material.
2. Any materials lost or damaged will be subject to fines accordingly.
3. There will be a dollar (\$1.00) late charge per library day per video
4. The use of the copier will be 20 cents per copy, if the copies are done for a group that regularly uses the library copies will be 10 cents per page.

Patrons are expected to pay for all copies, except those which result from system malfunction. Failure to take time to learn how to properly preview and print documents with the program being used or failure to assure that the printer is properly aligned and loaded are not system malfunctions. They are inappropriate use. Bad copies from inappropriate use should be paid for.

Patrons are expected to pay for printouts at the end of their computer session. If printout costs are not paid in this timely manner, the Library Director may discontinue computer privileges by that patron until such costs are paid in full.

**Revised by the Genesee Library Board of Trustees on July 15,2018**

### **CHILDRENS FINE FREE POLICY**

1. A child is defined as a minor under the age of 18.

2. Children's materials that are eligible for fine free are easy reader materials, juvenile books and youth adult books.
3. A fine will still accumulate if a book is overdue however that fine will be erased once the material is returned.
4. If a book is overdue to the point where the system deems it to be lost: a bill will be generated for such lost materials.
5. A patron must remain in good standing to continue use of materials here at the Genesee Library.

**Adopted by the Genesee Library Board on August 15,2018**

### **FISCAL SAFEGUARDS:**

- 1.The Genesee Library requires a board member to hold the position of treasurer and to keep a C.P.A. as forms of fiscal's safeguards.
2. Two signatures will be required on all checks- the treasurer's and the board president's/ the vice-president may sign in the absence of the president.
3. Payroll sheets should be initialed by some supervising person and the salary/hour rates of all library staff should be entered the board minutes on a yearly basis or when raises are given.
4. The library staff will be required to fill out a time sheet to be given to the treasurer for hourly wages or salary. Hourly rates and/or salary of all library staff will be entered the board minutes when any raises are given. The library staff will be reviewed at the meeting in September and raises are given accordingly to take effect January 1.
- 5.The treasurer should submit a monthly report to the trustees reconciling bill schedules, revenues and cash account balances.
- 6.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.
7. The librarian shall keep an account book of miscellaneous money taken in (such as fines, sale of books, copier fees, etc.)
- 8.Book ordering should be done through recognized vendors; volumes received should be checked off an itemized invoice.
9. A month after bill payment, an auditor should be able to find any billed title in the shelf-list and either on the shelves or the circulation file.
10. Purchases over \$600 would require Board approval and decided if such a purchase/job/project should be put out to bid.
11. Purchases, jobs or projects over \$1000.00 will be required for at least three bids.

Adopted by the Genesee Library Board of Trustees in 1982; Revised by the Genesee Library Board of Trustees on July 15, 2018

## Genesee Library FOIL Request

New York State's Freedom of Information Law (Public Officers Law §87 et. seq.) allows members of the public to access records of governmental agencies. FOIL provides a process for the review and copying of an agency's records. More information about the Freedom of Information Law can be found at: <http://www.dos.ny.gov/about/foil2.html> (link is external).

Please note that each government entity or agency handles their own FOIL requests.

### How to make a Freedom of Information of Law (FOIL) Request

If you wish to request access to records under the FOIL, please be advised that all requests must be submitted in writing, whether via regular mail, fax, or e-mail. Please include the following information in your request:

- The requestor's contact information: name, address, phone number and email address, if you want Genesee Library to transmit any responsive records to you electronically
- Specific details regarding the records being requested: please include as much detail about the records as possible, including relevant dates, document types, descriptions, etc.

**In-person inspection and copying of records is available by appointment during regular business hours. You may schedule an appointment by calling (585) 928-1915.**

To submit a FOIL request, please send your inquiry by regular mail, fax or e-mail to

*Genesee Library*  
8351 State Route 417  
Little Genesee, New York 14754  
FAX: (585) 928-1915  
[genesee@library@gmail.com](mailto:genesee@library@gmail.com)

### **Time Frame for Request of Materials**

When Genesee Library receives a request, [§89\(3\)\(a\) of the Freedom of Information Law](#) states that it has five business days to grant or deny access in whole or in part, or if more time is needed, to acknowledge the receipt of the request in writing and indicate an approximate date by which the agency will respond to the request, usually not more than 20 additional business days.

### **Fee for Duplication of Records**

It depends. If you request paper copies, an agency may charge up to twenty-five cents per photocopy up to 9"x14". If the paper copies requested are larger than 9"x14", the agency can charge the actual cost of making the copies. [See FOIL §87\(1\)\(b\)\(iii\)](#).

If you request records to be transmitted electronically, and the agency maintains the records electronically, there may be no basis for charging a fee. [See FOIL §87\(1\)\(b\) and \(c\)](#).

If you request a large volume of electronic records, the agency can charge the actual cost of reproducing the records. When it takes an agency more than 2 hours to prepare, extract or generate electronic data, the agency could charge for the employee's time. [See FOIL §87\(1\)\(b\) and \(c\)](#).

If you request that paper records be scanned and forwarded to you electronically, please see the following advisory opinions: [18568](#), [18620](#).

Genesee Library charges the statutorily permitted fee of \$.25 per page for photocopies of records requested under FOIL (Public Officers Law §87[1][b][iii]). Additional copy preparation fees may apply as permitted by law. There is no provision in law or regulation requiring a waiver of this fee. Payment must be made to the Genesee Library by money order. Payment should be made within 30 days of received materials requested.

### **Pick Up Procedure for FOIL Records**

All records must be obtained by person filling for request. Information can be sent by certified mail or received in person at Genesee Library. A signature must be accompanied upon delivered materials.

#### **All information obtained from:**

Genesee Library Document December 2015.

<http://www.nysed.gov/new-york-state-education-department-foil-requests>

<https://www.dos.ny.gov/coog/freedomfaq.html>

<https://www.health.ny.gov/regulations/foil/howto.htm>

Adopted by the Genesee Library Board on June 20, 2018

## **GIFTS/MEMORIALS**

### **GIFTS:**

1. 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.
2. Gift materials will not be accepted for which the donor places undue restrictions or special conditions.
3. 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.
4. 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.
5. 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.
6. Gift materials can be acknowledged with a bookplate, plaque or label or other means if appropriate to do so.
7. Any and all undesignated monetary gift or donations given to the library will become the responsibility of the Board of Trustees to spend as they see fit.

### **MEMORIALS:**

1. Money donated for memorial materials will be used in one or more of the following ways:
  - A. To purchase specific items recommended by the donor.
  - B. To purchase items in specific area to reflect the interests of the honoree.
  - C. Memorial donations will be deposited into the memorial fund for such use(s) as board deems appropriate.
  - D. Donations can be added to the Library's endowment if so designated by the donor.

### **INTER-LOAN MATERIAL:**

Items sent out on Interlibrary Loan by the Genesee Library to other libraries should be circulated for one (1) month.

The Genesee Library will only lend materials requested by other libraries, not individuals.

New books and videos may be loaned. However, the Library Director may at his/her discretion decide not to lend new materials if there is significant or anticipated demand by Genesee Library's own patrons.

Any materials not available for circulation or lending to the Genesee Library will not be sent out on interlibrary loan. This includes area history, genealogy, etc.

Other libraries are responsible for collecting their own late fees for materials loaned to them by the Genesee Library.

## **LENDING & RELATED POLICIES**

### **LENDING:**

1. Genesee Library materials may be borrowed by any patron in good standing with a card on file except for reference materials.
2. The lending time for materials will be as described with each material owned by the Genesee Library; Books 4 weeks, videos 1 week, Audio items 4 weeks.
3. Renewals may be done at the desk, or by phone, or digitally before they are overdue.

**Patrons borrowing the above will be responsible for lost, damaged or replacement costs of the loaned equipment of materials.**

Revised by the Genesee Library Board of Trustees on July 15, 2018

### **PATRON REGISTRATION AND RIGHT TO CONFIDENTIALITY**

The Genesee Library allows in-house use of library materials to anyone. However, the Library limits circulation privileges to patrons within the Library's Southern Tier Library System (STLS).

The use of the Library or its services may be denied for due cause. Such cause may be failure to return books, failure to pay penalties, destruction of library property, and disturbance of other patrons or any other objectionable conduct on library premises.

#### **REGISTRATION:**

At time of registration, the registrant will need to supply full name, address and phone number. Once registered as a Genesee Library patron, that patron maintains library privileges until such time as they either move outside of the STLS or are denied library privileges for caused cited above.

#### **RESERVES:**

Patrons may reserve any materials owned by the library. A waiting list will be created in chronological order (first request will be first on list, etc.) When necessary.

### **GENESEE LIBRARY RULES AND CONDUCT CODE**

1. All patrons are to abide by the rules of the library.
2. All library patrons are expected to return materials and pay penalties assessed on late, lost or damaged materials. Failure to comply will result in loss of library privileges.
3. No smoking, use of alcoholic beverages or use of illegal drugs is allowed in the library.
4. Eating and drinking are at the discretion of the Director in a designated area.
5. Service animals and library programs with animals are allowed in the library at any time.
6. 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.
7. No outside equipment is allowed in the library. Examples are: bikes, skateboards, scooters, rollerblades and other items the Director deems unfit.



8.Children may be left unattended with the permission of their parents or legal guardian 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 by the Genesee Library Board on November 13,1995; revised by the Genesee Library Board on June 20,2018

### **ONLINE BILL PAY POLICY**

The Genesee Library shall start online banking services for the betterment of the library. Making sure unique id's and passwords are individually secured. Online banking will only take place on the director's work station 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 on a weekly basis 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 by the Genesee Library Board of Trustees on January 15,2018

### **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).

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<sup>1</sup>

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.

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<sup>2</sup>

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.

## 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: \_\_\_\_\_

### **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.

**Revised by the Genesee Library Board of Trustees on October 17,2018**

### **SMOKE-FREE ENVIRONMENT**

Smoking is prohibited by law in any portion of the building of the Genesee Library.

### **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.

1. Every library should have a telephone to conduct library business and for emergency situations.

### **VIDEO CONFERENCING POLICY**

If a quorum is present, a majority vote of those present then voting shall prevail. However, if a quorum cannot be met and option of telecommunication via video conferencing or telephone conference is the only option to meet the quorum is available. The Board of Directors may conduct meetings through telephone conference calls, *video-conferencing*, or by other similar means.

**Adopted by the Genesee Library Board of Trustees on January 15,2018**

### **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 into or sign contracts under general contract law principles. As a youth board member, the person(s) will share the same have 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 by the Genesee Library Board of Trustees on January 15,2018**

### **WEEDING THE LIBRARIES COLLECTION:**

1. Collection assessment and weeding shall be an ongoing process.
2. Materials may be withdrawn from the collection with the approval of the Genesee Library Director.
3. 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.
  - a. Circulation Has the item circulated in the past five years?
  - b. Condition Is the item falling apart? Is the item still usable?
  - c. Currency Is the item outdated? Are there more recent editions that cover the same subject?
  - d. Representation of subject Is this the only item the library has on this topic? Are there other or better materials on the topic available?
  - e. Quality of content Is the work well written?
  - f. Duplicate Is this an unneeded duplicate of something already in the library? Is the content better presented by other materials in the library?
  - g. Format Is it the format that makes it unlikely patrons will use it?
  - h. The Genesee Library can/will also use the guidance of the Southern Tier Library System when it comes to weeding/disposing of materials.
  - i. It will be up to the discretion of the board of trustees as to what to do with the weeded-out materials.

**Revised by the Genesee Library Board of Trustees on July 15,2018**

### **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 by the Genesee Library Board on November 21, 2018**

#### **WIRELESS INTERNET/ INTERNET ACCESS:**

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

Genesee 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>3</sup> The filtering mechanism can be disabled on individual computers as needed by library staff. Genesee 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 Genesee 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, Genesee 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 report 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 [Member Library Name] 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 he or she will accept the library’s terms for using that access. Unless the patron agrees to this verification, he or she 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 by the Genesee Library board of trustee on July 18,2018

## **PERSONNEL POLICY SECTION**

### **BENEFITS**

The Genesee Library offers no health insurance, dental plans, retirement plans or paid vacation. There is, however, worker's compensation and unemployment insurance Adopted 1/14/1997 revised(6/2017)  
There isn't any insurance coverage when the staff is traveling.

### **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 statement 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. (6/2017)

### **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. Adopted 1995 (6/2017)

**EMPLOYMENT APPLICATION**

**Genesee Library**

**Job Application**

Street 8351 State Route 417

Phone 585-928-1915

City, St Zip Little Genesee N.Y. 14754

Fax 585-928-1915

Email- genesee@library@gmail.com

**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
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### **EVATUATION FORM**

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 and date of hire. 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. (6/2017)

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.

## Employee Performance Review

### Employee Information

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

## **GRIEVANCES**

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 Trustees. The Board of Trustees will take appropriate action and shall give the employee a decision/resolution within two (2) weeks of the written notice.

**Adopted by the Genesee Library Board in June 2017**

## **HOLIDAYS**

The library will be closed if an official holiday falls on a time when the library is scheduled to be open. Official holidays are New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas Eve and Christmas Day.

**Adopted by the Genesee Library Board in 1995; Revised October 17,2018**

## **JOB DESCRIPTION/DUTIES- BOARD OF TRUSTEES & ALL OFFICERS**

### **BOARD OF TRUSTEES:**

1. Sets all policies and by-laws for the library.
2. Approves expenditures of the library.
3. Performs the annual evaluation of the director/librarian.
4. Approves annual budget.
5. Recommends and takes appropriate actions for misuse or failure of employees to abide by laws, procedures and policies of the library.
6. Encourages attendance and use of the library.
7. Takes part in committees and activities as needed.
8. Attends meetings regularly.
9. Offers positive ideas to help the library meet its long range goals.
10. Settles any unresolved grievances/problems of staff and/or patrons.
11. Audits the books of the treasurer.
12. Hires the library director.
13. Appoints people as needed to fill vacancies or offices.
14. Makes sure that the community understands the services provided by the library and stresses the need for public support.

### **PRESIDENT:**

1. Presides over the board meetings.
2. Tries to settle any grievances/problems made by a staff or patron.
3. Participates in library activities.

4. Prepares an agenda and makes sure that this is to the director as least one week prior to a regular board meeting for inclusion in the board packet.

**VICE-PRESIDENT:**

1. Assumes all responsibilities and duties of the president in his/her absence.

**SECRETARY:**

1. Records, the minutes of all meetings.

2. Notifies board members of meetings.

3. Makes sure that a copy of the minutes are delivered to the director at least one week prior to a regular board meeting to be included in the board packet.

**TREASURER:**

1. Provides fiscal reports to the board at the regular meetings.

2. Reconciles bank statements.

3. Prepares all checks for payment.

4. Signs checks.

5. Deposits monies collected from the library.

6. Provides all fiscal reports to STLS and funding sources on an annual basis

7. Keeps a separate record of Memorial Fund activities.

8. Transfer monies from the savings and checking accounts as needed.

9. Prepares all quarterly payroll reports.

10. Prepares the W2 statements for employees of the library.

11. Prepares payroll checks and maintains payroll records.

12. Prepares a budget to be approved by the board.

13. Makes sure that a copy of the financial reports are delivered to the director at least one week prior to a regular board meeting to be included in the board packet.

### **JOB DESCRIPTION/ DUTIES- DIRECTOR**

**Staff Obligations:**

Behavior toward library patrons should at all times be helpful, friendly and courteous. The expectation of the library is that all patrons 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. (6/2017)

**Job Description: Library Director**

The Library Director is the chief executive of the library, responsible for daily operations, implementing projects, developing procedures, enacting Board-approved policies, and providing the guiding directions and vision for the library's future.

**Minimum Qualifications:** • Demonstrated organizational or project management experience • Experience working with community members and community organizations. • High school diploma or GED. • Relevant Experiences will be considered.

Revised by the Genesee Library Board in June 2017

### Job Tasks

The following is a list of job tasks for which the librarian is responsible:

1. Carries out policy as determined by the library board.
2. Trains and supervises 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 in 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 in order 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 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 funeral service dinners.
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.
26. Most importantly - makes the patrons feel welcome and important.

Genesee Library has presented to me (print) , \_\_\_\_\_

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

Copies of personnel policy and directors job descriptions.

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

Adopted by the Genesee Library Board June 2017

### **MILEAGE**

Mileage expenses may be paid to the director and/or trustees for travel involving library business at a rate of current state limit per mile. There will be no meal reimbursement unless the meal is designated as part of the meeting.

**Adopted by the Genesee Library Board in 1995; Revised June 2017**

### **OVERTIME**

The library board shall pay the librarian for any time spent at meetings and in selecting books. The librarian may request pay for other related work that takes place outside regular library hours. The librarian will be paid time and a half for hours equaling more than 80 hours in a 14 day time span.

**Revised by the Genesee Library Board October 17,2018**

### **PAID & UNPAID LEAVE**

The director will be allowed 22 hours of paid leave per year excluding bereavement. If additional hours are wanted, they would be without pay.

The Director will receive regular library salary during jury duty however the jury duty per diem paid by the court to the director will be submitted back to the library.

The Genesee Library Board may grant an unpaid leave of absence to an employee for illness, disability or pregnancy.

To request a disability leave of absence for the board, the employee should submit a statement of ill health or disability for his/her doctor. Pregnancy is treated, for the purpose of this policy, the same as an illness or disability. A board approved disability leave may be granted for up to ninety (90) days. Whenever possible, an employee is required to give as much notice as possible for a disability leave of absence.

No wages will be paid to the employee during his/her leave of absence. Hourly wages, as set by the board will be paid to the substitute. are paid by the Genesee Library to the employee if the employee is collecting disability or worker's compensation benefits.

**Adopted by the Genesee Library Board January 14,1997; Revised June 2017**

### **Paid leave during emergency closure policy**

When the library temporarily closes due to a declared state of emergency, and all or some employees are instructed not to come in to work, upon a vote of the board, compensation shall continue as follows: The library director and remaining staff for the Genesee Library shall be paid at their regular rate of pay based on the number of hours worked.

To be eligible for compensation during a time of emergency closure or reduced hours, 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 by the Genesee Library Board March 27,2020**

### **PERSONAL RECORDS**

A personnel file should be maintained and kept up to date for each employee, substitute or volunteer. The file will consist of, but not limited to, copies of job application, performance reviews, listing of full name, home address, telephone number, any and all paid and unpaid leave taken with documentation, job description and salary.

Individual personnel records are maintained by the director and may be reviewed by the employee or Board of Trustees upon request. No data or documentation is allowed to be removed from these files.

**Adopted by the Genesee Library Board in June 2017; Revised October 17,2018**

### **PROBATION PERIOD**

When a new employee is appointed/hired, there is a one month training period. The retiring director will try to train the new director during this one month. The former director shall receive state wage and the new director shall receive state wage for this period. 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.

**Adopted by the Genesee Library Board in June 2017; Revised October 17,2018**

### **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.

### **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 by the Genesee Library Board on March 27,2020**

### **REPORTING HABITS**

The director may close the library in cases of extreme bad weather conditions after communicating with the President of the Board, or any board member of this decision. If school is closed the library will also be closed. If a personal emergency, occurs in which the director needs to leave the library during her regular schedule hours, the director 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.

**Adopted by the Genesee Library Board in June 2017**

### **SALARY**

The Library Director will be paid a salary that was determined in the budget of that year beginning January 1 of each year with paydays will be bi-weekly each month from the Genesee Library Account. This annual salary may be changed annually according to the director's evaluation by the board during the September evaluation. The Library Director is to submit a time sheet to the Treasurer for verification of the hours worked. Substitutes for the director will be paid minimum wage and paid on the same bi-weekly schedule as normal payroll. If the director is attending a meeting relating to library business hours the library is open, a substitute will be paid the hourly wage by the board. The substitute is also required to submit time sheets treasurer verifying the hours worked.

**Adopted by the Genesee Library Board January 14,1997; Revised June 2017**

### **STAFF OBLIGATIONS**

Behavior toward library patrons should at all times be helpful, friendly and courteous. The expectation of the library is that all patrons will be treated with dignity. Employees and volunteers are expected to familiarize themselves with library materials and give useful suggestions when needed to that all patrons may be well served.

Employees and volunteers are expected to present a neat appearance and dress appropriately for the library setting.

### **TERMINATION**

Resignation: Notification of resignation should be given in writing one month in advance to the President of the Board.

Retirement: When the director is contemplating retirement, he/she should notify the Board of Trustees in writing as soon as possible.

Dismissal: The firing of employee would be the responsibility of the Board of Trustees. Conduct which may qualify for dismissal may include incompetence, unethical conduct, failure to comply with the drug and alcohol policy and felony convictions, the dismissed employee would be notified verbally and in writing by the Board of Trustees and the reason why he/she is being terminated.

**Revised by the Genesee Library Board in June 2017**

### **WORK WEEK**

The library scheduled hours is set by the director with board approval twenty (20) hours per week.

**Adopted by the Genesee Library Board in 1995; Revised June 2017**



### **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. The workweek for the Library Director is 20 hours, additional staff is 5 hours per week.

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 by the Genesee Library Board on March 27,2020**

### **RETIREMENT**

The retirement age of the director would be determined by the continual acceptable performance including both physical wellbeing and mental alertness. If retirement is not voluntary when performance is unsatisfactorily, the library board will take appropriate action to dismiss director.

**Adopted by the Genesee Library Board in 1997; Revised June 2017**

### **SEXUAL HARASSMENT TRAINING GUIDELINES**

Every employer in New York State is required to provide employees with sexual harassment prevention training. An employer that does not use the model training developed by the Department of Labor and Division of Human Rights must ensure that the training that they use meets or exceeds the following minimum standards. Model training materials are available to employers to download.

The training must:

- be interactive
- include an explanation of sexual harassment consistent with guidance issued by the Department of Labor in consultation with the Division of Human Rights
- include examples of conduct that would constitute unlawful sexual harassment
- include information concerning the federal and state statutory provisions concerning sexual harassment and remedies available to victims of sexual harassment
- include information concerning employees' rights of redress and all available forums for adjudicating complaints

- include information addressing conduct by supervisors and any additional responsibilities for such supervisors  
Each employee must receive training on an annual basis, starting October 9, 2018.

Adopted by the Genesee Library Board on October 17, 2018

## **GOAL, LONG RANGE PLANS AND OBJECTIVES**

**1995-1999**

### **Roles:**

1. To serve the entire community as a center for reliable information.
2. To provide opportunity and encouragement for children, young adults to educate themselves
3. To create opportunities for recreation and personal enrichment.
4. To strive to make the library a center for community involvement and activities.

**Goal 1:** To serve as a community activities center, the library is a central focus point for community activities, meetings and services

#### **Characteristics of this type of library are:**

- Serve as a focus for activities, meetings and services
- Cooperates with community groups
- Has a meeting room available
- Emphasizes programming
- Establishes an effective communication network with organizations in the community

#### **Goal 2: To expand library usage**

- Have weekly children's programs
- Encourage use of Wainman hall by other groups
- Encourage adult Programs
- Hook up to internet for public use

#### **Goal 3: To expand the Library Resources**

- Obtain more software packages for computer, children's reference materials etc.
- Build up video collection
- Increase Book collections for young readers

#### **Goal 4:**

- Aid both craft and quilters groups in fund raising activities

## GOAL, LONG RANGE PLANS AND OBJECTIVES

### 2018-2019

#### Roles:

#### 2018

- Meet community needs
- Keep expenditures low while providing great services
- Maximize tax dollars because not every tax payer is a library patron
- Settle all tax-exempt issues Federal 501c3, state updating st119 form
- Building lease agreement with Town of Genesee for construction aid

#### 2019

- Apply for construction aid to become energy efficient - replace damaged siding, look at new windows, and heating unit.
- Signs for driveway
- New bookshelves
- Update electrical in kitchen

#### 2020

#### 2023

