



# **PUBLIC POLICIES BY-LAWS and LONG RANGE PLAN**

**ISSUED:** March 26, 2020



**BANCROFT PUBLIC LIBRARY**  
**PUBLIC POLICIES, BY-LAWS and LONG RANGE PLAN**

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# **BANCROFT PUBLIC LIBRARY**

## **MISSION STATEMENT**

The Bancroft Public Library exists to assemble, preserve, and provide free access to printed, electronic and other materials that will meet the day-to-day educational, informational, cultural, and recreational interests and needs of the community, in compliance with local, State, and Federal laws. Its mission is to uphold the principals of intellectual freedom and the public's right to know by providing access to information reflecting all points of view for people of all ages. In addition to books and other materials of contemporary interest and permanent value, Bancroft Public Library provides and encourages the use of its facility, collection, and services to meet a wide variety of community needs.

**Approved:** July 10, 2018

# **BANCROFT PUBLIC LIBRARY**

## **BEHAVIOR AND ENVIRONMENT POLICY**

The Bancroft Public Library encourages people of all ages to visit the library. Those using the library and its staff have the right to expect a safe, comfortable, environment that supports appropriate library services, and that the materials and facilities are in good condition.

The library requires that patrons and staff maintain an environment conducive to study. All people on the library premises are expected to be engaged in suitable educational, information or cultural activities. Conversation should be conducted as quietly as possible. Any behavior that disrupts the orderly use of the library is prohibited, including behavior that constitutes a nuisance or presents a safety and/or a security hazard or affects the ability of the library staff to provide service to its patrons.

On the premises of Bancroft Public Library, federal, state, and local laws are applicable, especially those related to "Public Order" and "Criminal Mischief" (NYS PENAL LAW, Articles 145&145 & 240) and to "Injuries to Property" (NYS Education Law, Article 264). Accordingly, no person shall engage in violent behavior, make unreasonable noise, use abusive or obscene language, physically or sexually harass others, obstruct pedestrian traffic, loiter, steal or damage library property, gamble, litter, or create a hazardous or physically offensive condition by any act that serves no legitimate purpose.

Patrons may not deface or in any way destroy or damage library materials, furnishings, walls, machines, or any other library property either inside or outside the library. Patrons who violate any of these guidelines will be given notice of this policy. A violation may result in a patron's expulsion from the library, suspension of library privileges, criminal prosecution or other legally appropriate action.

Any library materials removed from the building must be checked out on a valid library card and returned by item's due date. Removal of any library property in any other fashion is illegal and will be prosecuted to the full extent of the law. Fines will be levied for overdue materials {see Circulation Policy}.

Other prohibited behaviors include, but are not limited to: soliciting, sleeping, intoxication, smoking, littering, making excessive noise, using offensive language, eating, drinking, talking on a cell phone, and behaving in a manner which unreasonably interferes with other patrons' use of the library.

Alcohol and illegal drugs are not permitted. Shirts and shoes are required attire.

No animals are allowed in the library except for those that assist disabled people.

Taking surveys, asking people to sign petitions, distributing leaflets, soliciting donations and selling services or products are permitted only with the approval of the Bancroft Public Library Board of Trustees.

To ensure the security and comfort of people entering and exiting the building, people are not allowed to congregate at or near the entrances. Blocking the entrances is not permitted.

## BEHAVIOR AND ENVIRONMENT POLICY

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For the safety of all, the following are prohibited in the library and on library grounds: roller skating, rollerblading, skate boarding, bicycles, and scooters. A bike rack is provided outside the library for patrons' convenience. Patrons are encouraged to use bike locks since the library is not responsible for any stolen property.

**Adopted:** July 11, 2017

## **BANCROFT PUBIC LIBRARY**

### **CHILD BEHAVIOR AND SUPERVISION POLICY**

The Library Board and staff are eager for children to use the library and welcome those who do so. Service to children is an important part of the library's mission. The library is free and open to unaccompanied children who are independent enough to use the resources for recreation, information, and education.

Children under the age of seven must have a parent, guardian, or caregiver in their immediate vicinity. An exception is made for children attending a library program such as chaperoned class visits. Parents should be aware that the library is a public building open to all individuals. It is not the library staff's function or purpose to provide supervision or to care for children instead of parents, guardians, or caregivers. Staff will not monitor children leaving the library.

Caregivers are expected to be aware of the opening and closing times of the library, bearing in mind that these can and do change. Furthermore, power failures or other emergencies can occur and may require unexpected closing of the building. Since children left alone outside the library can be vulnerable, every effort will be made to contact the parent, guardian, or caregiver prior to closing. If, however, a child is left at the library after closing time or as a result of an emergency closing, the police will be called. Under no circumstances will a staff member take a child out of the building or transport children to another location.

Children ages seven through 17 may use the library on their own. They are expected to adhere to the same standards of conduct expected of adults. All library users are required to respect library property and to act in a manner appropriate to the use and function of the library. Children who do not use the library appropriately or who require excessive staff attention or supervision will be informed of the rules. If such behavior continues, the child will be asked to leave the library. The parent, guardian, or caregiver will be contacted. If necessary, the police will be contacted.

**Adopted:** July 11, 2017

## **BANCROFT PUBLIC LIBRARY**

### **CONFIDENTIALITY OF LIBRARY RECORDS**

Computerization/automation has made it easier to store and retrieve library records which track and recover library property. Consequently, the library must diligently control access to patron records and protect the privacy rights of library users. Circulation records and other information relating the name of a person and his/her library use are confidential and access shall be limited to those needs essential for library operation.

Records shall not be made available to any individual or agency of federal, state, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of and pursuant to federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative power. The library shall resist the issuance or enforcement of any such process, order, or subpoena until such time as a proper showing of good cause has been made in court of competent jurisdiction.

The Library Director shall issue any procedures required to implement this policy using state law and the guidance put forth by the Joint Automation Council of the Mohawk Valley Library System and the Southern Adirondack Library System regarding disclosure of library records.

"It's The Law...

The New York State Confidentiality Law protects the privacy rights of library users. This law prohibits the release of any information relating the name of a person and his/her library use without a properly executed subpoena from a court of law. Under this law, librarians cannot:

- tell a third party whether a person has a library card
- write the name of a borrower on a book card which is placed in the book
- tell a parent what his/her child has borrowed, even if it is overdue
- send a reserve notice or overdue reminder on a postcard if the postcard contains the title of the book
- reveal the nature of someone's reference question to another person

This law makes it quite clear that a person's library use habits are strictly private; there are no exceptions for children or anyone else. It applies to every library in the state, without exception. All library personnel should be aware of this. "

**Adopted:** July 11, 2017

# **BANCROFT PUBLIC LIBRARY**

## **GIFT - DONATION POLICY**

The library will accept gifts under the following conditions:

1. Gift materials will be judged by the same material selection standards that apply to regular purchases of materials.
2. No gift materials will be accepted for which the donor places restrictions or special conditions.
3. Memorial gifts will be accepted for purchase of materials. Funds will be subject to the material selection standards of this policy.
4. Gift material will be accepted with the understanding that this library reserves the right to utilize them in accordance with this selection policy. Gift materials may be added to the collections, sold, given to other libraries, or discarded.
5. Gift items will be formally acknowledged, if the donor wishes. This library will not estimate the value of gift donations for income tax considerations. The responsibility for this process lies with the donor.
6. Gifts as endowment for the library consisting of money, stocks, bonds, real estate, or other valuable goods should be discussed with the Library Director, Board of Trustees, and Town Board.
7. Personal property, art objects, portraits, antiques, and other museum objects will be accepted only on the condition they may be sold, given away, otherwise used, or discarded at the discretion of the Library Trustees and the Library Director.
8. Book donations will be accepted at the discretion of the library director. If the library does not have enough storage space for the books, they will not be accepted. Books need to be in good condition (i.e. clean, no mold, and complete with no torn pages). Books should be no older than five years, except when in the opinion of the library director the book will add to the value of the library's collection.

**Adopted:** July 11, 2017

**Revised:** September 6, 2017



# **BANCROFT PUBLIC LIBRARY**

## **INTERNET ACCESS POLICY**

The Bancroft Public Library in the Town of Salem offers access to electronic resources, including the internet, as part of its mission to provide services and materials in a variety of formats to meet the information, education, and recreation needs of the community. The internet is a global electronic network, which enables libraries to provide resources, materials, and information beyond their doors. The NYS Department of Education officially encourages libraries to provide access to electronic information.

The library does not warrant information found on the internet to be accurate, authoritative, factual, timely, or useful for patrons' purposes. The internet is a global entity, which does not fall under the control or governance of any single agency, government, or organization. The availability of networked information via library terminals does not constitute the library's endorsement of the content of that information. The library cannot control the accuracy or the validity of the information, availability of links, or materials some may find offensive. If any patron believes that information obtained via library terminals is inaccurate or offensive, the patron should contact the original producer or distributor of the information.

It is the library's policy that parents or legal guardians are responsible for deciding what library materials and resources are appropriate for their minor children. Supervision or restriction of a child's access to the internet, as with other library resources, is the responsibility of the parent or legal guardian. All young persons under the age of 14 must have the signed permission of a parent or guardian to access the internet. Children under the age of 7 must be accompanied by an adult in order to access the internet.

All persons using the library's access to the internet must read the Internet Access Policy and agree to its terms. Users need to be reasonably proficient in computer usage, as we do not have the resources to offer extensive help.

All users of electronic resources are expected to use these resources in a responsible and ethical manner consistent with the standards and rules of the library and the community. The library reserves the right to enforce a time allowance of sixty (60) minutes per session. Printing will be limited to that which can be completed within the allotted time and may be stopped at the end of that time. There will be a charge of \$0.15 per page for black and white prints and \$0.50 per page for color prints to defray costs.

Patrons may not use terminals for any illegal, inappropriate or criminal purposes, including but not limited to:

- Violation of computer security system
- Unauthorized use of computer accounts or access codes
- Obstruction or disruption of other people's work
- Sending or displaying offensive messages or pictures
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using another's password

## INTERNET ACCESS POLICY

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- Trespassing in another's folders, work, or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes

Violations may result in loss of access as well as legal action.

The library expressly disclaims any liability or responsibility, including copyright, arising from access to or use of information obtained through its electronic information systems, or any consequences thereof.

This policy may be revised from time to time by resolution of the Bancroft Public Library Board of Trustees.

**Adopted:** July 11, 2017

# **BANCROFT PUBLIC LIBRARY**

## **TOBACCO-FREE GROUNDS POLICY**

### **PURPOSE:**

Research shows a large percentage of the community supports making public spaces tobacco free, especially locations that serve a wide variety of ages. In keeping with this community directive, the Trustees of the Salem Bancroft Public Library and Salem Town Board as successor to the Bancroft Trust are implementing a tobacco-free grounds policy for their property at 181 S. Main Street, Salem, New York. The grounds covered by this policy include not only the interior of the Bancroft Public Library, Reading Room, Proudfit Hall/Community Room/Town Justice Court, Court Clerk and Library offices, and former Fire Department bays, but also all areas exterior to and within one-hundred (100) feet of entrances, exits and outdoor areas.

### **POLICY:**

The use of tobacco products is prohibited on the entirety of the property at 181 S. Main Street, Salem, NY. Tobacco products include cigarettes, e-cigarettes/vapes, cigars, smokeless tobacco, and any future iterations of these products which the Trustees deem included, at their discretion.

This Policy is in accord with NYS Public Health Law Section 1399-O.

**Adopted** by Bancroft Public Library Trustees on May 7, 2019

**Approved** by Salem Town Board as successor trustees to the Bancroft Trust on May 8, 2019.

## **BANCROFT PUBLIC LIBRARY**

### **PROUDFIT HALL RENTAL - USAGE POLICY**

Proudfit Hall is available for both general public and library use. Rental fees collected for the space are managed by the Trustees of the Bancroft Trust for the maintenance of the building.

The Library Director and staff are responsible for keeping the scheduling calendar for the rental/usage of Proudfit Hall.

The Library Director and staff are responsible for collecting any rental fees for Proudfit Hall. The Library Director is responsible for seeing that said fees are given to the Library Treasurer, who in turn will see that the fees are deposited into the account for the Bancroft Trust.

The rental fee for use of Proudfit Hall is \$40.00 per day or part of a day, payable at the time the key is picked up, prior to using the Hall. Special pricing may be available for rentals by the same organization requiring multiple monthly rentals throughout the year.

The library will have usage of Proudfit Hall for its needs, free of rental fees. The Library Director and/or staff should put the library on the scheduling calendar as soon as those needs are known, and the space can be used for the library's purposes without advance notice if the Hall is not otherwise in use.

Certain public groups will have use of Proudfit Hall, based on its availability, free of charge. These groups are to be determined by the Library Trustees, in consultation with Trustees of the Bancroft Trust, but generally include all non-profit groups, charitable groups, and/or groups associated with the school/education.

Public groups able to use Proudfit Hall and Grounds rent-free include, but are not limited to, the following:

- Friends of the Bancroft Public Library
- Town of Salem
- American Legion
- American Legion Auxiliary
- Salem Central School, and affiliated groups
- Boy Scouts/Girl Scouts
- 4-H
- County agencies
- Homeschool groups
- Salem Fire Department
- Salem Fire Department Auxiliary
- Salem Rescue Squad
- Salem Rotary Club
- Salem Area Senior Citizens
- Salem Area Women's Club
- Groups raising money to benefit others

When the library is using the space, the Library Director and staff are responsible for following the guidelines set by the Trustees of the Bancroft Trust for usage of the Hall.

The rules for use of Proudfit Hall Community Room and Grounds are as follows, and will be clearly posted within Proudfit Hall. If these rules are not followed, there will be an additional charge for repairing damage, cleaning and/or garbage removal:

- Anyone using the Proudfit Hall Community Room and/or Grounds shall leave them clean, in good condition, and arranged as they were found.
- NO SMOKING or VAPING in building or outside including rear courtyard.
- Heat should be left at 65 degrees.
- Kitchen must be cleaned, if used.
- Tables must be wiped clean, if used.
- Empty the refrigerator and freezer of personal items before leaving.
- Users are responsible for cleaning the carpet if soiled while using the room.
- Garbage removal and clean up are the responsibility of the user.
- Turn off lights and stove when leaving.
- Lock the door.
- NO OUTDOOR BARBECUING.

All users will be responsible for any damages to the Proudfit Hall Community Room and Grounds that occur while they are using the space.

All users, paying or rent-free, will sign a copy of the rules governing the rental/usage of Proudfit Hall on a once yearly basis. This will be kept on file at the library

**Revised** by Bancroft Public Library Trustees on April 2, 2019.

**Approved** by Salem Town Board as successor trustees to the Bancroft Trust on April 10, 2019.

## **BANCROFT PUBLIC LIBRARY**

### **PROUDFIT HALL RENTAL - USAGE AGREEMENT**

Proudfit Hall is available for both general public and library use. Rental fees collected for the space are managed by the Trustees of the Bancroft Trust for the maintenance of the building.

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Public groups able to use Proudfit Hall and Grounds rent-free include, but are not limited to, the following:

- Friends of the Bancroft Public Library
- Town of Salem
- American Legion
- American Legion Auxiliary
- Salem Central School, and affiliated groups
- Boy Scouts/Girl Scouts
- 4-H
- County agencies
- Homeschool groups
- Salem Fire Department
- Salem Fire Department Auxiliary
- Salem Rescue Squad
- Salem Rotary Club
- Salem Area Senior Citizens
- Salem Area Women's Club
- Groups raising money to benefit others

The rules for use of Proudfit Hall Community Room and Grounds are as follows, and will be clearly posted within Proudfit Hall. If these rules are not followed, there will be an additional charge for repairing damage, cleaning and/or garbage removal:

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- NO SMOKING or VAPING in building or outside including rear courtyard.
- Heat should be left at 65 degrees.
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PROUDFIT HALL RENTAL - USAGE AGREEMENT

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- Empty the refrigerator and freezer of personal items before leaving.
- Users are responsible for cleaning the carpet if soiled while using the room.
- Garbage removal and clean up are the responsibility of the user.
- Turn off lights and stove when leaving.
- Lock the door.
- NO OUTDOOR BARBECUING.

All users agree to be responsible for any damages to the Proudfit Hall Community Room and Grounds that occur while using the space.

All users, paying or rent-free, will sign a copy of the rules governing the rental/usage of Proudfit Hall on a once yearly basis. This will be kept on file at the library.

I have read the above guidelines for the rental/usage of Proudfit Hall and agree to abide by them.

_____ <b>Signature</b>	_____ <b>Printed name</b>
_____ <b>Organization</b> (if applicable)	_____ <b>Street</b>
_____ <b>Date</b>	_____ <b>Town, State and Zip Code</b>
_____ <b>Phone #</b>	

**Revised** by Bancroft Public Library Trustees on April 2, 2019.

**Approved** by Salem Town Board as successor trustees to the Bancroft Trust on April 10, 2019.

# **BANCROFT PUBLIC LIBRARY**

## **MATERIALS RECONSIDERATION POLICY**

The Bancroft Library believes in freedom of information for all, and does not practice censorship. The selection of library materials is predicated on the patron's right to read and freedom from censorship by others. Library materials may be controversial and any given item may offend some person. Selections for the library are made solely on the merits of the material in relation to the development of a collection that serves the needs and interests of a diverse population.

The Bancroft Library Board of Trustees recognizes that a collection of diverse materials may result in some complaints or requests for reconsideration. Bancroft Library's Materials Selection Policy guides the development and continuous evaluation of the collection to reflect Bancroft Library's mission to uphold the principals of intellectual freedom and the public's right to know by providing access to information reflecting all points of view for people of all ages.

### **Library Procedure:**

1. The library holds the choice of reading and viewing materials as a purely individual matter. Patrons are free to reject books and other materials of which they do not approve. Patrons may not exercise censorship to restrict the freedom of others.
2. Responsibility for materials selected and read, heard or viewed by children and adolescents rests with their parents or legal guardians. Library selection decisions are not influenced by the possibility that materials may be accessible to minors.
3. The Library does not indicate through the use of labels or other devices particular points of view or perspectives contained in library materials.
4. No items are sequestered to control access.
5. A formal process for handling challenges will be followed to assure that challenges are handled in an attentive and consistent manner.

### **How complaints will be handled:**

1. Library staff member receiving a complaint will refer the complainant to the Library Director and have the person fill out the Materials Reconsideration Request Form. The staff member should explain that the library has materials for everyone, and everything goes through our selection process or is purchased because of patron requests.
2. If the patron wants to go forward with their challenge, they must submit the completed Materials Reconsideration Request Form. After that, the Director will review the material, search for critical information and awards, and put together a report.
3. The Director then responds to the patron with the decision on what will happen with the material. If unhappy with the response, the patron can then appeal the Director's decision to the Board of Trustees who will make the final decision.

**Adopted:** July 10, 2018



## BANCROFT PUBLIC LIBRARY

### MATERIAL RECONSIDERATION REQUEST FORM

*For requests to be considered all fields must be completed and form must be signed.*

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

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

City: \_\_\_\_\_ Telephone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Complainant represents:

\_\_\_\_\_ Self

\_\_\_\_\_ Organization (name) \_\_\_\_\_

\_\_\_\_\_ Other Group (name) \_\_\_\_\_

Type of Material: \_\_\_\_\_

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

Author/Creator: \_\_\_\_\_

1. Please indicate the nature of your complaint about this item. Please be specific and cite pages or other details as needed.  
\_\_\_\_\_
2. Please state specifically what you believe to be the primary harm which may occur from this item.  
\_\_\_\_\_
3. For what age group would you recommend this item?  
\_\_\_\_\_
4. Is there anything good about this item?  
\_\_\_\_\_
5. Did you examine the entire work or only parts?  
\_\_\_\_\_
6. If you did not examine the entire work, please indicate the portions you completed.  
\_\_\_\_\_
7. Are you aware of any professional reviews of this item?  
\_\_\_\_\_
8. Are there resource(s) you suggest to provide additional information and or other viewpoints on this topic?  
\_\_\_\_\_

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

This request will be reviewed in accordance with the policy of the Bancroft Public Library.

# **BANCROFT PUBLIC LIBRARY**

## **ANTI-HARASSMENT POLICY**

### **ALL UNLAWFUL HARASSMENT PROHIBITED**

Bancroft Public Library strictly prohibits and does not tolerate unlawful harassment against employees or any other covered persons [including volunteers] because of race, religion, creed, national origin, ancestry, sex (including pregnancy), gender (including gender nonconformity and status as a transgender or transsexual individual), age (18 and over), physical or mental disability, citizenship, genetic information, past, current or prospective service in the uniformed services, marital status or any other characteristic protected under applicable federal, state or local law.

### **SEXUAL HARASSMENT**

All Bancroft Public Library employees, other workers and representatives (including customers and visitors) are prohibited from harassing employees and other covered persons based on that individual's sex or gender (including pregnancy and status as a transgender or transsexual individual) and regardless of the harasser's sex or gender.

Sexual harassment means any harassment based on someone's sex or gender. It includes harassment that is not sexual in nature (for example, offensive remarks about an individual's sex or gender), as well as any unwelcome sexual advances or requests for sexual favors or any other conduct of a sexual nature, when any of the following is true:

- Submission to the advance, request or conduct is made either explicitly or implicitly a term or condition of employment.
- Submission to or rejection of the advance, request or conduct is used as a basis for employment decisions.
- Such advances, requests or conduct have the purpose or effect of substantially or unreasonably interfering with an employee's work performance by creating an intimidating, hostile or offensive work environment.

Bancroft Public Library will not tolerate any form of sexual harassment, regardless of whether it is:

- Verbal (for example, epithets, derogatory statements, slurs, sexually-related comments or jokes, unwelcome sexual advances or requests for sexual favors).
- Physical (for example, assault or inappropriate physical contact).
- Visual (for example, displaying sexually suggestive posters cartoons or drawings, sending inappropriate adult-themed gifts, leering or making sexual gestures).

This list is illustrative only, and not exhaustive. No form of sexual harassment will be tolerated.

Harassment is prohibited both at the workplace and at employer-sponsored events.

### **OTHER TYPES OF HARASSMENT**

Bancroft Public Library's anti-harassment policy applies equally to harassment based on an employee's race, religion, creed, national origin, ancestry, age (40 and over), physical or mental disability,

citizenship, genetic information, past, present or prospective service in the uniformed services, marital status or any other characteristic protected under applicable federal, state or local law.

Such harassment often takes a similar form to sexual harassment and includes harassment that is:

- Verbal (for example, epithets, derogatory statements, slurs, derogatory comments or jokes).
- Physical (for example, assault or inappropriate physical contact).
- Visual (for example, displaying derogatory posters, cartoons, drawings or making derogatory gestures).

This list is illustrative only, and not exhaustive. No form of harassment will be tolerated.

Harassment is prohibited both at the workplace and at employer-sponsored events.

### **WHEN TO REPORT A VIOLATION**

Preventing sexual harassment is everyone's responsibility. Bancroft Public Library cannot prevent or remedy sexual harassment unless it knows about it.

If you are subjected to any conduct that you believe violates this policy, you are encouraged to report any harassment or behaviors to the Library Director or, if the conduct involves the Library Director, the Bancroft Public Library Board of Trustees, ideally within ten (10) days of the offending conduct.

Reporting the violation constitutes filing a complaint under this policy, which complaint will be handled pursuant to the following section titled "Complaint Procedure".

Additionally, any employee who observes conduct in violation of this policy must report the conduct to the Library Director so that an investigation can be made and corrective action taken, if appropriate.

### **COMPLAINT PROCEDURE**

Please see the preceding section title "When to Report a Violation" to determine when a violation should be reported.

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 and volunteers are encouraged to use this complaint form. Employees and volunteers who are reporting sexual harassment on behalf of other employees or volunteers should use the complaint form and note that it is on another employee's or volunteer's behalf.

Your complaint should be as detailed as possible, including the names of all individuals involved and any witnesses. Bancroft Public Library will directly and thoroughly investigate complaints of harassment and will take prompt corrective action, including verbal and written warnings, reprimand, suspension or possible termination of employment. Bancroft Public Library reserves the right to contact law enforcement, if appropriate.

The alleged harassment investigation will be handled by the Bancroft Public Library Director or Bancroft Public Library Board of Trustees in a confidential manner, to protect the privacy of the individuals involved.

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

- Upon receipt of complaint, the Library Director or Board of Trustees 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.

If you have not received a satisfactory response to your complaint within five (5) days after reporting any incident of what you perceive to be a violation of this policy, please immediately contact the Library Director.

## **NO RETALIATION**

No one will be subject to, and Bancroft Public Library prohibits, any form of discipline, reprisal, intimidation or retaliation for good faith reporting of incidents of harassment of any kind, pursuing any harassment claim or cooperating in related investigations.

Bancroft Public Library is committed to enforcing this policy against all forms of harassment. However, the effectiveness of our efforts depends largely on employees and volunteers telling us about inappropriate workplace conduct. If employees or volunteers feel that they or someone else may have been subjected to conduct that violates this policy, they should report it immediately. If employees or volunteers do not report harassing conduct, Bancroft Public Library may not become aware of a possible violation of this policy and may not be able to take appropriate corrective action.

## **VIOLATIONS OF THIS POLICY**

Any employee, regardless of position or title, whom the Library Director or the Board of Trustees determines has subjected an individual to harassment or retaliation in violation of this policy, will be subject to discipline, up to and including termination of employment.

If upon completion of the investigation it is determined that there was no harassment or violation of this policy, then the employee or volunteer making the claim will be informed. If the individual who asserted the claim of harassment is found to have falsely accused another individual, then that person will be subject to appropriate sanctions, including termination.

## **LEGAL PROTECTIONS AND EXTERNAL REMEDIES**

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

Aside from the internal process at Bancroft Public 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 Bancroft Public 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 antidiscrimination 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.

**Adopted:** November 6, 2018

# BANCROFT PUBLIC LIBRARY

## ANTI-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 the Library Director or Board of Trustees. You will not be retaliated against for filing a complaint.

If you are more comfortable reporting verbally or in another manner, the Library Director or Board of Trustees 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](https://ny.gov/programs/combating-sexual-harassment-workplace)

### COMPLAINANT INFORMATION

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

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

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

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

### SUPERVISORY INFORMATION

Immediate Supervisor's Name:

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

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

### COMPLAINT INFORMATION

1. Your complaint of Sexual Harassment is made about:

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

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

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

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.

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ANTI-HARASSMENT COMPLAINT FORM

Page | 2

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:

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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?

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

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

**Adopted:** November 6, 2018



# **BANCROFT PUBLIC LIBRARY**

## **PANDEMIC POLICY**

### **PURPOSE**

To establish a protocol to be used in the event of a pandemic. If there is a pandemic, Bancroft Public Library may be required to operate with limited staffing or take unique measures to help slow the spread of the illness, including service restrictions, limited hours of operation, or possible closure by order of local public health officials.

Recovery from a pandemic may be slow, as compared to a natural disaster or other physical crises. It is essential to ensure that core business activities of Bancroft Public Library can be maintained for several weeks or more with limited staff and reduced hours due to a pandemic.

### **DEFINITIONS**

- **Pandemic Plan:** A pandemic plan differs from a general emergency preparedness policy or procedure. In an emergency preparedness policy, there is an assumption that staff will return to the building or begin rebuilding, almost immediately after the event or crisis (such as after a fire or storm, or if there is a utility shortage). Recovery from a pandemic may be slow, and limited staff, services, and hours may be necessary for an extended period.
- **Pandemic:** A pandemic is the worldwide spread of a new disease. (World Health Organization <https://www.who.int>)
- **Appropriate Staffing Level:** Appropriate Staffing Level refers to the minimum number of qualified staff necessary to provide service safely and efficiently, as determined by the Library Director or his/her designee.

### **CLOSURE PUBLIC HEALTH MANDATE**

Bancroft Public Library will close due to pandemic in the event of a mandated order or recommendation for closure issued by public health or government officials on the local, county, or state level.

### **DISCRETIONARY SERVICE LEVEL CHANGES**

At the discretion of the Library Director and/or the Library Board of Trustees President, the library may close, reduce its operating hours, or limit services temporarily if there is not sufficient staff to maintain appropriate staffing levels or if unable to maintain adequate social distancing for health and safety. In the event of closure or reduction in operating hours, the Library Director or designee will maintain communication with staff, the Library Board of Trustees, and the SALS member libraries.

### **STAFFING**

The minimum staffing level for a temporary period is defined as one healthy employees available to be present at Bancroft Public Library during all open hours with a maximum 7-hour. An inability to maintain this temporary minimal level or a necessity to continue this temporary minimum level for more than two consecutive days will result in reduced hours or closing.

In providing service safely and efficiently, the following actions may be taken at the discretion of the Library Director or designee.

- Increased health/safety measures for staff (e.g., wearing gloves, wiping down work areas, etc.)
- Social distancing practices
- Reduction of open hours
- Cancellation of all programs, special events, and meetings
- Reallocation of employee responsibilities
- Closure of Proudfit Hall
- Closure of Bancroft Public Library

If Bancroft Public Library is open, employees are expected to report to work on time as scheduled, excluding any excused absences following the established policies and employee handbook. In the event of a closure, the Library Director shall be compensated for their regularly scheduled hours. If the library is closed or hours reduced, healthy employees may be assigned work-at-home tasks to be completed in their paid hours.

Accommodations will be given to employees by the Library Director or designee for work-at-home assignments.

## **COMMUNICATION**

In the event of closure necessitated by pandemic, information about any reduction in services or open hours will be announced promptly. Library staff should follow the standard procedure used for any unexpected closure/program cancellation, which includes posting on social media, the Bancroft Public Library website and Facebook pages, newsletter, texts, and emails that will be sent to SALS and trustees.

Meetings will be held virtually if possible, instead of in-person meetings. Library visits will be eliminated for the duration of the pandemic.

## **PRIORITIZATION OF SERVICES**

In the case of reduced staffing or reduced hours of operation, the Library Director or designee will prioritize service-related tasks and assign the daily work plan to staff.

**Adopted:** March 26, 2020

# BANCROFT PUBLIC LIBRARY

## BY-LAWS

**Preamble:** The Board of Trustees (hereinafter designated as the "Board") of the Bancroft Public Library, an education corporation created under a provisional charter granted under Section 253 of the New York State Education Law by the Board of Regents of the State of New York, dated October 27, 2015, shall be governed by the laws of New York State, the regulations of the Commissioner of Education and by the following by-laws:

**Purpose:** The purpose of the Bancroft Public Library is to assemble, preserve, and provide printed, electronic and other materials that will meet the day-to-day educational, informational, cultural, and recreational interests and needs of the community, in compliance with local, State, and Federal laws.

### **Article 1 – Membership**

The Board of Trustees shall consist of five voting members, appointed for terms of five years, beginning immediately upon adjournment of the annual January meeting. Vacancies on the Board shall be filled with an appointment by the Town Board upon a recommendation of the Library Board. Newly-appointed trustees shall serve for the remainder of the vacant term.

Eligibility for office shall be limited to adults residing or owning property within the Town of Salem.

If a trustee shall fail to attend three consecutive meetings without an excuse accepted as satisfactory by the Board, the trustee shall be deemed to have resigned and the vacancy shall be filled by a majority vote of the Board.

Newly-appointed trustees shall be provided with appropriate orientation by the Board President and the Library Director and shall be given a copy of these By-Laws together with a copy of the *Handbook for Library Trustees in New York State*, which outlines the basic information about trustee responsibilities.

### **Article II - Officers**

The officers of the Board shall be the President, Vice-President, Secretary, and Finance Officer, elected at the annual meeting in January by a majority vote of the Board and serving for one year. The duties of each position are as follows:

President: The President shall preside at meetings of the Board, authorize calls for special meetings, appoint committees, execute all documents authorized by the Board, serve as an ex-officio member of all committees, and generally perform the duties of a presiding officer.

Vice-President: The Vice-President shall perform the duties of the President if the President is absent or disabled and shall succeed to the office of President upon the resignation

or death of the President. If both the President and Vice-President are absent from a meeting, any trustee may call the meeting to order, and the trustees present (if a quorum) shall elect a chairman pro tem.

Secretary: The Secretary shall keep a true and accurate record of all meetings of the Board, and shall perform such other duties as are generally associated with that office. A copy of the minutes shall be kept in the Library, available for public study.

Finance Officer: The Finance Officer shall attend to the fiscal affairs of the Library by acting as a liaison between the Board and the Treasurer. The Finance Officer will see to it that accurate records of all money received and disbursed are kept and will assist the Treasurer in providing a financial report to the Board monthly and at such other times as the Board shall require. The Finance Officer shall also see to it that the finance section of the annual report to the New York State Education Department is provided in a timely manner.

### **Article III - Committees**

The Board may consider and act on any matter before it with or without recommendations from a committee. The President may appoint committees as needed of one or more trustees, to serve one-year terms. The President may appoint one or more public members when approved by the trustees. Each committee chairperson shall be responsible for periodic meetings of the committee and shall have an opportunity to report at each regular meeting of the Board. The President shall be a member, ex-officio, of all committees.

### **Article IV - Meetings**

Meetings shall be held on a monthly basis, at dates and times to be established by the Board at the beginning of the Library fiscal year (January 1 through December 31) and shall be open to the public, except when individual personnel issues are being discussed. Special meetings shall be held at the call of the President or any three trustees. A majority of the Board shall constitute a quorum. The order of business shall be as follows:

- A. Roll call
- B. Review of minutes of previous meeting
- C. Financial report and approval of expenditures
- D. Report of the Library Director
- E. Report of the standing committees
- F. Report of special committees
- G. Nominations and elections, if any
- H. Correspondence and communications
- I. Unfinished business
- J. New business
- K. Adjournment

Vacancies among the officers shall be filled at an election at a regular meeting, and a majority vote of the Trustees shall be necessary to an election.

### **Article V - Library Director**

The Board shall appoint a qualified library director who shall be the executive officer of the policies of the Board and shall have charge of the administration of the Library under the direction and review of the Board. The Director shall be responsible for the care of the building and equipment; for the employment and direction of the staff; for the efficiency of the library's service to the public; and for the operation of the library under the financial conditions contained in the annual budget.

The Director shall be held responsible for the proper performance of duties as spelled out in the job description provided by the Board.

It shall be the duty of the Director to attend all meetings of the Board, including budget meetings, or public meetings where action may be taken affecting the interests of the Library. The Director shall have the right to speak on all matters under discussion at Board meetings, but shall not have the right to vote.

### **Article VI - State and Federal Tax Compliance**

In accordance with Section 1116(a), Paragraph 4, of the New York State Sales and Use Tax Law, the Board shall comply with the following provisions:

- A. Dissolution: In the event of dissolution, all of the remaining assets and property of the organization shall after necessary expenses thereof be distributed to such organizations as shall qualify under Section 501 (c) (3) of the Internal Revenue Code, or corresponding provisions of any subsequent Federal tax laws; or to the federal government, or to a state or local government, for a public purpose; or to another organization to be used in such manner as in the judgment of a Justice of the Supreme Court of the State of New York will best accomplish the general purposes for which this organization was formed. Distribution of assets will conform to New York State Education Commissioner's Regulation 220.
- B. Non-Inurement: No part of the net earnings of the organization shall inure to the benefit of any member, trustee, director, officer of the organization, or any private individual (except that reasonable compensation may be paid for services rendered to or for the organization).
- C. Restrictive Legislation: No substantial part of the activities of the organization shall be carrying on propaganda, or otherwise attempting to influence legislation (except as otherwise provided by Internal Revenue Code Section 501(h), or participating in, or intervening in (including the publication or distribution of statements), any political campaign on behalf of any candidate for public office.
- D. Restrictive Purposes and Activities: Notwithstanding any other provision of these articles, the organization is organized exclusively for one or more of the following purposes: religious, charitable, scientific, testing for public safety, literary, or educational purposes, or to foster national or international amateur sports competition (but only if no part of its activities involve the provision of athletic facilities or equipment), or for the prevention of cruelty to children or animals as specified in Section 501 (c) (3) of the Internal Revenue Code of 1954, and shall not carry on any activities not permitted to be carried on by an organization exempt from Federal income tax under Section 501 (c) (3) or corresponding provisions of any subsequent Federal tax laws.

### **Article VII - Hold Harmless**

Directors, Officers, and Employees of the Bancroft Public Library, having its principal office at 181 Main Street, Town of Salem, Washington County, State of New York, 12865, from and after the date hereof, shall hold harmless any and all Trustees, Officers, Directors, and Staff from any and all liability, claims, demands, or expenses incurred by reason of acting as a Trustee, Officer, Director, or Staff, or otherwise by reason of any and all actions performed or omissions to act by reason of being a Trustee, Officer, Director, or Staff, or otherwise of the system. (See New York State Education Law 720 (a), Paragraph 11.)

#### **Article VIII - Amendments**

These By-Laws may be repealed, amended, or added to by a majority vote of the whole Board at a regular meeting. Such action may be taken, however, only after the substance of the proposed repeal, amendment, or addition has been presented in writing at a prior regular or special meeting, and notice thereof has been given in the notice of the meeting at which it is to be considered.

**Adopted:** July 11, 2017

**Revised:** February 6, 2018

**BANCROFT PUBLIC LIBRARY**  
**LONG-RANGE PLAN**  
**JANUARY 2019 – DECEMBER 2021**

**BOARD OF TRUSTEES:**

Edward Donoghue, President  
Rebecca Brown, Secretary  
Alesa Wilson

Siri Allison  
Kim Erbe, Vice President

**LIBRARY STAFF:**

Susan Getty, Director  
Carissa Bohley

Marcy Armstrong  
Karen Hickland

**LONG RANGE PLANNING COMMITTEE:**

Alesa Wilson, Chair  
Autumn Fleming  
Jenna Getty  
Pat Kitz

Siri Allison, Trustee  
Tina Fleming  
Lauren Getty

**INTRODUCTION**

This long-range planning document is meant to keep Bancroft Public Library meeting or exceeding the minimum standards required by the Board of Regents of the State of New York, and to assist the librarians and the Board of Trustees with operating in a cost-effective manner while meeting the needs of the public.

The Library's long range plan was last updated in 2015.

Bancroft Public Library has been chartered as a town public library for the Town of Salem, since April 1, 2016. Prior to this time, Bancroft Public Library was chartered as a village public library for the Village of Salem. This change is a result of the dissolution of the village at the end of March 2016. Bancroft Public Library first opened its doors in December of 1891.

**MISSION STATEMENT**

The Bancroft Public Library exists to assemble, preserve, and provide free access to printed, electronic and other materials that will meet the day-to-day educational, informational, cultural, and recreational interests and needs of the community, in compliance with local, State, and Federal laws. Its mission is to uphold the principals of intellectual freedom and the public's right to know by providing access to information reflecting all points of view for people of all ages. In addition to books and other materials

of contemporary interest and permanent value, Bancroft Public Library provides and encourages the use of its facility, collection, and services to meet a wide variety of community needs.

## **STATISTICS**

Bancroft Public Library is chartered to serve the Town of Salem, which has a population of 2,715 (2010 U. S. Census). The Library is open 26 hours each week, with four part-time staff members.

The Library's budget for the most current fiscal year, 2018, is \$65,178, which represents an increase of 1.98% from the adopted budget of the 2017 fiscal year. The Library is funded by the Town of Salem and the Salem Central School District. Charitable donations to the Library vary from year to year, but are an important part of our budget.

In 2017, circulation was 18,554 total transactions, including electronic materials, and the Library gained 74 new patrons. Throughout 2017, the Library's public computers had a total of 2,229 log-ins, and the Wi-Fi system had 2,876 users. In 2017, the Library offered 112 adult programs, at which there were 608 attendees; 101 children's programs, at which there were 943 attendees; and 70 multi-age programs, at which there were 854 attendees.

## **THE PROCESS**

In March 2018, the Board of Trustees created a Long Range Planning Committee to meet and discuss the long range planning process. Two trustees, Alesa Wilson and Siri Allison were appointed to this committee. In April 2018, members of the public were also appointed to the committee. This group, together with the Library Director, sought community and staff input in creating a new long range plan. Staff members were engaged in discussions to gain their feedback, and community members were polled by way of a survey. This survey was available online, as well as in a traditional pen-and-paper format. Attempts were made to get both Library users and non-users to complete the survey. An abbreviated survey, in pen-and-paper format, was distributed to a sample of teens at the local high school.

This survey, in addition to our 2017 circulation statistics, showed that we met the majority of our goals from our last long range plan (for more information, see Bancroft Public Library Long Range Plan January 2016 - December 2018) and that the community is generally very happy with the Library. The survey also gave us feedback about areas in which we need improvement. What follows are the resulting goals and objectives which make up the Library's new service priorities.

## **SERVICE PRIORITIES**

**Goal 1: Bancroft Public Library will provide access to materials (print, audiovisual, and digital) and programs to meet community needs and interests, and to uphold the principles of intellectual freedom and the public's right to know, reflecting all points of view for people of all ages.**

- Objective 1: The Library Director, assisted by the staff, will evaluate and shape the Library's collections to meet the changing needs of the community, through periodic weeding of unused



and outdated materials, and purchasing materials in demand by patrons, in accordance with the Library's Material Selection Policy.

- Objective 2: By the end of 2021, a minimum of 90% of the people surveyed will indicate that they found something good to read, listen to, or view through use of the Library.
- Objective 3: By the end of January 2019, the Board will create a Program Planning Committee, which will meet quarterly. This Committee will closely coordinate with the Library Director and staff to help evaluate needs and plan programs that will serve a wide variety of community interests, across all ages and backgrounds.
- Objective 4: The Library will continue to expand its pool of volunteers and low-cost providers to offer programs of interest to the community.

**Goal 2: Bancroft Public Library will provide technology support and equipment to fit community needs.**

- Objective 1: The Library will set up programs on a regular basis to provide instruction and information about patrons' technology concerns.
- Objective 2: The Library will offer one-on-one help with technology questions, to the extent possible.
- Objective 3: The Library will at minimum maintain the seven public computers currently available and the associated color printer, as well as a wireless color printer/copier/ scanner/ fax machine. This equipment will be replaced as needed to keep it up-to-date.
- Objective 4: The Library will stay abreast of technology trends in an effort to anticipate patron needs, and will seek to fill those needs.

**Goal 3: Bancroft Public Library will conduct an evaluation of its current operating hours to determine if those hours are serving the community in the best way possible.**

- Objective 1: By March 2019, the Library Director and staff will conduct a poll of community members to obtain their input on the most ideal hours of operation for the library.
- Objective 2: During the months leading up to April 2019, the Library Director and staff will gather data regarding patron usage during the current library hours.
- Objective 3: Using the collected information, the Library Director and the Board will determine what type of a change in operating hours, if any, would be beneficial, and if proposed changes would be feasible financially.
- Objective 4: If a change in operating hours is indicated, and is financially feasible, the Board will then change the Library's hours of operation.

**Goal 4: Bancroft Public Library will seek to increase public awareness of library offerings and enhance the role the library plays in our community.**

- Objective 1: The Library will work to grow and improve relationships and partnerships with community organizations including Salem Central School District, Salem Courthouse Community Center, Salem Area Chamber of Commerce, and the Salem Food Pantry.
- Objective 2: The Library will review its current methods of announcing library offerings, investigate ways to improve upon those methods, and will search for additional ways to spread awareness.

**Goal 5: Bancroft Public Library, together with the Bancroft Trust, will make improvements in the physical building to better serve the public.**

- Objective 1: The Library will pursue the State Aid for Library Construction grant, beginning in 2018, to make changes to the building to make it more energy efficient and address pressing needs.
- Objective 2: If this grant is awarded, updates to the building will be made accordingly in 2019.
- Objective 3: The Library will investigate the possibility of pursuing the State Aid for Library Construction grant in the 2019 cycle to create an ADA-compliant restroom.
- Objective 4: If the grant is pursued and awarded, construction will be undertaken accordingly in 2020.

**Approved:** September 4, 2018