



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

**ISSUED:** September 10, 2024



# TABLE OF CONTENTS

	APPROVED	PAGE
<b>Table of Contents</b>		<b>1</b>
<b>Bancroft Library Mission Statement</b>	May 10, 2022	2
<b>Bancroft Library By-Laws</b>	May 10, 2022	3
<b>Behavior and Environment Policy</b>	May 10, 2022	7
<b>Child Behavior and Supervision Policy</b>	May 10, 2022	9
<b>Code of Ethics</b>	May 10, 2022	10
<b>Confidentiality of Library Records</b>	May 10, 2022	12
<b>Conflicts of Interest and Disclosure of Certain Interests Policy</b>	May 10, 2022	13
<b>Courtyard Usage Policy</b>	May 10, 2022	15
<b>Credit Card Policy and Guidelines</b>	May 10, 2022	16
<b>Disability Accommodations Policy</b>	May 10, 2022	19
<b>Emergency Procedures Policy</b>	Sep 10, 2024	20
<b>Evaluation Procedures Policy</b>	May 10, 2022	23
<b>Fund Balance Policy</b>	May 10, 2022	24
<b>Gift-Donation Policy</b>	Dec 13, 2022	25
<b>Harassment and Discrimination Policy</b>	Dec 12, 2023	26
<b>Harassment and Discrimination Complaint Form</b>	Dec 12, 2023	38
<b>Internet and Electronic Resources Policy</b>	Sep10, 2024	40
<b>Library Operations Policy</b>	Feb 14, 2023	42
<b>Material Reconsideration Policy</b>	Dec 12, 2023	45
<b>Material Reconsideration Request Form</b>	Dec 12, 2023	46
<b>Materials Selection Policy</b>	May 10, 2022	47
<b>Naloxone (Narcan) Policy</b>	Feb 14, 2023	49
<b>Notary Services Policy</b>	Feb 14, 2023	52
<b>Pandemic Operations Policy</b>	May 10, 2022	53
<b>Programing Policy</b>	May 10, 2022	56
<b>Proudfit Hall - Displays &amp; Exhibits Policy</b>	Jun 14, 2022	57
<b>Proudfit Hall - Video Monitor Usage Agreement</b>	Jun 14, 2022	58
<b>Proudfit Hall Rental - Usage Policy</b>	Jun 21, 2023	61
<b>Proudfit Hall Rental - Usage Agreement</b>	Jun 21, 2023	64
<b>Public Relations Policy</b>	May 10, 2022	66
<b>Purchasing Policy</b>	May 10, 2022	67
<b>Records Retention Policy</b>	May 10, 2022	69
<b>Responsibilities of the Board of Trustees and Code of Ethics</b>	May 10, 2022	71
<b>Responsibilities of the Director</b>	May 10, 2022	73
<b>Social Media Policy</b>	May 10, 2022	74
<b>Tobacco-Free Grounds Policy</b>	May 10, 2022	75
<b>Trustees Education Policy</b>	Feb 15,2024	76
<b>Trustees Education Self-Assurance Activity Form</b>	Feb 15, 2024	78
<b>Video Surveillance Policy</b>	Dec 12, 2023	79
<b>Volunteer Policy</b>	May 10, 2022	80
<b>Community Based Strategic Plan For 2022 - 2027</b>	May 10, 2022	81

# **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

**Reaffirmed:** May 10, 2022

# 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

**Reaffirmed:** May 10, 2022

## **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, vaping, 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.

To assure the privacy of library users, patrons are prohibited from taking picture, video and voice recording without the permission of the Library Director or Board of Trustees.

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.



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 and May 10, 2022

**Reaffirmed:** May 10, 2022

# **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  
**Reaffirmed:** May 10, 2022

# **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

**Reaffirmed:** May 10, 2022

# **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  
**Reaffirmed:** May 10, 2022

# **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

Page | 2

### 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

**Reaffirmed:** May 10, 2022

**BANCROFT PUBLIC LIBRARY**  
**COURTYARD USAGE POLICY**  
**KENNETH J. STREETER MEMORIAL PARK**

The Kenneth J. Streeter Memorial Park, aka Bancroft Public Library courtyard, is a public space. The rules for use of courtyard are as follows, and will be clearly posted at the courtyard entrance:

- Courtyard is open from dawn to dusk.
- The courtyard has a “Carry-in - Carry-out” policy. All users are requested to remove any trash generated and take it with them. Please, help us keep our courtyard clean for everyone’s enjoyment.
- NO BARBECUING.
- NO SMOKING or VAPING.
- NO ALCOHOL.
- NO ILLEGAL DRUGS.
- No roller skating, inline skating, skate boarding, bicycling, scooter, etc.

**Adopted:**        May 10, 2022



# **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 and Deputy 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 and Deputy Director are 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 and Deputy 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 and Deputy 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 \$5000.00. 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 or Deputy 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

**Revised:** May 10, 2022

## **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  
**Reaffirmed:** May 10, 2022

# **BANCROFT PUBLIC LIBRARY**

## **EMERGENCY PROCEDURES POLICY**

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

- Call 911
- Ask everyone to leave the building by either the front door, Proudfit Hall 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.
- Gather all patrons and staff in front of the Post Office to check and ensure everyone was safely evacuated.

**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.

*NOTE: an AFD is located in Proudfit Hall to the left behind the Judges bench.*

### **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.
- Gather all patrons and staff in front of the Post Office to check and ensure everyone was safely evacuated.

**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.

**INCLEMENT and SEVERE WEATHER**

Bancroft Public Library will make every reasonable effort to open to the public as scheduled, consistent with safe access for the public and staff. Inclement weather can cause transportation problems and locally hazardous conditions with possible power outages. The library will close, delay opening, or close ahead of schedule when the weather becomes hazardous to the health and/or safety of the public and/or Library staff.

Emergency/inclement weather closing will be authorized by the Director and/or President of the Board of Trustees. The decision to close, postpone opening, or close early due to inclement weather will be made based on actual observed local weather conditions. National or New York weather service advisories concerning travel during storm conditions will always be followed. The public will be made aware of any closures through social media, email, and, if possible, updates on the website.

- **Snow/Ice Storm:** During operating hours the Director and President of the Board will monitor weather and make decisions on closure. If the snow/ice is severe and a decision to close is made before library opens, all staff on schedule for that day will be notified as soon as possible and notice will be made via email and social media. If the snow/ice becomes bad during the day, the Library Director will make the decision as to whether it's prudent to close early (if the Library Director is not working that day, staff should contact the Director or Board President if the Director is unavailable for instructions). Notice will be made via email and social media about the early closure.
- **Tornado/Severe Storm:** If there is the possibility of a tornado, library staff should monitor weather reports for changes in possible severity of storm/tornado. The gradations of tornadoes are: WATCH and WARNING.
  - A tornado WATCH is issued when weather conditions favor the formation of tornadoes, for example, during a severe thunderstorm. Staff should monitor weather reports and be prepared to take shelter with patrons immediately if conditions worsen.
  - A tornado WARNING is issued when a tornado funnel is sighted or indicated by weather radar.
    - Staff should encourage all users of the library to take shelter immediately (Individuals who are unwilling to seek shelter should be told they are doing so at their own risk). Shelter can be taken in the Reading Room, or shelter in the basement.
    - Take Emergency kit with you (hanging on the back of the basement door).
    - Assistance in finding shelter should be given to children, elderly people, and mentally/physically handicapped.

- **AFTER THE STORM:**
  - Treat all electrical equipment as if it were charged and dangerous, especially if the floors are wet.
  - Notify 911 of any injuries or other conditions requiring medical attention.
- **Shelter in Place Warning:** If NYS releases a “shelter in place” warning, the library staff should immediately encourage all patrons to move to the Reading Room or basement. Take the emergency kit to the shelter area (the kit is located on the back of the basement door). Staff and patrons are encouraged to not leave the building until the “shelter in place” warning has expired.

**EARTHQUAKE:**

- **DURING an EARTHQUAKE:**
  - If inside, stay inside. DO NOT run outside or to other rooms during shaking.
  - Move patrons away from the book stacks.
- In most situations, patrons and staff will reduce their chance of injury from falling objects and even building collapse if they immediately: DROP down onto their hands and knees before the earthquake knocks them down. This position protects them from falling, but allows them to still move if necessary. Patrons and staff should COVER their head and neck (and entire body if possible) under the shelter of a sturdy table or desk. If there is no shelter nearby, patrons and staff should get down near an interior wall or next to low-lying furniture that won't fall on them, and cover their head and neck with their arms and hands. HOLD ON to shelter (or to your head and neck) until the shaking stops. Be prepared to move with shelter if the shaking shifts it around. DO NOT stand in a doorway. Patrons and staff are safer under a table. In modern buildings, doorways are no stronger than any other part of the house. The doorway does not protect you from the most likely source of injury—falling or flying objects. Most earthquake-related injuries and deaths are caused by falling or flying objects (e.g., TVs, lamps, glass, bookcases), or by being knocked to the ground.
- **AFTER an EARTHQUAKE:**
  - If the building is in danger of collapsing, staff and patrons should quickly evacuate in an orderly fashion.
  - Gather all patrons and staff in front of the Post Office to check and ensure everyone was safely evacuated.
  - Call 911.

**Adopted:** July 11, 2017  
**Revised:** July 7, 2020  
**Revised:** September 1, 2020  
**Revised:** May 10, 2022  
**Revised:** September 10, 2024

# **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  
**Reaffirmed:** May 10, 2022



# **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

**Reaffirmed:** May 10, 2022

# **BANCROFT PUBLIC LIBRARY**

## **GIFT - DONATION POLICY**

The Library will accept gifts and donations 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 and Board of Trustees.
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 Board of 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.
9. Cash and check donations shall be deposited in the Glens Falls National Bank "Town of Salem Bancroft Public Library" checking account.
10. Monetary donation made on the Library website shall be electronically deposited in the Glens Falls National Bank "Bancroft Public Library" checking account. Funds in this account shall be transferred periodically to the Glens Falls National Bank "Town of Salem Bancroft Public Library" checking account, subject to the approval of the Board of Trustees.

**Adopted:** July 11, 2017  
**Revised:** September 6, 2017  
**Reaffirmed:** May 10, 2022  
**Revised:** December 13, 2022

# **BANCROFT PUBLIC LIBRARY**

## **HARASSMENT AND DISCRIMINATION POLICY**

### **Purpose and Goals**

Bancroft Public Library is committed to maintaining a workplace free from harassment and discrimination. Sexual harassment is a form of workplace discrimination that subjects an employee to inferior conditions of employment due to their gender, gender identity, gender expression (perceived or actual), and/or sexual orientation. Sexual harassment is often viewed simply as a form of gender-based discrimination, but *Bancroft Public Library* recognizes that discrimination can be related to or affected by other identities beyond gender. Under the New York State Human Rights Law, it is illegal to discriminate based on sex, sexual orientation, gender identity or expression, age, race, creed, color, national origin, military status, disability, pre-disposing genetic characteristics, familial status, marital status, criminal history, or status as a victim of domestic violence. Our different identities impact our understanding of the world and how others perceive us. For example, an individual's race, ability, or immigration status may impact their experience with gender discrimination in the workplace. While this policy is focused on sexual harassment and gender discrimination, the methods for reporting and investigating discrimination based on other protected identities are the same. The purpose of this policy is to teach employees to recognize discrimination, including discrimination due to an individual's intersecting identities, and provide the tools to take action when it occurs. All employees, managers, and supervisors are required to work in a manner designed to prevent sexual harassment and discrimination in the workplace. This policy is one component of Bancroft Public Library commitment to a discrimination-free work environment.

### **Goals of this Policy:**

Sexual harassment and discrimination are against the law. After reading this policy, employees will understand their right to a workplace free from harassment. Employees will also learn what harassment and discrimination look like, what actions they can take to prevent and report harassment, and how they are protected from retaliation after taking action. The policy will also explain the investigation process into any claims of harassment. Employees are encouraged to report sexual harassment or discrimination by filing a complaint internally with Bancroft Public Library. Employees can also file a complaint with a government agency or in court under federal, state, or local antidiscrimination laws. To file an employment complaint with the New York State Division of Human Rights, please visit <https://dhr.ny.gov/complaint>. To file a complaint with the United States Equal Employment Opportunity Commission, please visit <https://www.eeoc.gov/filing-charge-discrimination>.

### **Sexual Harassment and Discrimination Prevention Policy:**

1. Bancroft Public Library policy applies to all employees, applicants for employment, and interns, whether paid or unpaid. The policy also applies to additional covered individuals. It applies to anyone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in our workplace. These individuals include persons commonly referred to as independent contractors, gig workers, and temporary workers. Also included are persons providing equipment repair, cleaning services, or any other services through a contract with Bancroft Public Library. For the remainder of this policy, we will use the term “covered individual” to refer to these individuals who are not direct employees of the company.
2. Sexual harassment is unacceptable. Any employee or covered individual who engages in sexual harassment, discrimination, or retaliation will be subject to action, including appropriate discipline for employees. In New York, harassment does not need to be severe or pervasive to be illegal. Employees and covered individuals should not feel discouraged from reporting harassment because they do not believe it is bad enough, or conversely because they do not want to see a colleague fired over less severe behavior. Just as harassment can happen in different degrees, potential discipline for engaging in sexual harassment will depend on the degree of harassment and might include education and counseling. It may lead to suspension or termination when appropriate.
3. Retaliation is prohibited. Any employee or covered individual that reports an incident of sexual harassment or discrimination, provides information, or otherwise assists in any investigation of a sexual harassment or discrimination complaint is protected from retaliation. No one should fear reporting sexual harassment if they believe it has occurred. So long as a person reasonably believes that they have witnessed or experienced such behavior, they are protected from retaliation. Any employee of Bancroft Public Library who retaliates against anyone involved in a sexual harassment or discrimination investigation will face disciplinary action, up to and including termination. All employees and covered individuals working in the workplace who believe they have been subject to such retaliation should inform a supervisor, manager, Library Director or Bancroft Public Library Board of Trustees as specified in the Reporting Sexual Harassment section of this policy. All employees and covered individuals who believe they have been a target of such retaliation may also seek relief from government agencies, as explained below in the section on [Legal Protections](#).
4. Discrimination of any kind, including sexual harassment, is a violation of our policies, is unlawful, and may subject Bancroft Public Library to liability for the harm experienced by targets of discrimination. Harassers may also be individually subject to liability and employers or supervisors who fail to report or act on harassment may be liable for aiding and abetting such behavior. Employees at every level who engage in harassment or discrimination, including managers and supervisors who engage in harassment or discrimination or who allow such behavior to continue, will be penalized for such misconduct.
5. Bancroft Public Library will conduct a prompt and thorough investigation that is fair to all parties. An investigation will happen whenever management receives a complaint about discrimination or sexual harassment, or when it otherwise knows of possible discrimination or sexual harassment occurring. Bancroft Public Library will keep the investigation confidential to the extent possible. If an investigation ends with the finding that discrimination or sexual harassment occurred, Bancroft Public Library will act as required. In addition to any required discipline, Bancroft Public Library will also take steps to ensure a safe work environment for the employee(s) who experienced the discrimination or harassment. All employees, including

managers and supervisors, are required to cooperate with any internal investigation of discrimination or sexual harassment.

6. All employees and covered individuals are encouraged to report any harassment or behaviors that violate this policy. All employees will have access to a complaint form to report harassment and file complaints. Use of this form is not required. For anyone who would rather make a complaint verbally, or by email, these complaints will be treated with equal priority. An employee or covered individual who prefers not to report harassment to their manager or employer may instead report harassment to the New York State Division of Human Rights and/or the United States Equal Employment Opportunity Commission. Complaints may be made to both the employer and a government agency.

Managers and supervisors are **required** to report any complaint that they receive, or any harassment that they observe or become aware of, to the Library Director.

7. This policy applies to all employees and covered individuals, such as contractors, subcontractors, vendors, consultants, or anyone providing services in the workplace, and all must follow and uphold this policy. This policy must be provided to all employees in person or digitally through email upon hiring and will be posted prominently in all work locations. For those offices operating remotely, in addition to sending the policy through email, it will also be available on the organization's shared network.

### What Is Sexual Harassment?

Sexual harassment is a form of gender-based discrimination that is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and the status of being transgender. Sexual harassment is not limited to sexual contact, touching, or expressions of a sexually suggestive nature. Sexual harassment includes all forms of gender discrimination including gender role stereotyping and treating employees differently because of their gender.

Understanding gender diversity is essential to recognizing sexual harassment because discrimination based on sex stereotypes, gender expression and perceived identity are all forms of sexual harassment. The gender spectrum is nuanced, but the three most common ways people identify are cisgender, transgender, and non-binary. A cisgender person is someone whose gender aligns with the sex they were assigned at birth. Generally, this gender will align with the binary of male or female. A transgender person is someone whose gender is different than the sex they were assigned at birth. A non-binary person does not identify exclusively as a man or a woman. They might identify as both, somewhere in between, or completely outside the gender binary. Some may identify as transgender, but not all do. Respecting an individual's gender identity is a necessary first step in establishing a safe workplace.

Sexual harassment is unlawful when it subjects an individual to inferior terms, conditions, or privileges of employment. Harassment does not need to be severe or pervasive to be illegal. It can be any harassing behavior that rises above petty slights or trivial inconveniences. Every instance of harassment is unique to those experiencing it, and there is no single boundary between petty slights and harassing behavior. However, the Human Rights Law specifies that whether harassing conduct is considered petty or trivial is to be viewed from the standpoint of a reasonable victim of discrimination with the same protected characteristics. Generally, any behavior in which an employee or covered individual is treated worse because of their gender (perceived or actual), sexual orientation, or gender expression is considered a violation of Bancroft Public Library policy. The intent of the behavior, for example, making a joke, does not

neutralize a harassment claim. Not intending to harass is not a defense. The impact of the behavior on a person is what counts. Sexual harassment includes any unwelcome conduct which is either directed at an individual because of that individual's gender identity or expression (perceived or actual), or is of a sexual nature when:

- The purpose or effect of this behavior unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment. The impacted person does not need to be the intended target of the sexual harassment;
- Employment depends implicitly or explicitly on accepting such unwelcome behavior; or
- Decisions regarding an individual's employment are based on an individual's acceptance to or rejection of such behavior. Such decisions can include what shifts and how many hours an employee might work, project assignments, as well as salary and promotion decisions.

There are two main types of sexual harassment:

- Behaviors that contribute to a **hostile work environment** include, but are not limited to, words, signs, jokes, pranks, intimidation, or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex, gender identity, or gender expression. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory, or discriminatory statements which an employee finds offensive or objectionable, causes an employee discomfort or humiliation, or interferes with the employee's job performance.
- Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions, or privileges of employment. This is also called **quid pro quo** harassment.

Any employee or covered individual who feels harassed is encouraged to report the behavior so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be discrimination and is covered by this policy.

### Examples of Sexual Harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited. **This list is just a sample of behaviors and should not be considered exhaustive.** Any employee who believes they have experienced sexual harassment, even if it does not appear on this list, should feel encouraged to report it:

- Physical acts of a sexual nature, such as:
  - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body, or poking another employee's body; or
  - Rape, sexual battery, molestation, or attempts to commit these assaults, which may be considered criminal conduct outside the scope of this policy (please contact local law enforcement if you wish to pursue criminal charges).
- Unwanted sexual comments, advances, or propositions, such as:

- Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion, or other job benefits;
  - This can include sexual advances/pressure placed on a service industry employee by customers or clients, especially those industries where hospitality and tips are essential to the customer/employee relationship;
- Subtle or obvious pressure for unwelcome sexual activities; or
- Repeated requests for dates or romantic gestures, including gift-giving.
- Sexually oriented gestures, noises, remarks or jokes, or questions and comments about a person's sexuality, sexual experience, or romantic history which create a hostile work environment. This is not limited to interactions in person. Remarks made over virtual platforms and in messaging apps when employees are working remotely can create a similarly hostile work environment.
- Sex stereotyping, which occurs when someone's conduct or personality traits are judged based on other people's ideas or perceptions about how individuals of a particular sex should act or look:
  - Remarks regarding an employee's gender expression, such as wearing a garment typically associated with a different gender identity; or
  - Asking employees to take on traditionally gendered roles, such as asking a woman to serve meeting refreshments when it is not part of, or appropriate to, her job duties.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
  - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials, or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace;
  - This also extends to the virtual or remote workspace and can include having such materials visible in the background of one's home during a virtual meeting.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity, or gender expression, such as:
  - Interfering with, destroying, or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
  - Sabotaging an individual's work;
  - Bullying, yelling, or name-calling;
  - Intentional misuse of an individual's preferred pronouns; or
  - Creating different expectations for individuals based on their perceived identities:
    - Dress codes that place more emphasis on women's attire;
    - Leaving parents/caregivers out of meetings.

### Who Can be a Target of Sexual Harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. Harassment does not have to be between members of the opposite sex or gender. New York Law protects employees and all covered individuals described earlier in the policy. **Harassers can be anyone in the workplace.** A supervisor, a supervisee, or a coworker can all be harassers. Anyone else in the workplace can also be harassers including an independent contractor, contract worker, vendor, client, customer, patient, constituent, or visitor.

Sexual harassment does not happen in a vacuum and discrimination experienced by an employee can be impacted by biases and identities beyond an individual's gender. For example:

- Placing different demands or expectations on black women employees than white women employees can be both racial and gender discrimination;
- An individual's immigration status may lead to perceptions of vulnerability and increased concerns around illegal retaliation for reporting sexual harassment; or
- Past experiences as a survivor of domestic or sexual violence may lead an individual to feel re-traumatized by someone's behaviors in the workplace.

Individuals bring personal history with them to the workplace that might impact how they interact with certain behavior. It is especially important for all employees to be aware of how words or actions might impact someone with a different experience than their own in the interest of creating a safe and equitable workplace.

### **Where Can Sexual Harassment Occur?**

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

Sexual harassment can occur when employees are working remotely from home as well. Any behaviors outlined above that leave an employee feeling uncomfortable, humiliated, or unable to meet their job requirements constitute harassment even if the employee or covered individual is at home when the harassment occurs. Harassment can happen on virtual meeting platforms, in messaging apps, and after working hours between personal cell phones.

### **Retaliation**

Retaliation is unlawful and is any action by an employer or supervisor that punishes an individual upon learning of a harassment claim, that seeks to discourage a worker or covered individual from making a formal complaint or supporting a sexual harassment or discrimination claim, or that punishes those who have come forward. These actions need not be job-related or occur in the workplace to constitute unlawful retaliation. For example, threats of physical violence outside of work hours or disparaging someone on social media would be covered as retaliation under this policy.

Examples of retaliation may include, but are not limited to:

- Demotion, termination, denying accommodations, reduced hours, or the assignment of less desirable shifts;
- Publicly releasing personnel files;
- Refusing to provide a reference or providing an unwarranted negative reference;
- Labeling an employee as "difficult" and excluding them from projects to avoid "drama";
- Undermining an individual's immigration status; or
- Reducing work responsibilities, passing over for a promotion, or moving an individual's desk to a less desirable office location.



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

- Made a complaint of sexual harassment or discrimination, either internally or with any government agency;
- Testified or assisted in a proceeding involving sexual harassment or discrimination under the Human Rights Law or any other anti-discrimination law;
- Opposed sexual harassment or discrimination by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of suspected harassment;
- Reported that another employee has been sexually harassed or discriminated against; or
- Encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

### Reporting Sexual Harassment

**Everyone must work toward preventing sexual harassment, but leadership matters. Supervisors and managers have a special responsibility to make sure employees feel safe at work and that workplaces are free from harassment and discrimination.** Any employee or covered individual is encouraged to report harassing or discriminatory behavior to a supervisor, manager or Library Director. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager, or Library Director. If you are subjected to any conduct that you believe violates this policy by the Library Director, you are encouraged to report any harassment or behaviors to the Bancroft Public Library Board of Trustees which will follow the Complaints and Investigations of Sexual Harassment procedure specified in this policy.

Reports of sexual harassment may be made verbally or in writing. A written complaint form is attached to this policy if an employee would like to use it, but the complaint form is not required. Employees who are reporting sexual harassment on behalf of other employees may use the complaint form and should note that it is on another employee’s behalf. A verbal or otherwise written complaint (such as an email) on behalf of oneself or another employee is also acceptable.

Employees and covered individuals who believe they have been a target of sexual harassment may at any time seek assistance in additional available forums, as explained below in the section on [Legal Protections](#).

### Supervisory Responsibilities

Supervisors and managers have a responsibility to prevent sexual harassment and discrimination. All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing or discriminatory behavior, or for any reason suspect that sexual harassment or discrimination is occurring, are required to report such suspected sexual harassment to the Library Director. Managers and supervisors should not be passive and wait for an employee to make a claim of harassment. If they observe such behavior, they must act.

Supervisors and managers can be disciplined if they engage in sexually harassing or discriminatory behavior themselves. Supervisors and managers can also be disciplined for failing to report suspected sexual harassment or allowing sexual harassment to continue after they know about it.

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

While supervisors and managers have a responsibility to report harassment and discrimination, supervisors and managers must be mindful of the impact that harassment and a subsequent investigation has on victims. Being identified as a possible victim of harassment and questioned about harassment and discrimination can be intimidating, uncomfortable and re-traumatizing for individuals. Supervisors and managers must accommodate the needs of individuals who have experienced harassment to ensure the workplace is safe, supportive, and free from retaliation for them during and after any investigation.

### **Bystander Intervention**

Any employee witnessing harassment as a bystander is encouraged to report it. A supervisor or manager that is a bystander to harassment is **required** to report it. There are five standard methods of bystander intervention that can be used when anyone witnesses harassment or discrimination and wants to help.

1. A bystander can interrupt the harassment by engaging with the individual being harassed and distracting them from the harassing behavior;
2. A bystander who feels unsafe interrupting on their own can ask a third party to help intervene in the harassment;
3. A bystander can record or take notes on the harassment incident to benefit a future investigation;
4. A bystander might check in with the person who has been harassed after the incident, see how they are feeling and let them know the behavior was not ok; and
5. If a bystander feels safe, they can confront the harassers and name the behavior as inappropriate. When confronting harassment, physically assaulting an individual is never an appropriate response.

Though not exhaustive, and dependent on the circumstances, the guidelines above can serve as a brief guide of how to react when witnessing harassment in the workplace. Any employee witnessing harassment as a bystander is encouraged to report it. A supervisor or manager that is a bystander to harassment is required to report it.

### **Complaints and Investigations of Sexual Harassment**

All complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. An investigation of any complaint, information, or knowledge of suspected sexual harassment will be prompt, thorough, and started and completed as soon as possible. The investigation will be kept confidential to the extent possible. All individuals involved, including those making a harassment claim, witnesses, and alleged harassers deserve a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. Bancroft Public Library will take disciplinary action against anyone engaging in retaliation against employees who file complaints, support another's complaint, or participate in harassment investigations.

## HARASSMENT AND DISCRIMINATION POLICY

Page | 9

Bancroft Public Library recognizes that participating in a harassment investigation can be uncomfortable and has the potential to retraumatize an employee. Those receiving claims and leading investigations will handle complaints and questions with sensitivity toward those participating.

While the process may vary from case to case, investigations will be done in accordance with the following steps. Upon receipt of a complaint, the Library Director or as specified in the "Reporting Sexual Harassment", the Bancroft Public Library Board of Trustees:

1. Will conduct a prompt review of the allegations, assess the appropriate scope of the investigation, and take any interim actions (for example, instructing the individual(s) about whom the complaint was made to refrain from communications with the individual(s) who reported the harassment), as appropriate. If complaint is verbal, request that the individual completes the complaint form in writing. If the person reporting prefers not to fill out the form, Library Director will prepare a complaint form or equivalent documentation based on the verbal reporting;
2. Will take steps to obtain, review, and preserve documents sufficient to assess the allegations, including documents, emails or phone records that may be relevant to the investigation. The Library Director will consider and implement appropriate document request, review, and preservation measures, including for electronic communications;
3. Will seek to interview all parties involved, including any relevant witnesses;
4. Will create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
  - a. A list of all documents reviewed, along with a detailed summary of relevant documents;
  - b. A list of names of those interviewed, along with a detailed summary of their statements;
  - c. A timeline of events;
  - d. A summary of any prior relevant incidents disclosed in the investigation, reported or unreported; and
  - e. The basis for the decision and final resolution of the complaint, together with any corrective action(s).
5. Will keep the written documentation and associated documents in a secure and confidential location;
6. Will promptly notify the individual(s) who reported the harassment and the individual(s) about whom the complaint was made that the investigation has been completed and implement any corrective actions identified in the written document; and
7. Will inform the individual(s) who reported of the right to file a complaint or charge externally as outlined in the next section.

### Legal Protections and External Remedies

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

The internal process outlined in the policy above is one way for employees to report sexual harassment. Employees and covered individuals 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 also seek the legal advice of an attorney.

#### New York State Division of Human Rights:

The New York State Human Rights Law (HRL), N.Y. Executive Law, art. 15, § 290 *et seq.*, applies to all employers in New York State and protects employees and covered individuals, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the New York State Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints of sexual harassment filed with DHR may be submitted any time **within three years** of the harassment. If an individual does not file a complaint with DHR, they can bring a lawsuit directly in state court under the Human Rights Law, **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 three years are counted from the 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 receive a public hearing before an administrative law judge. If sexual harassment is found at the hearing, DHR has the power to award relief. Relief varies but it may include requiring your employer to take action to stop the harassment, or repair the damage caused by the harassment, including paying of monetary damages, punitive 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).

Go to [dhr.ny.gov/complaint](http://dhr.ny.gov/complaint) for more information about filing a complaint with DHR. The website has a digital complaint process that can be completed on your computer or mobile device from start to finish. The website has a complaint form that can be downloaded, filled out, and mailed to DHR as well as a form that can be submitted online. The website also contains contact information for DHR's regional offices across New York State.

Call the DHR sexual harassment hotline at **1(800) HARASS3** for more information about filing a sexual harassment complaint. This hotline can also provide you with a referral to a volunteer attorney experienced in sexual harassment matters who can provide you with limited free assistance and counsel over the phone.

### **The United States Equal Employment Opportunity Commission:**

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act, 42 U.S.C. § 2000e *et seq.* An individual can file a complaint with the EEOC anytime within 300 days from the most recent incident of 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. If the EEOC determines that the law may have been violated, the EEOC will try to reach a voluntary settlement with the employer. If the EEOC cannot reach a settlement, the EEOC (or the Department of Justice in certain cases) will decide whether to file a lawsuit. The EEOC will issue a Notice of Right to Sue permitting workers to file a lawsuit in federal court if the EEOC closes the charge, is unable to determine if federal employment discrimination laws may have been violated, or believes that unlawful discrimination occurred by does not file a lawsuit.

Individuals may obtain relief in mediation, settlement or conciliation. In addition, 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 the New York State Division of Human Rights, DHR will automatically 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 or discrimination with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 22 Reade Street, 1st 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. Those wishing to pursue criminal charges are encouraged to contact their local police department.

### **Conclusion**

The policy outlined above is aimed at providing employees at Bancroft Public Library and covered individuals an understanding of their right to a discrimination and harassment free workplace. All employees should feel safe at work.

## HARASSMENT AND DISCRIMINATION POLICY

Page | 12

Though the focus of this policy is on sexual harassment and gender discrimination, the New York State Human Rights law protects against discrimination in several protected classes including sex, sexual orientation, gender identity or expression, age, race, creed, color, national origin, military status, disability, pre-disposing genetic characteristics, familial status, marital status, criminal history, or domestic violence survivor status. The prevention policies outlined above should be considered applicable to all protected classes.

**Adopted:** December 12, 2023

## BANCROFT PUBLIC LIBRARY

### HARASSMENT AND DISCRIMINATION 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 the Bancroft Harassment and Discrimination Policy by investigating the claims as outlined at the end of this form. For additional resources, visit: [ny.gov/programs/combating-sexual-harassment-workplace](https://ny.gov/programs/combating-sexual-harassment-workplace)

#### COMPLAINANT INFORMATION

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

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

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

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

#### SUPERVISORY INFORMATION

Immediate Supervisor's Name: \_\_\_\_\_

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

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

#### COMPLAINT INFORMATION

1. Your complaint of Sexual Harassment is made about:

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

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

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

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

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

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

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

**Revised:** December 12, 2023



# **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 and Electronics Resources 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 \$0.25 per page for black and white and \$0.75 per page for color printing/copies either from the printer or copy machine. There will be a charge of \$1.00 for the first fax page and \$0.50 per page for any additional fax pages.

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

- Displaying or sending sexually graphic images or offensive messages on any personal or Library owned electronic device while in the Library or using Library Wi-Fi
- Downloading any sexually graphic or illegal material while using Library computers or Wi-Fi
- Violation of computer security system
- Unauthorized use of computer accounts or access codes
- Obstruction or disruption of other people's work
- Visual, verbal, or written use of the computer to transmit harassing materials.
- Violating copyright laws
- Using another's password

## INTERNET AND ELECTRONIC RESOURCES POLICY

Page | 2

- Trespassing in another's folders, work, or files
- Intentionally wasting limited resources
- Employing the Library computer network for commercial purposes
- Tampering with, altering, editing or damaging computer, copier or electronic hardware or software
- Harassing staff for a hardware glitch which is out of their control (e.g., printer jam, power loss, data loss, etc.)
- Possess food or drink at computer workstations or near Library-owned electronics

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.

### Wireless Internet Limitations and Disclaimers

- Wireless access is provided as a public service free of charge on an "as is" basis with no guarantee and no warranty; nor is the making of a connection guaranteed.
- At its sole discretion, the Bancroft Public Library Board of Trustees may terminate this public service at any time without prior notice.
- Information passing through Bancroft Public Library's wireless access is not secured and could be monitored, captured, or altered by others.
- It is the user's sole responsibility to protect his or her information from all risks associated with using the Internet, including any damage, loss, or theft that may occur as a result of use of Bancroft Public Library wireless access.
- Display of sexually graphic images is not permitted on any computer in the Library.
- Sound must be muted or personal headphones must be used.
- Library staff is not able to provide technical assistance and assumes no responsibility for laptop configurations, security or changes to data files resulting from connection to the Library's network.
- In using this free Internet access, the user agrees to hereby release, indemnify, and hold harmless, the Bancroft Public Library and Board of Trustees, its officers and employees, and any affiliate, from any damage that may result in the user's use of this wireless access.

While using this wireless access, the user acknowledges that he or she is subject to, and agrees to abide by all laws, and all rules and regulations of the Bancroft Public Library, the State of New York, and the United States government that is applicable to Internet use. 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  
**Reaffirmed:** May 10, 2022  
**Revised:** December 13, 2022  
**Revised:** October 10, 2023  
**Revised:** September 10, 2024

# **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 all federal holidays, Christmas Eve, and 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. Story time bags may be borrowed for two weeks and renewed one time. Kits (cursive, insects, bird, etc.) may be borrowed for two weeks and renewed one time. Circulating games may be borrowed for one week and renewed one time. Circulating games must be returned inside the Library and not in the outside book drop box.

Museum and attraction passes should be reserved in advance of date of intended use. They can be picked up two(2) days in advance and must be returned no later than two (2) days after use.

Special arrangements may be made for borrowing materials.

Local residents and patrons of a Southern Adirondack Library System (SALS) or Mohawk Valley Library System (MVLS) member library, are 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 SALS or MVLS Library, and a card issued by any SALS or MVLS Library may be used at the Bancroft Public Library. A full list of SALS and MVLS 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:** Bancroft Public Library has eliminated overdue fines to ensure equitable access to Library resources.

What items are fine free? There are no overdue fines for books, audiobooks, circulating games, story time bags, kits, DVDs, CDs, and magazines.

What about other library materials? There will still be overdue fines on items including, but not limited to: museum and attraction passes, and out-of-system Interlibrary Loan (ILL). A fine of \$5.00 a day shall be charged for overdue return of museum and attraction passes. If you check out materials while visiting another SALS/MVLS library, you could still be charged fines based on that library's fine policy (some have fines, some do not). Replacement fees and processing charges for lost or damaged items still apply.

How will the Library get people to return borrowed materials? "NO FINES" does not mean "NO RESPONSIBILITY". Materials will still have due dates and you are expected to return materials on time. Materials that are thirty days overdue are assumed lost and you will be charged for replacement and processing costs. Staff will discuss the item replacement process with patrons.

If you have \$5.00 or more in charges or five or more overdue items on your library card, you will be prohibited from borrowing library materials and use of public computers.

Starting at sixty days after your account reaches \$250.00 in charges, your account may be sent to a collection agency. A fee to cover collection costs will be placed on your account. Please return your materials in a timely manner to prevent this from happening.

Will I still receive reminders about returning materials?

NOTICE	WHEN
Reminder	3 days before item is due
Overdue	14 days overdue
Bill	30 days overdue

Notices are sent via email or text. Please see Library staff to update your account and select your notification options.

Many patrons consider their late fines as a donation to the Library. If you would like to make a donation, you can do so.

**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. See the Proudfit Hall Rental – Usage Policy. The Bancroft Trust, Town of Salem and Bancroft Public Library will assume no responsibility for injury or loss of property while using the community room. 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, December 7, 2021, May 10, 2022, December 13, 2022 and February 14, 2023

# **BANCROFT PUBLIC LIBRARY**

## **MATERIAL 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.
6. Challenges must be filed by patron, with valid Library card issued by Bancroft Public Library.
7. Challenged material must be in Bancroft Public Library collection.
8. Reconsideration of an item for substantially similar concerns will not be entertained for a period of five years after a decision has been made.

### **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 complies with the Bancroft Public Library Material Selection Policy.
2. If the patron wants to go forward with their challenge, they must submit the completed Material 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

**Revised:** June 14, 2022 and December 12, 2023

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

Email 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 to show non-compliance with the Bancroft Public Library Material Selection Policy .  
\_\_\_\_\_
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?  
\_\_\_\_\_

*If additional space is required for answers to above questions use separate paper.*

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

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

**Adopted:** July 10, 2018

**Revised:** December 12, 2023

# **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 [SALON Collection Development Policy](#) 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 Library Director 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

Page | 2

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

**Revised:** May 10, 2022

# **BANCROFT PUBLIC LIBRARY**

## **NALOXONE [NARCAN] POLICY**

### **PURPOSE:**

To establish guidelines and procedures regarding the utilization and pre-hospital administration of nasal Naloxone by Bancroft Public Library in order to reduce the number of fatalities which occur as a result of opioid overdoses

### **POLICY:**

It is the policy of Bancroft Public Library for trained staff to administer, in accordance with state law and guidelines and oversight, to persons suffering from opioid overdose at the earliest possible time to minimize chances of a fatality

### **DEFINITIONS:**

1. **Naloxone:** an opioid receptor antagonist and antidote for opioid overdose produced in intramuscular, intranasal and intravenous forms. Naloxone is specifically used to counteract life threatening depression of the central nervous system and respiratory system. Narcan is a brand name for intranasal Naloxone
2. **Opioids:** a class of drugs that interact with opioid receptors on nerve cells in the body and brain. Opioids include the entire family of opiates including natural, synthetic, and semi-synthetic forms. Opioids include drugs such as heroin, synthetic opioids such as fentanyl, and pain relievers available legally by prescription such as oxycodone, hydrocodone and morphine
3. **Opioid Overdose:** an acute condition including, but not limited to, extreme physical illness, decreased level of consciousness, respiratory depression, coma, or death resulting from the consumption or use of an opioid or another substance with which an opioid was combined, or that a layperson would reasonably believe to be an opioid-related drug overdose that requires medical assistance

### **GENERAL PROCEDURES:**

1. Naloxone shall be securely stored with the First Aid supplies at the front desk
2. Bancroft Public Library appoints the Library Director to oversee the Naloxone Policy. The Naloxone Coordinator's responsibilities will include:
  - a. Ensuring that all Naloxone kits are current and unexpired
  - b. Ensure proper and efficient deployment of Naloxone
  - c. Ensure that authorized staff are appropriately trained in the use and storage of Naloxone
  - d. Ensure that any use of Naloxone on an overdose victim is documented in a Usage Report
  - e. Replace Naloxone kits that are damaged, unusable, expired, or used
3. Only staff trained in the use of Naloxone are authorized to administer Naloxone at Bancroft Public Library.

**PROCEDURES FOR USE:****1. Recognize the Signs of Opioid Overdose**

<b>Opioid High</b>	<b>Opioid Overdose</b>
Relaxed muscles	Pale, clammy skin
Speech is slowed or slurred	Not breathing or very shallow breathing
Nodding off, appearing sleepy	Deep snorting or gurgling breaths
Still responsive to stimuli	Unresponsive to external stimuli
Normal heart beat/pulse rate	Slowed heart beat/pulse rate
Normal skin color	Cyanotic skin coloration (blue lips, etc.)
Smaller than usual pupils	Pinpoint pupils

- a. Suspected or confirmed opioid overdose consists primarily of:
  - i. Respiratory depression evidenced by slow respiration rate or no breathing
  - ii. Unresponsiveness to stimuli such as calling the victim's name, shaking them, or performing a sternal rub
- b. Suspicion of opioid overdose can be based on:
  - i. Presenting symptoms
  - ii. Reports from bystanders
  - iii. Staff prior knowledge of the victim
  - iv. Nearby medications, illicit drugs or drug paraphernalia

**2. Respond to the Opioid Overdose**

- a. **IMMEDIATELY CALL FOR EMERGENCY HELP – DIAL 911**
- b. Check the victim's breathing. If needed, deliver first aid per your level of training

**3. Reverse the Opioid Overdose**

- a. **Administer Naloxone**
  - i. Administer Naloxone per the manufacturer's instructions
  - ii. Once the victim resumes breathing normally, place them in the recovery position, lying on their side
  - iii. Stay with the victim until emergency medical help arrives to take over care

**Approved:** February 14, 2023

**USAGE REPORT****Employee Name:** \_\_\_\_\_**Report Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Date of Overdose: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Time of Overdose: \_\_\_\_ ☐AM ☐PM

Location where overdose occurred: \_\_\_\_\_

Gender of the overdose victim: ☐Male☐Female☐Unknown

Signs of overdose present:

☐Unresponsive☐Slow Pulse☐No Pulse☐Breathing Slowly☐Not Breathing☐Blue Lips☐Other: \_\_\_\_\_

What substances were involved in the overdose (present at the scene or suspected):

☐Heroin☐Oxycodone☐Hydrocodone☐Codeine☐Morphine☐Fentanyl☐Benzos/Barbiturates☐Alcohol☐Methamphetamine☐Cocaine/Crack☐Other: \_\_\_\_\_**Details of Naloxone Deployment**Type of Naloxone used: ☐intramuscular☐intranasal☐intravenous

Lot Number: \_\_\_\_\_

Expiration Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Number of doses used: \_\_\_\_

Did Naloxone work: ☐Yes ☐No ☐UnknownVictim's response to Naloxone: ☐Responsive & alert ☐Responsive & sedated ☐No responseDid the victim live: ☐Yes☐No☐Unknown

Post-Naloxone withdrawal symptoms (check all that apply):

☐None☐Irritable or Angry☐Nausea☐Muscle Aches☐Runny Nose☐Watery Eyes☐Combative☐Vomiting☐Other: \_\_\_\_\_

Other medical action taken:

☐Sternal Rub☐Rescue Breathing☐Compressions☐AED Used☐Oxygen Used☐Other: \_\_\_\_\_Disposition: \_\_\_\_\_ Care transferred to EMS ☐Other: \_\_\_\_\_

Notes/Comments:

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**Report prepared by:** \_\_\_\_\_**Signature:** \_\_\_\_\_**Library Director:** \_\_\_\_\_**Signature:** \_\_\_\_\_

# **BANCROFT PUBLIC LIBRARY**

## **NOTARY SERVICES POLICY**

Notary services are offered at Bancroft Public Library. The Library makes no guarantees or warranties concerning the availability of notaries at any given time. Appointments are recommended

Bancroft Public Library employees who hold a valid New York State Notary license are available on-site to provide notary services to patrons who visit the library.

Library notary publics are required to follow all New York State and applicable local laws and regulations governing notary services.

The Library will pay the cost of training for Library Director and Deputy Director to become a notary public and to maintain his or her license.

Notary services are available to patrons who visit the Library, subject to the following parameters:

- Notary services are offered during regular library hours. Customers seeking notary services should call the Library at 518-854-7463 prior to their visit to ensure that a notary is available. Notary service is on a first come, first served basis and cannot be guaranteed to customers who do not call in advance.
- Notary service is not available in the thirty minutes prior to the time of closing.
- A patron may be limited to 2 notarizations per day. A notarization consists of one signature and one stamp.
- The library does not charge for a notarization.
- Any patron utilizing the Library's notary services must personally appear, present a valid New York State driver's license or other government-issued photo identification and sign before the notary public. The Library does not offer Remote Notarization under any circumstances.
- The Library's notary service is not available for deeds, and other real estate documents (i.e., mortgages and satisfactions of mortgages), wills, living wills, trusts, codicils, powers of attorney or depositions. Certain public documents cannot be copied and notarized: examples are: birth certificates, death certificates, and marriage certificates.
- Notaries cannot pre-date or post-date a document or act, prepare a legal document or notarize documents in which they have a personal interest. Notaries may not notarize blank forms.
- The Library will not provide witnesses, and witnesses may not be solicited from other staff members or patrons using the Library. In order to serve as a witness, the witness must personally know the person whose document is being notarized and must be in possession of valid New York State driver's license or other government-issued photo identification.
- Since the notary must be able to read and understand what he or she has been asked to notarize, documents in any language other than English will not be notarized at the Library.
- Library Notaries are not permitted to make use of a translator to communicate with a notary service customer.
- Library notary publics are not attorneys licensed to practice law, and he/she may not give legal advice.
- The Library and the Library Notary reserve the right to refuse notary services at any time.

**Adopted:** February 14, 2023

# **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  
**Reaffirmed:** May 10, 2022



# **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

**Reaffirmed:** May 10, 2022

# **BANCROFT PUBLIC LIBRARY**

## **PROUDFIT HALL – DISPLAYS & EXHIBITS POLICY**

Display space is available at the Bancroft Public Library – Proudfit Hall lobby brick wall as a way to allow the Library and the community to share culture, art, information, history and experiences. Displays should reflect this intent while also ensuring that the display is appropriate for a wide range of ages. The display space is not intended to be used as a platform for expressing one belief or agenda over another. The Library welcomes displays on an equitable and impartial basis. Displays that are not made by the Library do not in any way constitute an endorsement by the Library of a person, event, group, belief or viewpoint.

Display spaces are available on a first-come, first-served basis. If there are multiple requests for a space made at the same time, preference is given to the Library and Library co-sponsored displays.

Display space is provided on an impartial basis, regardless of the beliefs or affiliations of the individual or group requesting space.

The Library Director or designee reserves the right to inspect all displays prior to being displayed, and may deny the right to display items that are for commercial purposes, that are not appropriate for a wide range of ages, or that are illegal, obscene, defamatory or otherwise inappropriate for display at the Library.

All displays are to be hung using the picture rail on the brick wall. Displays shall not be attached (tape, pin, etc.) on walls, doors or windows.

With the exception of Library sponsored or co-sponsored events or approved art exhibits, display items may not be priced for sale. All transactions involving approved items, including pricing and sales, will be conducted by the artist.

Displays shall be limited to thirty (30) days and may be renewed if the space is available. Should a display item be left at the Library more than thirty (30) days after the end of the display period the Library may discard the items.

Both the Library and the displayer reserve the right to discontinue a display at any time and for any reason.

Should a display be discontinued by the Library, or the right to display be denied by the Library, the displayer may appeal the decision to the Bancroft Public Library Board of Trustees.

The Bancroft Public Library, its Board of Trustees, and the Bancroft Trust are not responsible for any damage or theft to displayer's property while it is in Proudfit Hall.

**Adopted:** June 14, 2022

# BANCROFT PUBLIC LIBRARY

## PROUDFIT HALL – VIDEO MONITOR USAGE AGREEMENT

### OPERATING INSTRUCTIONS:

1. Stand in front of the TV no more than 20 feet away.
  - Point remote (Red power button) toward TV and press power button and wait, it may take 20 seconds or more to start up, be patient.
  - The remote can be used as a pointer. Simply point at the screen and use the central button to select highlighted choices. Alternately one can use the ring around the central button.
2. If you are going to connect a video player or laptop, uncoil the HDMI cable and bring it to the device.
3. Plug device into HDMI cable. The TV may go to the device automatically in which case, Enjoy! If not, there should be a prompt to attach the device, or share the screen. Accept and Enjoy!
4. When a device is connected, use the device for controls. The volume may be controlled first from the device and then from the TV.
5. If the pointer should seem way off, simply swing it down and right past the TV edge then back again. It should be pointed better.
6. More detailed instructions can be found in Appendix A.

### USAGE AGREEMENT:

1. The remote is to be picked up the day it is to be used or if the Library is closed that day the last day the Library is open before its intended use.
2. The Librarian will indicate below where to promptly return the remote.

*By signing this agreement, the user assumes full responsibility for loss or damage to the smart TV remote control. By signing this agreement, the users agree to be responsible financially for any damages to the Proudfit Hall smart TV remote that occur while in their possession. Failure to pay for repairing damage, will result in not being able to use Proudfit Hall for 5 years.*


*I have read the above guidelines and agree to abide by them.*























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

**Adopted:** June 14, 2022

## Appendix A



For buttons with , please long-press (hold for more than a second).

- **9**  : Launch **Quick Help**.
- **LIST** : Checking the saved channels.  
**LIST**  : Launch **Guide**.
- **0**  : The **QUICK ACCESS** edit screen appears.
- **...** : Display the additional buttons on the remote control.
- **...**  : Configures SAP.
- **+ -** : Adjust the volume level.
-  : Select to turn off the sound from the TV.
-   : Enter the **Accessibility** menu.
- **^v** : You can change the channel.
-  : Check out the recommended contents. (Recommendation service may not be available depending on the countries you are in.)  
Push and hold the button while speaking to use the voice recognition function.
-  : Displays the Home menu.
-   : Launches the last used app.
-  : Selects an input source.
-   : Entering into the **Home Dashboard**.
-  : Move to the previous step.
-   : Closes the menu.
-  : Enters the Quick Settings menu.
-   : Enters the All Settings menu.
-   : Launch **Record**. (Some models may not be supported.)

## Using the Magic Remote

- 01 If you shake the Magic Remote left and right or turn its wheel while pointing it at the TV, a pointer will appear on the TV screen.  
If you move the remote control in the direction you want, the pointer follows the movement.
- 02 Move the pointer to the location you want and press the **Wheel (OK)** button to execute the function.
- 03 If the pointer has not been used for a certain period of time, it will disappear. When the pointer disappears from the screen, shake the Magic Remote right and left. It will

## Appendix A

then re-appear.

The pointer will disappear if you press the up, down, left, or right buttons, and the remote will work as a conventional remote.

- If the pointer is not responding smoothly, you can reset the pointer by moving it to the edge of the screen.
- Use the remote control within the specified range (within 10 meters or 33 feet). The device may not function properly when outside the working distance or when an obstacle blocks the line of sight.
- Depending on the peripherals (wireless router, microwave oven, etc.), communication failures may occur.
- Impacts can cause the Magic Remote to malfunction.
- Take care not to bump into nearby furniture, electronic equipment, or other people when using the Magic Remote.

# **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 Proudfit Hall scheduling calendar will be posted on the Bancroft Public Library website.

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 4-hour period or \$75 for a full day payable at the time the key is picked up, prior to using Proudfit Hall. The rental fee for business or commercial use of Proudfit Hall is \$80.00 per 4-hour period or \$150 for a full day payable at the time the key is picked up, prior to using Proudfit 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 Proudfit Hall is not otherwise reserved.

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 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 Bancroft Public Library Board of Trustees and the Bancroft Trust for usage of Proudfit Hall

The rules for use of Proudfit Hall community room and 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, kitchen and bathrooms shall leave it clean, in good condition, and arranged as it was found.
- NO SMOKING or VAPING in building or outside including sidewalk and rear courtyard.
- NO ALCOHOL allowed in building or courtyard.
- Do not attach (tape, pin, etc.) anything on walls, doors or windows.
- Heat should be left at 65 degrees.
- Air conditioning shall be left at 75 degrees.
- Plates, kitchen ware, etc. must be cleaned and returned to storage location, 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 floor covering if soiled while using the room.
- Garbage removal and clean up are the responsibility of the user.
- Turn off all lights when leaving.
- Turn off power to automatic door and lock the entrance door.
- NO OUTDOOR BARBECUING.

Those reserving a room must be 18 or older. If an adult reserves Proudfit Hall on behalf of a group of children, an adult must be present for the duration of the meeting or event.

Groups reserving the room for a meeting or event may create posters or fliers about the event. All advertisements for meetings must prominently and explicitly state that the "BANCROFT PUBLIC LIBRARY AND BANCROFT TRUST IS NOT A SPONSOR OR CONTACT FOR THE EVENT. HAVING A MEETING AT THE PROUDFIT HALL COMMUNITY ROOM DOES NOT CONSTITUTE AN ENDORSEMENT OF THE PROGRAM BY THE BANCROFT PUBLIC LIBRARY OR BANCROFT TRUST". Failure to comply with this requirement will result in the reservation for Proudfit Hall being canceled.

Business and commercial Proudfit Hall renters will provide the Bancroft Trust, P.O. Box 575, Salem, NY 12865 and Bancroft Public Library, P.O. Box 478, Salem, NY 12865 a certificate of (liability) insurance in the amount of \$2,000,000.

The user assumes full responsibility for any personal injury and any loss or damage. The Bancroft Public Library and its Board of Trustees, and Bancroft Trust are hereby absolved from any liability resulting from personal injury or damage to personal property when using the Proudfit Hall. All users will be financially responsible for any damages to the Proudfit Hall Community Room, kitchen and bathrooms that occur while they are using the space. Failure to pay for repairing damage, cleaning and/or garbage removal will result in not being able to use Proudfit Hall for 5 years.

All users, paying or rent-free, are required to sign the Proudfit Hall – Rental Usage Agreement. All Proudfit Hall- Rental Usage Agreements expire December 31<sup>st</sup>. All Proudfit Hall – Rental Usage Agreements will be kept on file at the Library.

**Approved:** Bancroft Public Library Trustees on May 16, 2022.

**Revised:** Bancroft Public Library Trustees on June 13, 2023

**Approved:** Trustees of the Bancroft Trust on June 21,2023.



# **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.

The rental fee for use of Proudfit Hall is \$40.00 per 4-hour period or \$75 for a full day payable at the time the key is picked up, prior to using Proudfit Hall. The rental fee for business or commercial use of Proudfit Hall is \$80.00 per 4-hour period or \$150 for a full day payable at the time the key is picked up, prior to using Proudfit Hall. Special pricing may be available for rentals by the same organization requiring multiple monthly rentals throughout the year.

The rules for use of Proudfit Hall community room and are as follows, and are 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, kitchen and bathrooms shall leave them clean, in good condition, and arranged as they were found.
- NO SMOKING or VAPING in building or outside including sidewalk and rear courtyard.
- NO ALCOHOL allowed in building or courtyard.
- Do not attach (tape, pin, etc.) anything on walls, doors or windows.
- Heat should be left at 65 degrees.
- Air conditioning shall be left at 75 degrees.
- Plates, kitchen ware, etc. must be cleaned and returned to storage location, 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 floor covering if soiled while using the room.
- Garbage removal and clean up are the responsibility of the user.
- Turn off all lights when leaving.
- Turn off power to automatic door and lock the door.
- NO OUTDOOR BARBECUING.

Groups reserving the room for a meeting or event may create posters or fliers about the event. All advertisements for meetings must prominently and explicitly state that the "BANCROFT PUBLIC LIBRARY AND BANCROFT TRUST IS NOT A SPONSOR OR CONTACT FOR THE EVENT. HAVING A MEETING AT THE PROUDFIT HALL COMMUNITY ROOM DOES NOT CONSTITUTE AN ENDORSEMENT OF THE PROGRAM BY THE BANCROFT PUBLIC LIBRARY OR BANCROFT TRUST". Failure to comply with this requirement will result in the reservation for Proudfit Hall being canceled.

Business and commercial Proudfit Hall renters will provide the Bancroft Trust, P.O. Box 575, Salem, NY 12865 and Bancroft Public Library, P.O. Box 478, Salem, NY 12865 a certificate of (liability) insurance in the amount of \$2,000,000.

All users, paying or rent-free, are required to sign the Proudfit Hall – Rental Usage Agreement. All Proudfit Hall- Rental Usage Agreements expire December 31<sup>st</sup>.

*By signing this agreement, the user assumes full responsibility for any personal injury and any loss or damage. The Bancroft Public Library and its Board of Trustees, and Bancroft Trust are hereby absolved from any liability resulting from personal injury or damage to personal property when using the Proudfit Hall. By signing this agreement, the users agree to be responsible financially for any damages to the*

PROUDFIT HALL RENTAL - USAGE AGREEMENT

Page | 2

*Proudfit Hall community room, kitchen and bathrooms that occur while using the space. Failure to pay for repairing damage, cleaning and/or garbage removal will result in not being able to use Proudfit Hall for 5 years.*

*I have read the Proudfit Hall – Usage Policy for the rental/usage of Proudfit Hall and agree to abide by them.*

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

*Note: The Courtyard is a public space and private use is not included in the Proudfit Hall rental.*

**Business and commercial renters must sign the statement below.**

*As a business and commercial Proudfit Hall renters I certify that I provided the Bancroft Trust, P.O. Box 575, Salem, NY 12865, with a Certificate of (liability) Insurance in the amount of \$2,000,000.*

_____ <i>Signature</i>	_____ <i>Name</i>	_____ <i>Date</i>
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**Approved:** Bancroft Public Library Trustees on May 16, 2022.

**Revised:** Bancroft Public Library Trustees on June 13, 2023

**Approved:** Trustees of the Bancroft Trust on June 21, 2023.

# **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

**Reaffirmed:** May 10, 2022

# **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  
**Reaffirmed:** May 10, 2022

# 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.]

### 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.  <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.

9	<b>Patron's registration</b> for use of rare, valuable or restricted non-circulating materials: <b>RETENTION:</b> 6 years.
10	<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>
11	<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.  a: When no copies of original materials are requested: <b>RETENTION:</b> 0 after no longer needed.  b: When copies of original materials are requested: <b>RETENTION:</b> 5 years after order is completed.
12	<b>Library card application records:</b> <b>RETENTION:</b> 3 years after card expires or is inactive.
13	<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:  a: Parental consent records: <b>RETENTION:</b> 6 years, or 3 years after child attains age 18, whichever is longer  <i>Notes:</i> Photo release records are covered under item no. 68 in General Administration section.  b: Attendance sheets and registration forms, when no fee is charged: <b>RETENTION:</b> 0 after no longer needed  c: All other records: <b>RETENTION:</b> 6 years after exhibit closed or program ended  <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.

**Adopted:** July 7, 2020  
**Revised:** December 1, 2020  
**Reaffirmed:** May 19, 2022

# **BANCROFT PUBLIC LIBRARY**

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

### **ETHICS STATEMENT**

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.

Bancroft Public Library Trustees are accountable for the resources of the library as well as to see that the library provides the best possible service to its community. <sup>1</sup>

Every Trustee makes a personal commitment to contribute the time and energy to faithfully carry out his/her duties and responsibilities effectively and with absolute truth, honor and integrity.

- Trustees shall respect the opinions of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different than their own.

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<sup>1</sup> American Library Association, Association of Library Trustees Code of Ethics.



- Trustees shall comply with all the laws, rules and regulations that apply to them and to their Library.
- Trustees, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure or fear of criticism.
- Trustees shall not engage in discrimination of any kind and shall uphold Library patrons' rights to privacy in the use of Library resources.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the Library, acknowledging and supporting the formal position of the Board even if they disagree.
- Trustees must respect the confidential nature of Library business and not disclose such information to anyone. Trustees must also be aware of and in compliance with Freedom of Information laws
- Trustees must avoid situations in which personal interests might be served or financial benefits gained as a result of their position or access to privileged Library information, for either themselves or others.
- A Trustee shall immediately disqualify him/herself whenever the appearance of or a conflict of interest exists.
- Trustees shall not use their position to gain unwarranted privileges or advantages for themselves or others from the Library or from those who do business with the Library.
- Trustees shall not interfere with the management responsibilities of the Library Director or the supervision of Library staff.
- Trustees shall support the efforts of Librarians in resisting censorship of Library materials by groups or individuals.

**Adopted:** July 11, 2017

**Revised:** July 7, 2020 and May 10, 2022

# **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 responsible for enforcing 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  
**Revised:** May 10, 2022

# 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

**Reaffirmed:** May 10, 2022

# **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:** Bancroft Public Library Trustees on May 7, 2019

**Reaffirmed:** Bancroft Public Library Trustees on May 10, 2022

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

# **BANCROFT PUBLIC LIBRARY**

## **TRUSTEES EDUCATION POLICY**

### **Purpose**

The purpose of the Trustee Education Policy is to comply with [New York State Education Law Section 260-D](#) which requires members of library Boards of Trustees, beginning January 1, 2023, to complete a minimum of two hours of trustee education annually from a provider approved by the Commissioner of Education that addresses the financial oversight, accountability, fiduciary responsibilities and the general powers and duties of library trustees.

Each member of the Library Board must demonstrate compliance with this policy by filing evidence with the Board Library Director annually.

### **Administration**

Each year Trustees are required to complete two hours of continuing education during their term on the Bancroft Public Library Board of Trustees.

According to Section 260-D, each Trustee shall demonstrate compliance with the requirements by filing with the Library Director evidence of completion of Trustee Education from an approved provider. Such evidence shall include one of the following:

1. certificates of completion issued by one or more approved providers; or
2. a signed Bancroft Public Library Education Policy for Board of Trustees Self-Assurance Activity Form. Such assurance shall identify the approved trustee education providers, a description of the format and content of the completed instruction activities, the date and time such member began and completed each instruction activity and an explanation of why a certificate of completion was not available from such approved providers.

Evidence of completion shall be submitted to the Board Library Director by no later than December 31 of each year. The Library Director shall report to the President and Board of Trustees the progress for each trustee education at each Board of Trustees meeting.

Should a Trustee fail to submit evidence of completion by the above date, the Trustee will be suspended from duty until evidence of completion is filed. Should a Trustee in suspension fail to provide evidence of completion within 90 days, they will be assumed to have resigned from the board.

Compliance will be tracked through the Library's Annual Report to the State.

### **Approved Providers**

At the state level, trustee education providers and activities (topics and formats) are approved by the New York State Library acting on behalf of the Commissioner of Education.

In addition to pre-approving public library systems as trustee education providers, the State Library has delegated authority to public library systems to approve additional trustee education providers and activities (topics and formats) for their member libraries.

**Pre-approved providers:**

- New York State Library/Division of Library Development
- Public Library Systems
- WebJunction
- New York Library Association (including the Library Trustees Section and other Sections/Roundtables)
- Reference and Research Library Resources Councils
- Empire State Library Network (formerly New York 3Rs Association)
- PULISDO (Public Library System Directors Organization)
- ALA (American Library Association) including United for Libraries and other Divisions

**Allowable Formats:**

Trustee education may be delivered online or in person. The format of this education may include any of the following:

- Lectures
- Workshops
- Webinars
- Online courses
- State or national library association conferences

**Costs of Continuing Education**

Modest and reasonable costs incurred by a Trustee in complying with the trustee education requirements may be reimbursed by the Library. All continuing education requesting reimbursement must be pre-approved by the Library Board.

**Adopted:** February 15, 2024

# TRUSTEES EDUCATION

## SELF-ASSURANCE ACTIVITY FORM

Beginning January 1, 2023, each library trustee, elected or appointed, of a Board of Trustees is required to complete a minimum of two hours of trustee education annually. (Education Law 260-d as added by *Chapter 468 of the Laws of 2021*)

Please use this self-assurance form if a certificate of completion is not available from the approved education activity provider. Please submit this form to the Library Director. Trustees should retain a copy of the signed form.

I give the following assurance:

I attended the following trustee education activity:

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

Approved Provider: \_\_\_\_\_

Title of Activity: \_\_\_\_\_

Topic/Content: \_\_\_\_\_

Format (e.g. workshop, webinar, online course): \_\_\_\_\_

Date of Activity: \_\_\_\_\_

Contact Hours: \_\_\_\_\_

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**Trustee Signature/Date**

**Adopted:** February 15, 2024

# **BANCROFT PUBLIC LIBRARY**

## **VIDEO SURVEILLANCE POLICY**

In order to maintain a safe and secure environment for staff and patrons, the Bancroft Public Library ("Library") employs a video surveillance system outside the building including the courtyard. Video surveillance shall only be used for the protection and safety of library staff, patrons, assets, and property.

Video surveillance cameras will be positioned to record only those areas required to maintain a safe and secure environment in compliance with Library policies. Video camera locations shall not be changed or added without the permission of the Bancroft Public Library Board of Trustees. Video cameras shall not be placed in areas where there is a reasonable expectation of privacy. Signs informing the public of video surveillance shall be posted in the area cover by video surveillance

Video surveillance records will ordinarily be maintained for a minimum of 14 days, and shall be stored in a manner designed to ensure that access to the records is restricted to authorized personnel as determined by the Library Director.

Video surveillance records shall not be used or disclosed except as specifically authorized herein. They may be used to help identify individuals who have violated Library rules or policies or applicable laws, or who have engaged in activity considered disruptive. Video surveillance records evidencing such violations or activities may be used to support appropriate disciplinary action and/or disclosed to law enforcement agencies. Bancroft Public Library will not share the Library's video surveillance records, except in response to a subpoena or court order.

**Adopted:** April 11, 2023

**Revised:** December 12, 2023



# **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

**Reaffirmed:** May 10, 2022



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

**BOARD OF TRUSTEES:**

Edward A, Donoghue, President  
Rebecca Brown, Secretary  
Alesa Wilson

Rachael Armstrong  
Kim Erbe, Vice President

**LIBRARY STAFF:**

Lori Stokem, Director  
Marcy Armstrong

Karen Hickland, Deputy Director  
Melissa Curtis

**STRATEGIC PLANNING COMMITTEE:**

Lori Stokem, Chair  
Mark Cooney  
Rachael Armstrong, Trustee

Alesa Wilson, Trustee  
Katie Lapishka  
Ethan Hickland

## Table of Contents

Executive Summary	2 & 3
1. Introduction	4
1.1 Planning Summary	4
2. Demographics.	5
3. Mission Statement	5
4. Goals	6
4.1 Goal 1 – Access to Materials	6
Objective 1	6
Objective 2	6
Objective 3	6
Objective 4	6
4.2 Goal 2 – Technology	7
Objective 1	7
Objective 2.	7
Objective 3	7
Objective 4	7
4.3 Goal 3 – Library’s Role in Salem Community/Collaboration	7
Objective 1	8
Objective 2.	8
Objective 3.	8
4.4 Goal 4 – Programs & Activities.	8
Objective 1	9
Objective 2	9
Objective 3	9
Objective 4	9
Objective 5	9
4.5 Goal 5 – Maintenance/Physical Building	10
Objective 1	10
Objective 2.	10

## 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