



# **MISSION STATEMENT BY-LAWS POLICIES STRATEGIC PLAN**

ISSUED: December 7, 2021



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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

## BY-LAWS

The name of the organization shall be Bancroft Public Library. The fiscal year of the Library shall be January 1 to December 31.

**Preamble:** 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 and 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 I – Board of Trustees**

The Board of Trustees of Bancroft Public Library (hereinafter designated as the "Board") shall consist of five to nine voting members with the current number being five, appointed for staggered terms of five years, each term beginning immediately upon adjournment of the annual meeting in January. Newly elected members must take the oath of office before the first meeting following the annual meeting, when they shall take office. Vacancies on the Board shall be filled with an appointment by the Town Board upon a recommendation of the Library Board, and the newly-appointed member shall serve for the remainder of that vacant term. There shall be no limit to the number of terms a member can serve. Eligibility for office shall be limited to adults residing or owning property within the Town of Salem.

The Board may remove a trustee for misconduct, incapacity or neglect of duty. 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 with an appointment by the Town Board upon a recommendation of the Library Board. The President shall inform the absent board member that he/she is no longer on the Board. If dismissal is deferred by Board action, the President shall inform the Board member in writing of the conditions for reappointment to 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, Employee Handbook along with a copy of the *Handbook for Library Trustees in New York State*, which outlines the basic information about trustee responsibilities.

The Board shall appoint an independent Treasurer who is not a member of the Board. The Treasurer is the accounting, banking, payroll, and disbursing officer for the Bancroft Public Library, under the direction of the Board, and is authorized to maintain all Library fund books and records and to access and perform all banking transactions on the Library's behalf, including the management of investments.

The Treasurer shall work closely with the Library Director while performing day-to-day functions for the Library, and with the Finance Officer while performing monthly and yearly functions. The Treasurer shall provide monthly financial statements, bank statements, an abstract of unaudited vouchers, and the vouchers with back up documentation to the Board for review and signature at each regular meeting.

**Article II - Officers**

The officers of the Board shall be the President, Vice-President, Secretary, Treasurer and Finance Officer, elected at the annual meeting in January by a majority vote of the Board and serving for one year or until their successors have been duly elected. Each trustee shall have one vote. A trustee must be present at the meeting to have his/her vote counted. A majority of the whole Board, including vacancies, is required for a motion to pass. If a quorum is not present, the attending members may set another date for action on the motion. All actions shall be of the Board as a unit. No Board member shall act on behalf of the Board on any matter without prior authorization of the entire Board. No Board member, by virtue of their office may exercise any administrative responsibility with respect to the Library. 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 chair 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. The Secretary shall insure online and physical posting of notice of meetings within seven days of meeting date. The Secretary shall insure online and physical posting of meeting minutes within fourteen days of meeting. A hard copy of the minutes shall be kept in the Library and on the website, available for public study. All other records of Board business shall be under the control of the Secretary. The Secretary shall be the respondent for any FOIL request, which request shall be addressed in accordance with the New York State Freedom of Information Law. Public access to Board records shall be by appointment and supervised by the Secretary.
- 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. Notice of Committee meetings shall be posted both online and at the Library at least seven (7) days prior to the meeting. Committee meetings shall be open to the public, in accordance with the Open Meetings (or Sunshine) Law of New York State. The President shall be a member, ex-officio, of all committees. All committee actions are subject to approval by a majority of the Board.

**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, in accordance with the Open Meetings (or Sunshine) Law of New York State. During meetings, the Board may enter into Executive Session in accordance with Public Officers Law Section 105. Notice of such meetings shall be posted both online and at the Library at least seven (7) days prior to the meeting. Special meetings shall be held at the call of the President or any three trustees. Notice of special meetings shall be posted both online and at the Library at least seventy-two (72) hours prior to the meeting. A majority of the Board shall constitute a quorum. No business may be transacted at such special meetings except as the stated business. The order of business shall be as follows:

- A. Roll call
- B. Adoption of agenda.
- C. Review of minutes of previous meeting
- D. Period for public expression
- E. Audit of abstract of vouchers and approval of expenditures
- F. Correspondence and communications
- G. Report of the Library Director
- H. Report of committees
- I. Nominations and elections, if any
- J. Old business
- K. New business
- L. Period for public expression
- M. Date of future meetings
- N. Adjournment

Vacancies among the officers shall be filled by nomination, election, and majority vote at a regular meeting.

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

The Board shall appoint a qualified Library Director who shall be the executive officer of the policies promulgated by 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 - 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. Any rule or resolution of the Board may be suspended temporarily in connection with business at hand but such suspension is only valid at that meeting at which 2/3 of the Board is present and 2/3 of those present approve of the temporary suspension.

**Adopted:** July 11, 2017

**Revised:** February 6, 2018, July 7, 2020 and September 1, 2020

# **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](http://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.

\_\_\_\_\_  
\_\_\_\_\_

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 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, informational, 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 identified under federal guidelines as service animals.

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

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, bicycling, and using a scooter. 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

**Revised:** July 7, 2020



## **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

## CODE OF ETHICS

The following is an excerpt from the Code of Ethics of the American Library Association (Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.):

"The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
- V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of coworkers, and by fostering the aspirations of potential members of the profession."

The Bancroft Public Library is dependent on the trust of its community to successfully achieve its mission. Therefore, it is crucial that all Board members and employees conduct business on behalf of the Bancroft Public Library with the highest level of integrity avoiding any impropriety or the appearance of impropriety. In conjunction with the above, the Bancroft Public Library also adopts the following as its Code of Ethics.

Guiding Principles:

Bancroft Public Library Board members and employees:

1. Should uphold the integrity of the Bancroft Public Library and should perform their duties impartially and diligently.
2. Should not engage in discrimination of any kind including that based on race, class, ethnicity, religion, sex, sexual orientation, or belief system.
3. Should protect and uphold library patrons' right to privacy in their use of the library's resources.

4. Should avoid situations in which their personal interests, activities or financial affairs are, or are likely to be perceived as being in conflict with the best interests of the Bancroft Public Library.
5. Should avoid having interests that may reasonably bring into question their position in a fair, impartial and objective manner.
6. Should not knowingly act in any way that would reasonably be expected to create an impression among the public that they are engaged in conduct that violates their trust as Board members or employees.
7. Should not use or attempt to use their position with the Bancroft Public Library to obtain unwarranted privileges or advantages for themselves or others.
8. Should not be swayed by partisan interests, public pressure, or fear of criticism.
9. Should not denigrate the organization or fellow Board members or employees or volunteers in any public arena.

**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**

## **POLICY ON CONFLICTS OF INTEREST AND DISCLOSURE OF CERTAIN INTERESTS**

This conflict of interest policy is designed to help trustees, officers, and employees of the Bancroft Public library identify situations that present potential conflicts of interest and to provide Bancroft Public Library with a procedure that, if observed, will allow a transaction to be treated as valid and binding even though a director, officer, or employee has or may have a conflict of interest with respect to the transaction. In the event there is an inconsistency between the requirements and procedures prescribed herein and those in federal or state law, the law shall control.

1. Conflict of Interest Defined. For purposes of this policy, the following circumstances shall be deemed to create Conflicts of Interest:
  - A. Outside Interests.
    - (i) Contract or Transaction between Bancroft Public Library and a Responsible Person or Family Member.
    - (ii) A Contract or Transaction between Bancroft Public Library and an entity in which a Responsible Person or Family Member has a Material Financial Interest or of which such person is a director, officer, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator, or other legal representative.
  - B. Outside Activities.
    - (i) A Responsible Person competing with Bancroft Public Library in the rendering of services or in any other Contract or Transaction with a third party.
    - (ii) A Responsible Person's having a Material Financial Interest in; or serving as a director, officer, employee, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator, or other legal representative of, or consultant to; an entity or individual that competes with Bancroft Public Library in the provision of services or in any other Contract or Transaction with a third party.
  - C. Gift, Gratuities and Entertainment. A Responsible Person accepting gifts, entertainment, or other favors from any individual or entity that:
    - (i) does or is seeking to do business with, or is a competitor of Bancroft Public Library; or
    - (ii) has received, is receiving, or seeking to receive a loan or grant, or to secure other financial commitments;
    - (iii) is a charitable organization; under circumstances where it might be inferred that such action was intended to influence or possibly would influence the Responsible Person in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value that are not related to any particular transaction or activity of Bancroft Public Library.

POLICY ON CONFLICTS OF INTEREST AND DISCLOSURE OF CERTAIN INTERESTS

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2. Definitions.

- A Conflict of Interest is any circumstance described in Part 1 of this Policy.
- A Responsible Person is any person serving as an officer, employee, or member of the board of trustees of Bancroft Public Library.

In the event it is not entirely clear that a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to the President or the President's designee, who shall determine whether there exists a Conflict of Interest that is subject to this policy.

Confidentiality. Each Responsible Person shall exercise care not to disclose confidential information acquired in connection with such status or information the disclosure of which might be adverse to the interests of Bancroft Public Library. Furthermore, a Responsible Person shall not disclose or use information relating to the business of Bancroft Public Library for the personal profit or advantage of the Responsible Person or a Family Member.

3. Review of Policy.

- Each new Responsible Person shall be required to review a copy of this Policy and to acknowledge, in writing, that he or she has done so.
- Each Responsible Person shall annually complete a disclosure form identifying any relationships, positions, or circumstances in which the Responsible Person is involved that he or she believes could contribute to a Conflict of Interest arising. Such relationships, positions, or circumstances might include service as a director of or consultant to a not-for-profit organization or ownership of a business that might provide goods or services to Bancroft Public Library. Any such information regarding business interests of a Responsible Person or a Family Member shall be treated as confidential and shall generally be made available only to the President and any committee appointed to address Conflicts of Interest, except to the extent additional disclosure is necessary in connection with the implementation of this Policy.
- This policy shall be reviewed annually by each member of the board of trustees. Any changes to the policy shall be communicated immediately to all Responsible Persons.

Bancroft Public Library

Conflict of Interest Information Form

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

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

Please describe below any relationships, positions, or circumstances in which you are involved that you believe could contribute to a Conflict of Interest (as defined in Bancroft Public Library's Policy on Conflicts of Interest) arising.

**Adopted:** July 11, 2017

# **BANCROFT PUBLIC LIBRARY**

## **CREDIT CARD POLICY**

The purpose of the credit card policy of the Bancroft Public Library is to facilitate purchases for the Library.

1. The Director will be responsible for the issuance, account monitoring, and retrieval and generally for the overseeing compliance with the credit card policy.
2. The Director, only, may use the credit card for goods and/or services for the official business of the Library. Documentation detailing the goods and/or services purchased must be submitted before payment can be approved.
3. The Director is responsible for the protection of the credit card and will immediately notify the financial institution issuing the card if it is lost or stolen.
4. The Library will use disciplinary measures consistent with current law for unauthorized use.
5. Any benefits derived from the use of the credit card will be the property of the Library.
6. The balance due on the credit card account will be paid in full within the balance period indicated on the monthly statement. The Bancroft Public Library accepts full responsibility for the debt incurred on the credit card.
7. Only credit cards that have no annual or monthly fees will be used.
8. The Director must immediately surrender the credit card upon leaving the employ of the Library.

## Bancroft Public Library

### Credit Card Guidelines

#### I. GUIDELINES

- A. **CARD USE** – A credit card will only be issued to the Library Director. It will be honored for Library business by any vendor or merchant who accepts the card. The card has an authorized maximum spending limit of \$1500. Purchases made via the credit card must comply with the Library’s financial policy and purchasing guidelines. The card in no way changes such policies. It merely provides a method for making certain payments. Violations of the Library Credit Card Policies and Guidelines may result in revocation of use privileges and termination of employment. Anyone who has inappropriately used the credit card will be required to reimburse the Library for all costs associated with such improper use.
- B. **TRANSACTION PROCEDURE** – All credit card transactions can be performed in person, over the phone, or through the mail. When the credit card is used, please follow the Guidelines below:
1. Retain all receipts and credit card slips.
  2. Follow Library Guidelines for payment of the charges in advance of using the card.
- C. **ITEMS THAT CAN BE PURCHASED WITH THE CREDIT CARD** - The credit card may be used for any of the following:
1. Conference registration fees.
  2. Library materials, equipment, supplies, contracted services and operating expenses.

The credit card may not be used for personal or non-Library use.

#### D. CREDIT CARD SECURITY

1. The credit card must be kept in a secure location.
2. **Credit Card Account Number** – The Treasurer will keep permanent record of the card, the credit limit established, the date issued and the date returned.
3. **Use by someone other than the cardholder** – The only person entitled to use the credit card is the Director whose name appears on the face of the card.
4. **Lost or Stolen Cards** – If the credit card is lost or stolen, the issuing financial institution and Treasurer are to be immediately notified.

#### II. INTERNAL CONTROL GUIDELINES

##### A. TREASURER’S RESPONSIBILITIES

1. Upon receipt of the credit card statement, the Treasurer is responsible for reviewing the statement for accuracy. This will include reconciling original receipts to the statement transactions.
2. The Treasurer will prepare the statement for payment on the next available bill listing. If necessary, checks will be issued prior to approval of the voucher/bill list to avoid finance charges. All charge slips must be given to the Treasurer and attached to the credit card bill when it arrives. The Treasurer will verify that the expenditure and the bill are accurate. The receipt should contain information certifying the appropriate use of the card.



3. The Treasurer will be responsible for coordinating the waiver and/or reversing of any and all annual fees and/or finance charges.
  4. The Treasurer must retain the approved credit card statements and accompanying receipts on file for seven years.
- B. LIBRARY DIRECTOR'S RESPONSIBILITIES** – The Director is responsible for ensuring activity and account information is noted on the credit card statement for each line entry. The Library director will sign the statement for approval of payment. The approval will attest to the appropriateness of the expenditures.
1. Will use the credit card in compliance with the Library's Financial Policy and Purchasing Guidelines.
  2. Retain all sales slips/register receipts. These receipts must be submitted to the Treasurer to reconcile against the monthly credit card statement. Library Guidelines for approval and payment of charges must be followed.
  3. Ensure that the credit card guidelines defined by the Bancroft Public Library's Credit Card Policies and Guidelines are met.
  4. Report lost or stolen cards to the Treasurer and issuing financial institution immediately.

**Adopted:** July 11, 2017

## **BANCROFT PUBLIC LIBRARY DISABILITY ACCOMMODATIONS POLICY**

The Bancroft Public Library is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity for patrons and employees with disabilities. All practices and activities are conducted on a non-discriminatory basis.

In accordance with the ADA regulations of 1990, reasonable accommodations will be provided, upon request, for disabled citizens unless the accommodation would cause an undue hardship on the operation of the Bancroft Public Library.

The Bancroft Public Library is also committed to not discriminating against any patrons, qualified employees or applicants because they are related to or associated with a person with a disability. The Bancroft Public Library will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

**Approved:** July 7, 2020

# **BANCROFT PUBLIC LIBRARY**

## **EMERGENCY PROCEDURES POLICY**

**FIRE:** In the event of a fire in the Library, the staff person in charge will:

- Call 911
- Ask everyone to leave the building by either the front door or the rear fire door.
- Provide assistance to anyone in need while evacuating the building.
- Check all rooms including community room, and three bathrooms.
- Leave the front door unlocked for the firefighters.

**MEDICAL:** Staff members should exercise caution when administering first aid even of a minor nature, because of the safety of the injured individual and the potential liability of the staff member. Without specialized training, it is not advisable for the staff to undertake more than keeping the sick or injured patron comfortable until medical help can arrive. Staff members should use their own judgment as to what action is prudent and reasonable. No medication, including aspirin, should ever be dispensed to the public. In the event of a medical emergency, the staff person in charge will:

- Call 911.
- Call parent/guardian if it's a minor.
- Ask permission to call a family member or friend if injured or ill person is alone.
- Administer first aid and/or CPR, if trained.
- Call Library Director,

### **BIOHAZARD**

- Leave the suspicious substance where it was found.
- Do not take any action that might spread it to another area.
- Call 911.
- Evacuate the building.

**DANGEROUS BEHAVIOR:** In the event a person in the Library appears to be a danger to others, the staff person in charge will:

- Ask the person to leave.
- If uncooperative, call 911.

### **DISASTER PLAN:**

- The Bancroft Public Library is housed in a building with a generator sufficient to power the entire building in the event of an outage.
- In a Town-wide disaster, such as flood, hurricane, ice-storm, or electrical outage, the Library staff will cooperate with the Town authorities as needed.
- There is a comprehensive Town Disaster Plan, which can be reviewed at the Town office.

**WORKPLACE SAFETY:**

- Follow guidance in Bancroft Public Library Employee Handbook.

**Adopted:** July 11, 2017

**Revised:** July 7, 2020 and September 1, 2020

**BANCROFT PUBLIC LIBRARY**

**EVALUATION PROCEDURES POLICY**

1. To evaluate the effectiveness of the library's print and non-print collections in meeting the needs of the community, the Library Director and/or the Board of Trustees shall:
  - A. Tally circulation figures for adult fiction and non-fiction, juvenile fiction and non-fiction, magazines, and audio-visual materials.
  - B. Analyze inter-library loan requests to guide the purchase of new materials.
  - C. Obtain the circulation frequency of the most popular books and audio-visual materials.
  - D. Provide patrons with an opportunity to suggest materials to be purchased--e.g., with a suggestion box.
  
2. To evaluate the effectiveness of library programming in meeting community needs, the Library Director and/or the Board of Trustees shall review the monthly circulation statistics provided by the Director.

**Adopted:** July 11, 2017

## **BANCROFT PUBLIC LIBRARY**

### **FUND BALANCE POLICY**

The Board shall maintain a sufficient, reasonable amount of unappropriated unreserved fund balance, consistent with prudent budgeting practices, necessary to ensure the orderly operation of the Bancroft Public Library and its continued provision of services. A reasonable, stable fund balance allows for effective and flexible long-range planning for the Library. Therefore, it is the policy of the Board of Trustees of Bancroft Public Library to ensure that the unappropriated unreserved fund balance is consistently maintained at an adequate level.

**Adopted:** July 7, 2020

## **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 AND ELECTRONIC RESOURCES 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 Bancroft Public 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 and \$0.50 per page for color either from the printer or copy machine.

Patrons may not use terminals or copier 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, computer networks, or copier



## INTERNET AND ELECTRONIC RESOURCES POLICY

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- Visual, verbal, or written use of the computer to transmit harassing materials.
- Violating copyright laws
- Using another's password
- 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 Bancroft Public 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.

All use of the Library's public computers must be in compliance with federal, state, and local laws, including federal and state obscenity laws.

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

**Adopted:** July 11, 2017

**Revised:** July 7, 2020

# **BANCROFT PUBLIC LIBRARY**

## **LIBRARY OPERATIONS POLICY**

**Hours:** The Board of Trustees shall establish the Library hours. A paid library staff member will be present when the library is open. Parties requesting access to the Library when it is not open shall obtain approval from the Library Director. Permission may be granted to use the library if space and staff are available. The party granted access will be required to reimburse the Library in advance for the cost of providing a library staff member, at an hourly rate established by the Board of Trustees.

The Library will be closed on the following holidays: New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day & Indigenous Peoples Day, Veterans' Day, Thanksgiving Day, Christmas Eve, and Christmas Day, New Year's Eve.

**Material Selection:** The ultimate responsibility for selection of Library materials rests with the Library Director who operates within the framework of the policies determined by the Bancroft Library Board of Trustees. This responsibility may be shared with other members of the Library staff; however, because the Library Director must be available to answer to the Library Board and the general public for actual selections made, the Library Director has the authority to reject or select any item contrary to the recommendations of the staff.

**Weeding:** An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the Library Director and is authorized by the Board of Trustees.

**Borrowing:** Books, including audio books, may be borrowed for three weeks and renewed three times. New/popular materials are loaned for two weeks and can be renewed once. DVDs may be borrowed for one week and renewed once; DVD sets may be borrowed for two weeks and renewed once.

Special arrangements may be made for borrowing materials.

Anyone residing in the Salem School District, or who is a patron of a SALS member library, is welcome to use the Bancroft Library. A child may register at any age, but must have a parent's or guardian's signature until age fourteen. A card issued at the Bancroft Public Library may be used at any library in the Southern Adirondack Library System (SALS), and a card issued by any SALS Library may be used at the Bancroft Public Library. A full list of SALS Libraries is available at the front desk.

Application can be made by seasonal residents or short-term visitors for a Bancroft Public Library card.

**Fines:** Fines for overdue books are \$0.10/day, \$1.00/day for DVDs. Juvenile books are exempt from this fine policy.

Lost or damaged books or other materials must be paid for by the borrower. Materials not returned 30 days after their due date shall be considered lost and the borrower will be billed. The librarian has the authority to restrict a delinquent borrower's privileges. Further checkouts of materials and public computer access will be restricted until fines are less than \$5.00.

Police action can be taken to retrieve unreturned materials.

**Cash Handling Procedures:** All staff will have the authority to collect fines and fees, which will be placed in the locked cash drawer. Reconciling the drawer is the responsibility of the Library Director, and will be done on a weekly basis, as the amount of money the library handles is relatively small. The Library Director will print out a cash drawer report and a printer fees report weekly to keep on file. The total amount of these reports will be used to reconcile the cash drawer. All fines and fees will be given to the Treasurer for deposit.

**Proudfit Hall Community Room:** The Library has access to the Proudfit Hall community room for Library-related programs at no charge. The Town of Salem and Bancroft Public Library will assume no responsibility for injury or loss of property while using the community room. No alcohol or smoking is allowed in the building. The door between the Library and community room shall be closed and locked except when the Library is open.

The Proudfit Hall Community room is also used for the Town of Salem Justice Court. The Town Justice and Court Clerk are permitted to go through the Library to access the justice's office. The Town Justice, Court Clerk, and attorneys are allowed to use the Peg Culver Reading Room in the presence of the Town Justice. The Town Justice must be present at all times when the Peg Culver Reading Room is used for court business and the Library is closed. No other parties (e.g. defendants, etc.) are permitted in the Library, including the Peg Culver Reading Room, when the Library is closed.

**Adopted:** February 5, 2019

**Revised:** July 7, 2020

**Revised:** December 7, 2021

# **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.

**Adopted:** July 10, 2018

# **BANCROFT PUBLIC LIBRARY**

## **MATERIALS SELECTION POLICY**

The purpose of the Bancroft Public Library book selection policy is to guide the Library Director and inform the public about the principles upon which selections are made.

We support the book selection policy statement of the Southern Adirondack Library System and the Library Bill of Rights, Freedom to Read and Freedom to View policies as adopted by the American Library Association.

The final responsibility for book selection rests with the librarian who may, however, consult at any time with the Library Board of Trustees. Recommendations for new titles from the public will be given due consideration.

The library endeavors to purchase those books which are of permanent as well as current value and represent the needs and interests of the community. The following, general policies will be the guide.

1. The library will provide materials which help to meet its objectives.
2. Materials acquired will meet high standards of quality in content, expression, and format.
3. The library will keep itself informed of other publicly available resources of books and other materials in the area to avoid unnecessary duplication. The library shall expend at least 15% of the annual operating budget for library materials.
4. The library will not attempt to furnish materials needed for formal courses of study offered by elementary and secondary schools and by institutions of higher learning. The public library has materials for self-study, but is not primarily designed to furnish reading required for academic study.
5. All materials, except those which are in special demand and cannot be duplicated, including rare and fragile items and current reference materials will be lent for home use under library regulations and procedures. Other material will be lent at the discretion of the librarian on duty.
6. As a responsibility of library service, books and other materials selected should be chosen for values of interest, information, and enlightenment of all people of the community. In no case should any book be excluded because of race or nationality, or the political views of the writer.
7. The library should make an effort to collect local historical material if it is not preserved elsewhere in the community.
8. There should be the fullest practicable provisions of material presenting all points of view concerning the problems and issues of our time--international, national, and local. Books or other reading matter of sound factual authority should not be proscribed or removed from the library shelves because of partisan or doctrinal disapproval.

## MATERIALS SELECTION POLICY

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9. Annually the book collection will be reviewed and weeded by the librarian according to the following criteria:
  - a. Obsolete information.
  - b. Poor physical condition.
  - c. Material no longer needed.
10. The library will participate in reciprocal borrowing with SALS and its member libraries.
11. An up-to-date listing of all new titles shall be submitted to the local newspapers monthly and published on the library's website.

**Adopted:** July 11, 2017

# BANCROFT PUBLIC LIBRARY

## PANDEMIC OPERATIONS POLICY

### 1. PANDEMIC POLICY

#### A. 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 be maintained for several weeks or more with limited staff and reduced hours due to a pandemic.

#### B. DEFINITIONS

1. **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. Reopening will be in accordance with the Board of Trustees approved Bancroft Public Library Safety Practices Policy.
2. **Pandemic:** A pandemic is the worldwide spread of a new disease. (World Health Organization <https://www.who.int>)
3. **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.

#### C. 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. Reopening shall comply with the Bancroft Public Library Safety Practices Policy.

#### D. DISCRETIONARY SERVICE LEVEL CHANGES

At the discretion of the Bancroft Library Board of Trustees, 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.

#### E. STAFFING

The minimum staffing level for a temporary period is defined as one healthy employee available to be present at Bancroft Public Library during all open hours with a maximum of 7-hours. 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.

1. Increased health/safety measures for staff including providing appropriate PPE (e.g., wearing face masks and gloves, wiping down work areas, etc.).
2. Social distancing practices.
3. Reduction of open hours.
4. Cancellation of all programs, special events, and meetings.
5. Reallocation of employee responsibilities.
6. Closure of Proudfit Hall.
7. 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 and Library Deputy 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 may be given to employees by the Library Director or designee for work-at-home assignments.

#### **F. 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 comply with the Bancroft Public Library Safety Practices Policy.

#### **G. 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.

### **2. CONTINUATION OF OPERATIONS PLAN**

In compliance with Chapter 168 of New York State Labor Law amendment 27-c the Bancroft Public Library herein describes our plan for operations in the event of a declared public health emergency involving a communicable disease.

#### **A. ESSENTIAL EMPLOYEES AND JOB DESCRIPTION [§27-c.3.a]**

As defined in the law, “Essential” is a designation made that a public employee or contractor is required to be physically present at a work site to perform his or her job. For Bancroft Public

Library, the staff positions that fit this definition during a state-ordered reduction of in-person work force include:

1. **Library Director:** Primary staff employee responsible for daily operations of the library, oversees staff, manages library services, communicates with the public, works with the Board of Trustees to develop policies and procedures for the library, oversees the care and maintenance of the library facility.
2. **Library Deputy Director:** The Deputy Director works in partnership with the Library Director. The job description is the same as the Director's.

**B. TELECOMMUTING POLICY [§27-c.3.b]**

In the event that a system, local, state, or national emergency prevents all staff from entering the Bancroft Public Library building, the Director and/or Board of Trustees will grant permission for non-essential staff (as defined by the law to be an employee who is not required to be physically present at a work site to perform his or her job) to telecommute. The Bancroft Public library does not currently have and/or needs a telecommuting policy.

**C. RE-OPENING SAFETY PLAN INCLUDING CLEANING, DISINFECTION, AND CONTACT TRACING PLAN [§27-c.3.c through §27-c.3.f ]**

In all circumstances, Bancroft Public Library will observe directions from local health officials for best practice for staff and public health safety if a staff member reports developing symptoms or tests positive for the communicable disease. See the Bancroft Public Library Safety Practices Policy.

**D. SITES FOR EMERGENCY HOUSING [§27-c.3.g]**

The law requires “a protocol for how the public employer will work with the locality to identify sites for emergency housing for essential employees to the extent applicable to the needs of the workplace.” This is not applicable to Bancroft Public Library.

**Adopted:** March 26, 2020

**Revised:** February 2, 2021

# **BANCROFT PUBLIC LIBRARY**

## **PROGRAMMING POLICY**

The Bancroft Public Library sponsors informative and entertaining talks, demonstrations, audio-visual presentations, workshops, children's story times and crafts, and other special events. Library programs are coordinated by Library staff and offered free to the public. Library programs provide an opportunity to present the Library and its resources to the community, promote literacy and reading, and provide shared family activities.

Programs are selected by Library staff for their relevance to community needs and interests, popular appeal, and suitability for a general audience. Presenters are chosen for their proven expertise and public performance experience. Other factors considered are the availability of staff and meeting rooms. Funds are budgeted for programs as warranted.

No fees may be charged to people attending Library programs except with the approval of the Board of Trustees. The only items that may be sold are books and recordings by authors and musicians. Friends of the Library or associates of the performer must handle the sale of these items.

Some children's programs may be restricted by age level. Registration is often limited; waiting lists are taken.

Programs may be cancelled for a number of reasons, chiefly: severe weather, absence of the presenter, or low registration. Cancelled programs are not automatically rescheduled. The Library promotes its in-house programming through fliers, news releases, the Library's newsletter, website and Facebook page. Presenters may not publicize their programs without approval of the Library Director.

**Adopted:** July 7, 2020

# **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

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- Heat should be left at 65 degrees.
- Kitchen must be cleaned, if used.
- Tables must be wiped clean, if used.

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**

## **PUBLIC RELATIONS POLICY**

The public relations goals of the Bancroft Public Library are:

- To promote community awareness and active participation in Library services and programs
- To develop public understanding and support of the Library and its role in the community

The Board of Trustees recognizes that public relations involves every person who has connection with the Library. The Board urges its own members and every staff member to realize that she or he represents the Library in every public contact. Good service supports good public relations.

The Board will establish and maintain a budget to cover costs related to printing, publication, postage and supplies in order to ensure an effective media campaign.

All public relations materials must be reviewed and approved by the Library Director.

### **Emergency Situations:**

In the event of an emergency situation, official statements to the public and media will be made by the Library Director, Board President or designee placed in charge of the Library. If it is necessary for the Library staff to provide the public with information, the Library Director or Board President will inform the staff what is to be said.

In the event that the Library has to close due to an emergency situation or inclement weather, the Library Director or their designee shall contact the staff and post notices on the Library website and Facebook page.

**Adopted:** July 7, 2020



# **BANCROFT PUBLIC LIBRARY PURCHASING POLICY**

The Bancroft Public Library is a public library registered and chartered by the NY State Department of Education. Public library boards, in addition to compliance with New York State competitive bidding statutes, are required to adopt a written procurement policy and procedures governing all purchases of goods and services; even those that are not subject to competitive bidding, in accordance with New York State General Municipal Law. Soliciting competition through competitive bids, requests for proposals, written and/or verbal prices quotes is considered an effective process by the State Comptroller.

Bancroft Public Library will promote responsible procurement obtaining the maximum practical value when purchasing goods and services. Every effort will be made to get at least three quotes from vendors to prevent favoritism, fraud, or abuse. Procurement of goods and services are subject to the requirements and restrictions in these guidelines.

Purchasing activities may be initiated by the Library Director. All expenditures of funds must be made in accordance with the Bancroft Board of Trustees-approved budget. Trustees receive a monthly financial statement and warrants prepared or approved by the Treasurer, showing receipts, expenditures, and a comparison with the budget. The Board approves or amends the report at its regularly-scheduled meeting. In the event an emergency expenditure is required, the Board of Trustees authorizes the President, Vice President, Treasurer and Secretary of the Board to approve the spending of funds not designated in the organization's budget by majority. The transaction will be reviewed and approved by the full Board at the next regularly-scheduled meeting.

## **Competitive Bidding**

Under normal circumstances, contracts will be awarded to the lowest responsible bidder. Circumstances under which a contract may not be awarded to the lowest responsible bidder may include but is not limited to:

1. Vendor cannot comply with the full specifications set forth in the bid
2. Vendor cannot guarantee delivery of goods or services within the time frame or under conditions established by Bancroft Public Library
3. Vendor's after-purchase support services are deemed inadequate
4. Vendor's terms of payment are disadvantageous to Bancroft Public Library.

Unless equal or more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Bancroft Public Library Board of Trustees shall determine by a majority vote of the disinterested trustees whether the transaction or arrangement is in the best interests of Bancroft Public Library and whether it is fair and reasonable. Pursuant to that determination, the covered person shall be free to enter into the proposed arrangement or transaction." See Bancroft Public Library Policy on Conflicts of Interest and Disclosure of Certain Interests.

## **Quotes**

Competitive quotes are required when the estimated expenditure for a product or service exceeds certain thresholds as noted below. This process allows Bancroft Public Library to obtain the best value for expenditure of its funds. The only exceptions to this process are for purchases in which

there are fewer than the required number of competitors who offer a given product or service or for purchases for which a “sole source” makes good business sense.

Dollar amount of purchase	Quote Requirements	Purchase Order	Payment options
<\$2,000	No quotes	yes	Vendor invoice, credit card and supporting delivery documents
\$2,000 - \$99,999	Written quotes	yes	Vendor invoice and supporting delivery documents
\$100,000 or >	Formal bid process	yes	Vendor invoice and supporting delivery documents

### **Sole Source Suppliers or Fewer than Required Number of Vendors**

Under certain circumstances, it may be necessary to seek quotes from fewer than the required number of vendors or make a purchase from a sole source. Sole sourcing may make sense in a situation where a specific manufacturer’s product is compatible with products already owned by Bancroft Public Library, or where a specific vendor may have special expertise related to a specific project or initiative. In situations where a sole source or fewer vendors will be sought, approval of the Bancroft Library Board of Trustees must be obtained in advance of any purchase being made.

### **Library and Other Supplies**

Library supplies are purchased as needed.

### **Exclusions**

These guidelines do not apply to the following:

- Real property
- Insurance
- Dues and membership in trade or professional organizations
- Library materials and eContent
- SALS purchases
- Advertisements
- Postage
- Petty cash purchases
- Utility services
- Copyrighted materials, patented materials, art and artistic services
- Employee benefits
- Legal, financial or other professional consulting fees
- Fees and costs of job-related travel, seminars, registration and training.

**Adopted:** February 5, 2019

**Revised:** September 1, 2020

# BANCROFT PUBLIC LIBRARY

## RECORDS RETENTION POLICY

The records of the Bancroft Public Library will be retained and disposed of in accordance with the schedules published in the Records Retention and Disposition Schedule LGS-1 by the University of the State of New York and the State Education Department. [Click here](#) for the complete Retention and Disposition Schedule for New York Local Government Records (LGS-1). The Records Retention and Disposition Schedule LGS-1 for Library/Library System is shown below.

The Secretary of the Board of Trustees shall serve as the Records Management Officer for the Library in order to insure compliance with the Records Retention and Disposition Schedule LGS-1.

The Secretary shall also serve as the Records Access Officer for the Library in order to ensure compliance with the Freedom of Information Law. [See By-Laws Article II – Officers, Secretary.]

**Adopted:** July 7, 2020

**Revised:** December 1, 2020

### Records Retention and Disposition Schedule LGS-1 Library Records

1	<b>Incorporation, chartering and registration records: RETENTION:</b> permanent.
2	<b>Accession records: RETENTION:</b> 1 year after accessioning procedure becomes obsolete.  <i>Notes:</i> Some libraries accession manuscripts, rare books and special collection, but not their general library holdings. In these cases, the accession records need to be retained only for the kinds of materials still accessioned.
3	<b>Informational copies of records prepared by and received from public library system,</b> including but not limited to directories, minutes, budgets and reports: <b>RETENTION:</b> 0 after superseded or obsolete.
4	<b>Borrowing or loaning records: RETENTION:</b> 0 after no longer needed.
5	<b>Catalog of holdings:</b> a. Manuscript or published catalog: <b>RETENTION:</b> permanent. b. Continuously updated catalog <b>RETENTION:</b> 0 after superseded or obsolete.
6	<b>Individual title purchase requisition,</b> which has been filled or found to be unfillable: <b>RETENTION:</b> 1 year.
7	<b>Records documenting selection of books</b> and other library materials: <b>RETENTION:</b> 0 after no longer needed.
8	<b>Library material censorship and complaint records</b> of final decisions: including evaluations by staff, patrons' complaints and record of final decision: <b>RETENTION:</b> 6 years after last entry.

	<p><i>Notes:</i> Appraise these records for historical significance prior to disposition. Some library censorship records deal with serious constitutional issues and may have value for future research.</p>
9	<p><b>Patron's registration</b> for use of rare, valuable or restricted non-circulating materials: <b>RETENTION:</b> 6 years.</p>
10	<p><b>Directory of public library system</b> and member libraries, prepared by public library system (member library's copy): <b>RETENTION:</b> 0 after superseded or obsolete. <b>RETENTION: 0 after superseded or obsolete</b></p>
11	<p><b>Interlibrary loan records</b>, including requests to borrow or copy materials from other libraries, receipts for materials, copy logs, accounting records, and circulation records.</p> <p>a: When no copies of original materials are requested: <b>RETENTION:</b> 0 after no longer needed.</p> <p>b: When copies of original materials are requested: <b>RETENTION:</b> 5 years after order is completed.</p>
12	<p><b>Library card application records:</b> <b>RETENTION:</b> 3 years after card expires or is inactive.</p>
13	<p><b>Program and exhibit file:</b> documenting planning and implementation of programs, services and exhibits sponsored or co-sponsored by the library, including but not limited to photographs, sketches, worksheets, publicity, brochures, exhibit catalogs, inventory lists, loan agreements, correspondence, attendance sheets or registration forms, and parental consent forms:</p> <p>a: Parental consent records: <b>RETENTION:</b> 6 years, or 3 years after child attains age 18, whichever is longer</p> <p><i>Notes:</i> Photo release records are covered under item no. 68 in General Administration section.</p> <p>b: Attendance sheets and registration forms, when no fee is charged: <b>RETENTION:</b> 0 after no longer needed</p> <p>c: All other records: <b>RETENTION:</b> 6 years after exhibit closed or program ended</p> <p><i>Notes:</i> Appraise these records for historical significance or value for collections documentation prior to disposition. Some of these records may have continuing value for historical or other research and should be retained permanently. Contact the State Archives for additional advice.</p>

# **BANCROFT PUBLIC LIBRARY**

## **RESPONSIBILITIES OF THE BOARD OF TRUSTEES**

The Board of Trustees of Bancroft Public Library is composed of people who are particularly knowledgeable of Library operations and opportunities and interested in the Library's future. Their main objective is to see that, with means and in a pleasant atmosphere, the Library satisfies the needs of the community for educational, informational, and recreational materials. The Board will be self-perpetuating, with terms of five years, eligible for re-appointment. Choice of new members should be offered to the Town Board for approval.

Within this framework, the Library Board will accept the following as its responsibilities:

1. Act as interpreter to the Town Supervisor and the Town Board concerning Library development.
2. Act as consultant to the Library Director in planning for general growth of the Library, with community needs in mind, and be responsible for the major changes in the physical arrangement of the Library.
3. Co-operate with the Friends of the Library and be available to them for suggestions of special Library needs.
4. Serve as a resource for special projects, such as art displays, book discussions, group meetings, etc.

The particular responsibilities of trustees are few in number but broad in scope. They are:

1. To create and develop the mission of the Library.
2. To select, hire, and regularly evaluate a qualified Library Director.
3. To secure adequate funding for the Library's service program.
4. To exercise fiduciary responsibility for the use of public and private funds and disposition of surplus property.
5. To adopt policies and rules regarding Library governance and use.
6. To regularly plan and evaluate the Library's service program.
7. To maintain a facility that meets the Library's and community's needs.
8. To promote the Library in the local community and in society in general.
9. To conduct the business of the Library in an open and ethical manner compliant with all applicable laws and regulations and with respect for institution, staff and the public.

**Adopted:** July 11, 2017

**Revised:** July 7, 2020

## **BANCROFT PUBLIC LIBRARY**

### **RESPONSIBILITIES OF THE DIRECTOR**

The Board of Trustees of Bancroft Public Library shall appoint a 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 Library 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 render and submit to the Board reports and recommendations of such policies and procedures, which in the opinion of the Director will improve the efficiency and quality of library service. The Director shall attend all Board meetings, except the portion of the meetings at which the Director's appointment or salary is to be discussed or decided.

All employee records are to be securely stored with the Town of Salem as per the Town of Salem employee record handling policy and all new employee applications and personnel records will be given to the Town of Salem to be securely stored in conjunction with said Town's employee record handling policy.

**Adopted:** July 11, 2017

# **BANCROFT PUBLIC LIBRARY**

## **SOCIAL MEDIA POLICY**

### **PURPOSE:**

Social media provides a valuable and timely way for the Bancroft Public Library to disseminate information. Social media provides a forum for library staff and patrons to share opinions and information about Library-related topics and issues such as program promotion, volunteer opportunities and reference help. Social media is not the mechanism used by the Library to document or address Library user problems and concerns, or influence Library policy, procedures, or programs. In order to promote the building of partnerships with local organizations, the Library staff might occasionally share news from other organizations which they feel meet the needs and interests of the Library's social network.

### **USAGE RULES:**

The Bancroft Public Library welcomes community comments, posts, and messages. While recognizing and respecting differences in opinion, all such interactions will be regularly monitored and reviewed for content and relevancy. The Bancroft Public Library reserves the right to modify or edit any posting or comment for space or content, while retaining the intent of the original post. All postings which contain any of the following will be removed and the poster barred from posting any subsequent messages on any Bancroft Public Library social media forum:

- Obscene comments or hate speech
- Personal attacks, insults, or threatening language
- Private or personal information, including phone numbers and addresses, or requests for personal information
- Potentially libelous statements
- Falsification of identity
- Copyrighted or trademarked material without proper attribution
- Plagiarized material
- Posts in violation of laws or library policies
- Comments, links, or information unrelated to the purpose of the forum
- Spam, or other commercial, political, or proselytizing messages.

Users are expected to abide by the terms and conditions set by third party social media platforms as well as follow appropriate Federal and State Law.

The Library asks that individual user complaints be addressed directly to the Library Director ([slm-director@sals.edu](mailto:slm-director@sals.edu)) so they can be addressed quickly and specifically. The Library is not responsible for or liable for, any content posted by any participant in a Library social media forum and does not endorse any content outside of pages created by Library staff.

**Adopted:** July 7, 2020

# **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**

## **VOLUNTEER POLICY**

The Bancroft Public Library Board of Trustees recognizes that volunteers are a valuable resource for the Library. Their energy and talents help the Library meet its commitment to providing quality service to the public. Volunteers enhance, rather than replace, adequate staffing. Their services aid the Library in making the best use of its fiscal resources and help connect the Library to other community groups and organizations. Volunteers can also be valuable advocates for the Library in the community. The Library and its volunteers must work together to ensure a successful relationship. Library staff will continually work to recognize the contributions of Library volunteers and seek to expand the Library volunteer group as needed.

Bancroft Public Library volunteers must be at least 14 years of age. Each volunteer must complete an application which will be kept on file in the Library. At the Library Director's discretion, volunteers may be interviewed to better determine their interests and levels of experience. The Library Director will determine and coordinate volunteer assignments.

Volunteers are bound by rules contained in the Bancroft Public Library's policies and guidelines, especially as they relate to patron privacy and confidentiality.

Volunteers working in the Library have liability coverage for property damage and/or bodily injury to others which results from the performance of their volunteer duties, and to themselves, if the Library is negligent.

Bancroft Public Library volunteers are recognized by the public as representatives of the library and shall be guided by the same work and behavior codes as employees. They work with the status of "at-will" employees. They work under the "at-will" guidelines contained in the Bancroft Public Library Employee Handbook.

The Library accepts Court-ordered community service volunteers at the discretion of the Library Director. These volunteers must be interviewed by the Library Director prior to being accepted for service.

Junior volunteers under the age of 14 required to perform service for school-based programs are accepted on a short-term basis. Parents of junior volunteers must sign consent forms for their children to perform service hours at the Library.

**Adopted:** July 7, 2020



**BANCROFT PUBLIC LIBRARY  
COMMUNITY-BASED  
FIVE-YEAR  
STRATEGIC PLAN  
FOR 2022 – 2027**

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## EXECUTIVE SUMMARY

The Bancroft Public Library has developed a Five-Year Strategic Plan to meet 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 Salem community. The Strategic Plan will be the cornerstone for designing, programming, selecting materials, choosing new services and making many other types of decisions.

The Library's long-range plan was last updated in 2018.

The Bancroft Public Library was granted a provisional charter as a town public library for the Town of Salem on October 27, 2015. An absolute charter was granted February 8, 2021. Prior to this time, the 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.

The Introduction explains how we collected information to develop this plan. This is followed by Demographics which show the various groups we serve. The Mission Statement is included so the reader can see the alignment of the statements and follow the flow of thinking and perspective that has been used in writing this plan.

The heart of this Strategic Plan are the five goals which have been targeted as important for the library to focus on. Each goal was carefully chosen taking into consideration the needs of the Salem community as communicated to us by members of the community.

- **Goal One:** Bancroft Public Library will provide access to materials (print, audiovisual, and digital) and programs to meet community needs and interests as communicated to us through our community inquiry process, and to uphold the principles of freedom and the public's right to know, reflecting all points of view for people of all ages.
- **Goal Two:** Because the Bancroft Public Library is an important resource for technology as well as books, videos, and other materials, the library will provide technology support and equipment to meet the needs of the community.
- **Goal Three:** The library will continue to play a visible role in the Salem community, work to increase public awareness of library offerings and enhance the role of the library in our community. It will strive to be a place where people come for community interaction and information. The library will communicate and collaborate with Salem businesses, organizations, and community members to better serve the needs of our community.

- **Goal Four:** The Bancroft Public Library will develop programs and activities that meet the needs and interests of our community. Programs and activities will be developed keeping in mind the feedback the library receives from the Salem community.
- **Goal Five:** The Bancroft Library, together with the Bancroft Trust, will maintain and improve the physical building and courtyard to better serve the public.

By adopting this plan, the Board of the Bancroft Public Library is making a commitment to follow this plan.

## 1. INTRODUCTION

### 1.1 PLANNING SUMMARY

Starting in March, 2021 the Library Director (LD) began attending virtual workshops offered by Erica Freudenberger of the Southern Adirondack Library System (SALS) which provided guidance on how to develop a community based strategic plan. Our first step was to form a planning committee consisting of the library director, board trustees, and community members. Our top priority was to identify the needs and desires of the people in the Salem community.

The trustees were asked to participate in a Strengths, Opportunities, Aspirations, Results (SOAR) Exercise. The SOAR Exercise comes from Appreciative Inquiry, a philosophy that focuses on assets, not deficits. In strategic planning, we used this framework to identify our strengths and opportunities as we look to the future and identify what results we want to create.

Committee members were asked to participate in an Ask Exercise. They each interviewed three to five people and asked them what their aspirations are for their community, not what they want to see from the library. In this exercise no questions were asked about the library, however, the information collected was reviewed and discussed by the committee. We then, in turn, used it to determine how the library can better serve the Salem community.

The Library Director met with the director of the Historic Salem Courthouse to discuss what she feels people in Salem are wanting/needing in our community. Many things were discussed and ideas were generated to add to the information our committee had already gathered.

At our next meeting, we developed our goals and discussed what we would need to achieve each of them. A draft of the plan was put together. Just prior to our September 2021 meeting a draft of the plan was sent to Erica Freudenberger for her review. At our meeting we reviewed a draft copy of the plan. Erica's suggestions were taken into consideration and revisions were made to the plan. The committee met again in October 2021, approved the plan and sent it on to the Library Board.

## **2. DEMOGRAPHICS**

It is important to understand the members of our community, so we can obtain materials and develop programs that are applicable to them. The Bancroft Public Library is chartered to serve the Town of Salem, which has a population of 2,612 (2020 U. S. Census). In addition, there are a number of under-served communities in the area with limited access to local public libraries (Hebron, Jackson, East Greenwich). The library is currently open 35 hours each week, with four part-time staff members.

The library's budget for the most current fiscal year (2021) is \$74,997 which represents an increase of 1% from the adopted budget of the 2020 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 2020, circulation was 11,453 total transactions, including electronic materials, and the library gained 43 new patrons. Throughout 2020, the library's public computers had a total of 670 log-ins, and the Wi-Fi system had 3,697 sessions. In 2020, the library offered 16 adult programs, at which there were 139 attendees; 49 children's programs, at which there were 795 attendees; and 10 multi-age programs, at which there were 89 attendees. (The statistics for 2020 are different from years past due to the COVID 19 pandemic. During parts of 2020 the library was closed to the public, had no in-house programs, had limited browsing and computer use).

## **3. 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.

## 4. GOALS

**4.1 Goal 1: Bancroft Public Library will provide access to materials (print, audiovisual, and digital) and programs to meet community needs and interests as communicated to us through our community inquiry process, and to uphold the principles of freedom and the public’s right to know, reflecting all points of view for people of all ages.**

**Objective 1:** The Library Director, Deputy Director, and staff will evaluate and shape the library’s collection to meet the changing needs of the community. They will increase the circulation of materials through the development of our collection of books, e-books, DVDs, games, etc.

**Objective 2:** The library will continue to provide access to library resources and programs to homeschool families and will work to increase awareness of what the library has to offer.

**Objective 3:** The Library shall grow its collection of Spanish language materials to better serve the growing population of Spanish speaking members of the Salem community.

**Objective 4:** The Library will provide access to materials and programs that encourage adult literacy and Spanish/English services.

### **Measurement/Evaluation:**

- Use circulation reports from SALS to record statistics to measure changes monthly.
- Inclusion of home school families in the library’s programming and circulation.
- Implementation of an adult literacy program (English and Spanish)

### **Resources:**

- Budget an appropriate dollar amount to add new items to the collection
- Tri-County Literacy Center, tutors to work with adults



**4.2 Goal 2: Because the Bancroft Public Library is an important resource for technology as well as books, videos, and other materials, the library will provide technology support and equipment to meet the needs of the community.**

**Objective 1:** The library will maintain an appropriate number of public computers to meet the needs of the library's patrons. The library will maintain 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 2:** The library will continue to offer access to free internet services for its patrons.

**Objective 3:** The library staff will monitor technology trends to prepare for the needs of their patrons, and will work to satisfy those needs.

**Objective 4:** The library staff will help with patron's technology questions. Staff will offer assistance when time permits along with providing programs on a regular basis to provide technology instruction and information. The library will continue to provide tech assistance one night a week from a local volunteer.

**Measurement/Evaluation:**

- Annual Report
- The effectiveness of each step can be measured by looking at usage of computers along with attendance of programs providing technology assistance.

**Resources:**

- Training – staff, patrons
- Budgeting/funding for the purchase of emerging technologies
- Volunteers – help with technology, teach patrons how to use technology

**4.3 Goal 3: The library will continue to play a visible role in the Salem community, work to increase public awareness of library offerings and enhance the role of the library in our community. It will strive to become a place where people come for community interaction and information. The library will communicate and collaborate with Salem businesses, organizations, and community members to better serve the needs of our community.**

**Objective 1:** The library will keep the community informed of programs and events through the use of the library website, our Facebook page, the library newsletter, the library windows, fliers and our local newspapers. In addition, the library will expand its social media presence, such as Instagram, to reach out to our younger patrons.

**Objective 2:** The Library Director will meet/communicate with local businesses, organizations, school employees, and government officials to identify and discuss the current needs of our community. Whenever possible, the library will collaborate with said groups in order to bring more programs and opportunities to the people that live in our community. The library will also collaborate with other area libraries, when possible, to increase our ability to offer more programs through the library.

**Objective 3:** The Library will serve the Salem community by continuing to offer free, fresh, produce and fruit through the Farm-2-Library program. This program is offered through SALS and the food is provided by the Comfort Food Community (CFC).

**Measurement/Evaluation:**

- Keep count of number of participants in programs offered at the library.
- Accurately report program attendance in the Annual Report.
- Keep track of the number of people taking items from the Farm-2-Library refrigerator.

**Resources:**

- Plan appropriate number of low-cost or no-cost programs
- Use of volunteers for library programs
- Time needed for creating newsletters, articles, etc.
- Donations to pay for fruit provided by the CFC

**4.4 Goal 4: The Bancroft Public Library will develop programs and activities that meet the needs and interests of our community. Programs and activities will be developed keeping in mind the feedback the library received from the Salem community.**

**Objective 1:** The library will continue current library programs such as Chess Club, Book Club, Mahjong, and Scrabble Club. As some program/services have been suspended due to COVID, the library will work to reinstate some of the programs that were in place in the past keeping in mind we will also be putting new programs in place that meet the current needs and interests of the community.

**Objective 2:** The library will develop regular programming/activities for the senior citizens in our community. These programs may include but are not limited to exercise classes, book deliveries, tech help, insurance help, etc.

**Objective 3:** To meet the needs of the children/teens in the Salem community, the library will plan programs geared to their interests.

**Objective 4:** The library will explore ways to welcome new residents to the area and provide them with information and resources about the library, Salem, and the surrounding area. Welcome bags will be put together and given to new residents.

**Objective 5:** When planning programs, the library will take into consideration the need expressed by new people in our community to have a place where they can meet, interact, and get to know other people that live in the area. The library will work with other organizations in Salem, such as the Historic Salem Courthouse, Salem Central School, Salem Rotary Club, Salem Area Chamber of Commerce and Fort Salem Theater, to find activities that will give new residents the opportunity to meet people and become part of the Salem community.

**Measurement/Evaluation:**

- Program development and/or resource purchases reflecting community needs.
- Data – attendance at programs

**Resources:**

- Budget – costs for programs, Friends of the Library
- Volunteers
- Items for Welcome Bags
- Other Salem businesses and organizations
- Time for staff/volunteers to develop library programs

**4.5 Goal 5: The Bancroft Library, together with the Bancroft Trust, will maintain and improve the physical building and courtyard to better serve the public.**

**Objective 1:** Through the use of private donations, the library courtyard space will be made into a usable space for library patrons to enjoy. The space will include outside seating, (some of which is handicapped accessible), plants and flowers, and areas set up for learning.

**Objective 2:** Updates/repairs will be made to the library building as needed. When applicable, grants will be sought to pay for completion of such updates.

**Measurement/Evaluation:**

- Completion and usability of the court yard space.

**Resources:**

- Private donations
- Grants

This plan was created in the midst of a pandemic, assuming a return to normalcy. Goals and objectives may be modified as the needs and interests of the community change over the next five years.

**Adopted:** November 2, 2021  
Bancroft Public Library Board of Trustees