

# CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

## TABLE OF CONTENTS

### NO. POLICY TITLE

---

---

#### **BOARD OPERATIONS**

100	District Legal Status
105	Board Legal Status
110	Election of Trustees
111	Officers
120	Meetings
121	Quorum
122	Executive Sessions
123	Minutes
130	Committees
131	Executive Committee
132	Budget and Finance Committee
133	Buildings and Grounds Committee
134	Personnel Committee
140	Code of Ethics for Board Members
150	Orienting New Board Members
160	Board Self-Evaluation
170	Compensation and Expenses
171	Attendance by Board Members at Conferences, Conventions, and Workshops

#### **COMMUNITY RELATIONS**

200	Public Expression at Meetings
201	Public Access to Records
202	Public Complaints
210	Board-Staff Communications
211	Complaints and Grievances by Employees
220	Relations with the Municipal Governments
221	Media Relations
250	Code of Conduct on District Property
251	Nondiscrimination and Anti-Harassment
260	Community Use of District Facilities
261	Use of Service Animals
262	Computer/Internet Resources
290	Library Patron Bill of Rights
291	Freedom to Read
292	Freedom to View

# CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

## **ADMINISTRATION**

- 300 Administrative Organization and Operation
- 305 Administrative Latitude in the Absence of Board Policy
- 310 Library Director
- 311 Library Director – Board Relations
- 312 Recruitment and Appointment of Library Director
- 313 Contract of Library Director
- 314 Evaluation of the Library Director

## **FINANCE**

- 405 Budget Development
- 410 Administration of the Budget
- 420 Investments
- 425 Accepting Gifts
- 430 Borrowing
- 435 Sale and Disposal of District Property
- 460 Purchasing
- 461 Materials Selection
- 465 Travel Expense Reimbursement
- 470 Reserve Funds
- 480 Fund Balance Reporting
- 490 Publication of Annual Reports

## **PERSONNEL**

- 510 Equal Employment Opportunity
- 520 Job Descriptions
- 525 Employee Personnel Records and Release of Information
- 530 Code of Ethics for All District Personnel
- 531 Prohibition of Supervision of Relatives
- 540 Evaluation of Personnel
- 545 Professional Growth and Staff Development
- 550 Drug-Free Workplace
- 551 Employee Assistance Program
- 560 Defense and Indemnification of Employees

## **MISCELLANEOUS**

- 610 Records Management
- 620 Safety and Security in Library District Facilities
- 630 Library District Email Acceptable Use and Responsibilities

## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 100

**SUBJECT: DISTRICT LEGAL STATUS**

The Legislature of New York State created the Chemung County Library District by Act effective August 2, 2005 (Chapter 380 of the Laws of 2005). The Chemung County Library District is governed by the Act, by the laws set forth for libraries in the New York State Education Law, and generally by the laws of the State of New York.

The Library District constitutes a corporate entity that possesses all the usual powers of a corporation for public purposes. The District may sue and be sued, purchase, hold, and sell personal property and real estate, and operate a public library pursuant to a Charter issued by the Board of Regents of the State of New York.

Adopted: December 18, 2014

## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 105

**SUBJECT: BOARD LEGAL STATUS**

The Board of Trustees manages, operates, and controls the Library District. It has all the powers granted to public library boards under the New York State Education Law. The Board, as a corporate body, has authority only when acting as a body duly convened. Members of the Board of Trustees have no authority over library affairs as individuals.

The Board of Trustees shall be responsible for developing policies, assuring adequate financing and money management, maintaining public relations, and planning and evaluating programs. The Board of Trustees will develop and maintain a Strategic Plan for the long term direction of the District.

Adopted: December 18, 2014

## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 110

**SUBJECT: ELECTION OF TRUSTEES**

**Number.** The Board shall consist of fifteen (15) residents of Chemung County duly elected by a public ballot, one from each of the fifteen (15) Chemung County Legislative Districts. The number of Trustees may change from time to time if the number of Legislative Districts changes.

**Terms.** Five Trustees shall be elected by public ballot each year to serve a three-year term, commencing on January 1 of that year and ending December 31 of the third year served. No Trustee shall serve more than nine consecutive years.

**Candidates.** Only qualified voters of the District shall be eligible for election to the Board of Trustees. Candidates for the office of member of the Board of Trustees of the Chemung County Library District shall be nominated by petition signed by qualified voters of the District. A separate petition shall be required to nominate each candidate for a vacancy on the Board. The candidate receiving the largest number of votes in an election district shall be elected to fill the vacancy on the Board occurring in such election district. In the event there are no candidates from an election district, the Board of Trustees may appoint a qualified voter from the election district to serve on the Board until the next annual district election.

**Resignation.** Any Trustee can resign at any time and any such resignation shall be effective upon delivery thereof in writing to the District without necessity for acceptance by the Board. If any Trustee shall fail to attend three consecutive meetings without excuse accepted as satisfactory by the Board, such Trustee shall be deemed to have resigned.

**Vacancies.** The office of any Trustee shall become vacant upon such Trustee's death, resignation, refusal to act, removal from office, or expiration of term. Upon a vacancy, a majority of the remaining Trustees may appoint a qualified resident of the applicable election district to serve until the next regularly scheduled Trustee election.

## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 111

**SUBJECT: OFFICERS**

Generally. The Board of Trustees, at its first meeting each fiscal year, shall elect or appoint a President and Vice President, who shall be members of the Board, and a Secretary, Treasurer, and such other officers as they deem necessary. If the Board so determines, the offices of Secretary and Treasurer may be held by individuals who are not members of the Board of Trustees, and in that event, such officers may, if the Board so determines, receive compensation as fixed by resolution of the Board.

President. The President shall preside at meetings of the Board. The President shall execute all documents approved by the Board. The President shall appoint members of all committees and shall be ex-officio member of all committees. The President shall authorize calls for special meetings and shall perform all other duties customary for a presiding officer.

Vice President. The Vice President shall, in the absence of the President, perform the functions and have the powers and duties of the President.

Secretary. The Secretary and/or his or her designee shall assure the maintenance of all the records of the Board, including the minutes of all Board meetings; handle all Board correspondence; and be responsible for the collection and filing of all nominating petitions for election to the Board in cooperation with the County Board of Elections.

Treasurer. The Treasurer of the Chemung County Library District and/or his or her designee shall be custodian of all funds of the Library District including gifts and trust funds paid over to the Trustees. The Treasurer shall, if required by the Board of Trustees, give the Board such security or bond for the faithful discharge of his/her duties as the Board may direct. Any premiums incurred for such security or bond shall be paid by the District. The Board of Trustees may authorize the investment of funds in the custody of the Treasurer. No moneys shall be disbursed by the Treasurer of the Library District except after review and approval by the Board of Trustees. The Treasurer and/or his or her designee shall keep such records in such manner as the Board of Trustees may require.

## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 120

**SUBJECT: MEETINGS**

**Regular Meetings.** Meetings of the Board of Trustees shall be held on the third Thursday of each month at times and places to be established by the Board. All Board meetings will be publicized and are open to the public.

**Special Meetings.** A special meeting may be called by the President or by three of the currently serving Trustees. A public notice will be given for any special meeting in the manner required by law.

**Agenda.** Prior to each meeting, all members of the Board shall be sent a copy of the agenda, a copy of the minutes of the preceding meeting, and all other supporting documents. The following agenda shall be used at regular meetings:

- Call to Order
- Pledge of Allegiance
- Approval of Minutes
- Treasurer's Report
- Report of receipts and disbursements
- Correspondence
- President's Report
- Director's Report
- Committee Reports
- Trustee Reports
- Old Business
- New Business
- Period for Public Comments
- Adjournment

Conduct of meetings shall be governed by Robert's Rules of Order, Newly Revised, 10<sup>th</sup> Edition by Robert, Evans, Honemann, and Balch.

## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 121

**SUBJECT: QUORUM**

The quorum for any meeting of the Board of Trustees shall be a majority of the whole number of seats irrespective of vacancies. No formal action may be taken at any meeting at which a quorum is not present. The Board of Trustees may act only by majority vote of the whole number of seats irrespective of vacancies (unless otherwise required or permitted by the laws of the State of New York). A meeting may be adjourned by majority vote of those present.

Pursuant to the foregoing, when the Board consists of fifteen (15) members, eight (8) members must approve any formal action.



## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 122

### SUBJECT: EXECUTIVE SESSIONS

Generally. Upon a majority vote of its total membership, taken in an open meeting pursuant to a motion identifying the area or areas of the subject or subjects to be considered, the Board of Trustees may conduct an executive session. No action by formal vote may be taken during an executive session unless expressly authorized by law. The following are the only subject areas that may be discussed:

- a. Matters that will imperil the public safety if disclosed;
- b. Any matter that may disclose the identity of a law enforcement agent or informer;
- c. Information relating to current or future investigation or prosecution of a criminal offense that would imperil effective law enforcement if disclosed;
- d. Discussions regarding proposed, pending or current litigation;
- e. Collective negotiations pursuant to Article 14 of the Civil Service Law;
- f. Medical, financial, credit or employment history of any particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of any particular person or corporation;
- g. Preparation, grading or administration of examinations;
- h. Proposed acquisition, sale, or lease of real property or the proposed acquisition of securities, or sale or exchange of securities, but only when publicity would substantially affect the value thereof;
- i. Consultation with legal counsel;
- j. Discussion of other matters expressly made confidential by law.

Participants. All Trustees may participate in executive sessions. Other individuals may be invited into Executive Session by request of the Board; provided, however, that such other individuals should be invited only if they have information pertinent to the intended discussion of the Board.

Confidentiality. Matters discussed in executive sessions must be treated as strictly confidential.

## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 123

SUBJECT: MINUTES

Generally. The minutes are a legal record of the activities of the Board of Trustees as a public corporation. The minutes of all meetings shall be maintained by the Secretary of the Board of Trustees or, in his/her absence, by the President or his/her designee. The minutes shall be complete and accurate and stored in a minutes file. However, minutes of executive sessions shall not include any matter which is not required to be made public by the Freedom of Information Law.

Contents. The minutes of each meeting of the Board of Trustees shall state:

- a. The type of meeting;
- b. The date, time of convening, and time of adjournment;
- c. Board of Trustees members present and absent;
- d. Board of Trustees members' arrival and departure time, if different from opening or adjournment times;
- e. All action taken by the Board of Trustees, with evidence of those voting in the affirmative and the negative, and of those abstaining.

Storage. All Board of Trustees minutes shall be approved by the Board of Trustees and thereafter stored in a locked room or locked file cabinet. Minutes shall be available to the public as required by law.

## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 130

**SUBJECT: COMMITTEES**

**Standing Committees.** There shall be four Standing Committees: Executive Committee, Budget and Finance Committee, Buildings and Grounds Committee, and Personnel Committee. Except for the Executive Committee, these committees may consist of both Trustees and non-Trustees, but non-Trustees must be approved by the Board. Non-Trustees serving on such committees may receive compensation as fixed by resolution of the Board.

**Special Committees.** The President may appoint special (“ad hoc”) committees at any time from among the Trustees, or from among non-Trustees as may be approved by the Board, and the President shall appoint all committee Chairpersons from among the such committee’s members. Non-Trustees serving on such committees may receive compensation as fixed by resolution of the Board. Such committees shall serve at the pleasure of the President and the Board of Trustees. Such committees shall meet as required to perform their assigned duties.

**Recommendations.** All formal recommendations of any committee shall be in a written report to the Board. All committees are advisory only and may proceed in carrying out any recommended action only in accordance with a resolution of the Board.

**Membership.** Each committee shall have at least three members.

**Director Participation.** The Director shall be notified of all committee meetings and given an opportunity to attend, unless otherwise provided by the Board. Subject to a Board request to consider a matter, each committee shall set its own schedule and meet according to its needs.

**Charter.** Each Committee shall prepare a Charter for approval by the Board in a format required by the Board.

## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 131

**SUBJECT: EXECUTIVE COMMITTEE**

There shall be a standing Executive Committee. The Executive Committee shall consist of the Officers of the District and the Immediate Past President, if such person is then serving as a Trustee on the Board. The Executive Committee shall meet between each meeting of the Board to review such matters that might come before the Board and to engage with the Library Director on such topics as the Director or the Committee might deem pertinent to the operations of or planning for the District. All actions of the Executive Committee shall be reported at the next meeting of the Board.

Adopted: December 18, 2014

## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 132

**SUBJECT: BUDGET AND FINANCE COMMITTEE**

There shall be a standing Budget and Finance Committee. The Budget and Finance Committee shall, in general, monitor the financial status of the District on a regular basis. The Committee shall work with the Director in preparing an annual budget to be presented to the Board. The Committee shall review profit and loss statements for each preceding month and ensure that such statements, and other pertinent information, are provided to the Board on a monthly basis. The Committee may make such other recommendations as, after its consideration of information from the Director or recommendations of other committees, it deems appropriate.

Adopted: December 18, 2014

## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 133

**SUBJECT: BUILDINGS AND GROUNDS COMMITTEE**

There shall be a standing Buildings and Grounds Committee. The Buildings and Grounds Committee shall submit from time to time recommendations, based on ongoing facility evaluations, for capital improvements to be addressed by the Board of Trustees. This Committee shall also review, oversee, and make recommendations concerning routine matters pertaining to the various facilities and properties owned by the District.

Adopted: December 18, 2014

CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 134

SUBJECT: PERSONNEL COMMITTEE

There shall be a standing Personnel Committee. The Personnel Committee shall work with the administration to address personnel matters.

Adopted: December 18, 2014

## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 140

**SUBJECT: CODE OF ETHICS FOR BOARD MEMBERS**

As a member of the Board of Trustees of the Chemung County Library District, I will strive to:

- a. Attend all scheduled meetings insofar as possible, and become informed concerning the issues to be considered at those meetings.
- b. Inform myself about current library-related issues by individual study and through participation in programs providing the needed information, such as those sponsored by my state and the American Library Association.
- c. Recognize that I should endeavor to make policy decisions only after full discussion at publicly held meetings.
- d. Encourage the free expression of opinion by all Board of Trustees members, and seek systematic communications between the Board of Trustees and patrons, staff, and all elements of the community.
- e. Communicate to other Board of Trustees members and to the Director expressions of public reaction to Board of Trustees policies and library programs.
- f. Support the employment of those persons best qualified to serve as library staff and insist on a regular and impartial evaluation of all staff.
- g. Render all decisions based on the available facts and my independent judgment and refuse to surrender that judgment to individuals or special interest groups.
- h. Work with other Board of Trustees members to establish effective Board of Trustees policies and to delegate authority for the administration of the Library District to the Director.
- i. Avoid being placed in a position of conflict of interest and refrain from using my Board of Trustees position for personal or partisan gain.
- j. Take no private actions that will compromise the Board of Trustees or administration and respect the confidentiality of information that is designated as such under applicable law.
- k. Disclose any conflicts of interest I might have and recuse myself from any discussions and/or decisions where my interests, financial or otherwise, might affect my decisions or create an appearance of impropriety.



## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 150

**SUBJECT:   ORIENTING NEW BOARD MEMBERS**

The Board of Trustees and the Library staff shall assist each new member-elect to understand the Board's functions, policies, and procedures before he/she takes office by the following methods:

- a.    The electee shall be given selected material on the job of being part of the Board of Trustees.
- b.    The electee shall be invited to attend Board of Trustees meetings and to participate in its discussions (but not executive sessions).
- c.    The President of the Board or his/her designee shall supply material pertinent to meetings and shall explain its use.
- d.    The electee shall be invited to meet with the Director, the President, and legal counsel to discuss the role of Trustees and the operations of the District.
- e.    A copy of the Board of Trustees' policies shall be given to the electee by the President of the Board or his/her designee.
- f.    New Board of Trustees members are expected to become familiar with and to observe The Code of Ethics for Board Members.

## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 160

**SUBJECT: BOARD SELF-EVALUATION**

The Board of Trustees shall review the effectiveness of its internal operations at least once annually and will formulate a plan for improving its performance.

The Director and others who work regularly with the Board of Trustees may be asked to participate in this review and to suggest ways by which the Board of Trustees can improve its functioning as a corporate body.

## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 170

**SUBJECT:   COMPENSATION AND EXPENSES**

No member of the Board of Trustees may receive any compensation for his/her services. All members of the Board of Trustees may be reimbursed for actual expenses incurred in representing the Library District. All bills or claims for reimbursement must be itemized in reasonable detail and may not be paid until approved by the Board.

Adopted: December 18, 2014

## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 171

**SUBJECT: ATTENDANCE BY BOARD MEMBERS AT CONFERENCES, CONVENTIONS, AND WORKSHOPS**

Generally. The Board believes that continuing in-service training and development are important for its members. The Board of Trustees, therefore, encourages the participation of all members at appropriate library conferences, conventions, and workshops which are believed to be of benefit to the Library District. Funds for Board member participation at such conferences, conventions, workshops, and the like will be budgeted on an annual basis.

Guidelines. In order to control both the investment of time and funds necessary to implement this policy, the Board of Trustees establishes the following guidelines:

1. All such participation shall be approved by action of the Board, in advance.
2. Board members shall request such approval by providing the following information:
  - a. Name of program.
  - b. Subject matter of program.
  - c. Dates of attendance.
  - d. Registration costs/fees.
  - e. Other direct attendance fees, such as extra costs for certain sessions.
  - f. A copy of a program brochure/flyer/catalog.
  - g. Expected travel plans, if applicable, including
    - i. Method of travel.
    - ii. Lodging, if necessary.
  - h. Reasons for attending (tied to Board activities/goals/duties).
3. Before approving such participation, the Board shall consider:
  - a. The availability of funds budgeted for such expenditures.
  - b. The equitable apportionment of such funds so that all Board members may have opportunities for such participation in any budget year.
  - c. The relevance and materiality of the subject matter of such programs.
  - d. The reputation of the provider.

## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

- e. Preference shall be given to the following situations:
  - i. A Board member participating in programming required by law.
  - ii. A Board member participating in his/her first such program of the fiscal year.
  - iii. Programs which do not require travel other than by automobile.
  - iv. Programs which do not require overnight stays.
  - v. Programs located in New York State.

Authorization. The Board resolution authorizing such participation shall indicate the event by name, the dates of attendance, the method of travel, the need for lodging, the approval for attendance at extra-cost sessions, the approval of any other expenditures if necessary, and shall state that the Board has determined that attendance is in the best interests of the Library District. Such resolution need not specify each particular expenditure amount if such items are easily determined by reference to program materials or will be actual expenses reimbursed. Reimbursement to Board of Trustees members for all actual and necessary registration fees, expenses of travel, meals and lodging, and all necessary tuition fees incurred in connection with attendance at conferences and the like will be in accordance with established regulations for expense reimbursement for employees. The Director is authorized and directed to approve such reimbursement for all program attendance once authorized by the Board of Trustees.

When a conference, convention, or workshop is not attended by the full Board of Trustees, those who do participate will be requested to share information, recommendations, and materials acquired at the meeting.

## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 200

**SUBJECT: PUBLIC EXPRESSION AT MEETINGS**

**Public Meetings.** All meetings of the Board of Trustees shall be conducted in public, and the public has the right to attend all such meetings. Public expression at such meetings shall be encouraged and a specific portion of the agenda for regular meetings shall provide for this privilege of the floor. At its discretion, the Board of Trustees may invite visitors to participate in the Board's discussion of matters on the agenda.

**Addressing the Board.** Persons interested in addressing the Board are urged to contact the Director or the Board of Trustees president at least five days before a regular meeting to reserve a place on the agenda. However, persons may also be recognized by the President or presiding officer during a regular meeting. A person addressing the Board of Trustees shall stand, identify himself/herself by name and address, identify any organization he/she might be representing at the meeting, and identify the agenda topic they wish to discuss.

**Time limits.** Comments should be kept as brief as possible, relate to library matters, and be limited to five (5) minutes for those persons on the agenda and three (3) minutes for those persons recognized from the floor.

## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 201

**SUBJECT: PUBLIC ACCESS TO RECORDS**

Generally. Access to the records of the Library District shall comport with all the requirements of the New York State Public Officers Law. Reasonable fees may be charged as permitted by the Law.

Records Access Officer. A Records Access Officer shall be designated by the Director, subject to the approval of the Board of Trustees, who shall have the duty of coordinating the Library District's response to requests for access to records.

Requests for Records via Email. The Library District shall accept requests for records submitted in the form of electronic mail and respond to such requests by electronic mail. This information shall be posted on the Library District website, clearly designating the email address for purposes of receiving requests for records via this medium.

Board of Trustees Meeting Records. Records that would be subject to release under the New York State Freedom of Information Law (FOIL) – as well as any rule, regulation, policy, or amendment thereof – that are on the Trustees' agenda and scheduled to be discussed at a Board of Trustees meeting shall be made available upon request, to the extent practicable, prior to the meeting. Copies of such records may be made available for a reasonable fee. The Library District shall post such records on its website, to the extent practicable, prior to the meeting.

## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 202

**SUBJECT: PUBLIC COMPLAINTS**

**General Complaints.** Complaints by citizens regarding any facet of library operations can often be handled best by the staff at the branch where the complaint arises. In most instances, therefore, complaints will be made to the branch manager or shift supervisor if the matter cannot be resolved by any other branch employee.

**Chain of Command.** If a complaint or related concerns are not resolved at the branch level to the satisfaction of the complainant, the complaint may be carried to the Library Director. Unresolved complaints at the branch level must also be reported to the Director by the manager or supervisor at the branch in question. The Director may require the statement of the complainant in writing.

**Appeals.** If the complaint or related concerns are not resolved at the Director level to the satisfaction of the complainant, the complaint may be appealed to the Board of Trustees.

**Responses.** Whenever a complaint is made directly to the Board of Trustees as a whole or to a Trustee as an individual, the complaint will be referred to the Director for investigation and resolution. The Director, following the investigation, should respond appropriately to the person making the complaint, taking care to respect and protect any confidential aspects. If the complaint pertains to an individual employee, the individual employee involved will be advised of the nature of the complaint and given an opportunity to comment.

**Trustee Neutrality.** In light of each Trustee's fiduciary duties, no Trustee should act as a witness or advocate for any individual or group in any complaints where the Trustee was not personally involved.

### Challenge of Library Material

**Complaints.** The Chemung County Library District supports the Library Bill of Rights and the Freedom to Read. Should any patron of the Library District raise a question about any materials provided by the Library being in any way objectionable, the complainant must file a written complaint with the Director on a form provided for this purpose. The complainant must be properly identified before the request is considered.

**Review.** The Director will:

1. Consider the specific objections to the material voiced by the complainant;
2. Weigh the values and faults of the material as a whole;



## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

3. Where appropriate, solicit advice or opinion from the library staff, other library directors, and the American Library Association Office for Intellectual Freedom.
4. Issue a written decision within ninety days of the any complaint.

## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 210

**SUBJECT: BOARD-STAFF COMMUNICATIONS**

The Board of Trustees wishes to maintain open channels of communication between itself and the staff. The basic line of communication will, however, be through the Director.

**Staff Communication to the Board.** All communications or reports to the Board of Trustees or any of its subcommittees from library staff members will be submitted through the Director. This procedure does not deny the right of any employee to appeal to the Board of Trustees provided that the Director has been notified of the appeal.

**Board Communications to Staff.** All official communications, policies and directives of staff interest and concern will be communicated to staff members through the Director. The Director will develop appropriate methods to keep staff fully informed of the Board of Trustees' activities and actions.

**Visits to Libraries.** Board of Trustees members interested in visiting libraries may do so at any time during regular business hours. Such visits will be regarded as informal expressions of interest in library affairs and not visits for supervisory or administrative purposes.

## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 211

**SUBJECT: COMPLAINTS AND GRIEVANCES BY EMPLOYEES**

Generally. All Library District personnel shall have the opportunity to present their complaints or grievances free from interference, coercion, restraint, discrimination, or reprisal.

Initial resolution. Employee complaints and grievances shall, where required, comply with applicable laws and with the provisions of applicable collective bargaining agreements. Complaints or grievances not covered under employee contracts shall be handled and resolved, whenever possible, as close to their origin as possible. The Director is responsible for implementing procedures for the redress of complaints or grievances through proper administrative channels.

Retaliatory Behavior. The Board prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participated in the investigation of a complaint of discrimination or retaliation.

## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 220

**SUBJECT: RELATIONS WITH MUNICIPAL GOVERNMENTS**

It is the policy of the Board of Trustees to establish and maintain a positive working relationship with the governing bodies of Chemung County and its component municipalities. The Board of Trustees shall also cooperate with municipal, county, and state agencies whose work affects the patrons of the Library, including local school districts and all emergency service agencies.

Adopted: January 15, 2015

## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 221

**SUBJECT: MEDIA RELATIONS**

The Board of Trustees, in keeping with its responsibilities as a representative public body, designates the Board President as the official spokesperson for the Board of Trustees. Statements made by individual Trustees without express authorization of the Board shall be deemed to be individual statements and not statements of the Board.

All media contacts shall be referred to the Director. District employees are not authorized to speak on behalf of the District unless expressly designated by the Director. The Director may speak on behalf of the Library District within the scope of the Director's role as chief administrative officer but shall refer inquiries concerning the Board to the President.

Adopted: January 15, 2015

## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 250

**SUBJECT: CODE OF CONDUCT ON DISTRICT PROPERTY**

Generally. The Library District maintains a written Code of Conduct for the maintenance of order on Library District property which governs the conduct of patrons and staff as well as visitors and/or vendors. Parents/guardians will be contacted when minors are found to be in violation of the Code.

Definitions. For purposes of this policy and the Code of Conduct, Library District property means any spaces on or in any building, structure, parking lot, or land contained within the real property boundary lines of the District's facilities.

Penalties. Violations of the Code of Conduct may result in verbal directives to comply, verbal and/or written directives to immediately vacate Library District property, verbal and/or written directives to remain off Library Property for a determined length of time, suspensions of the ability to use Library resources such as checking out materials, and/or referral to law enforcement agencies. The use of such penalties shall take into account the severity of the acts, the repeated nature of the acts, the violator's acknowledgment of the acts, and the potential detriment to the health, safety, and enjoyment of staff, patrons, and visitors. Allegations of Code violations by employees will be handled exclusively pursuant to procedures and standards required by law and/or applicable contracts of employment.

Publication. The Code of Conduct will be posted on the Library District website, and a printed copy will be available to all patrons and visitors to the facility.

### Code of Conduct

1. Abusive behavior, whether physical or verbal, is not tolerated.
2. Loud, boisterous, and disruptive behavior is not permitted. Disruptive behavior includes, but is not limited to, a patron's personal hygiene that interferes with library operations or the ability of other patrons to use and enjoy the facility.
3. Destruction or defacing of library property and/or property of patrons is prohibited.
4. Smoking and tobacco use are not permitted.
5. Consuming food and beverages, or possessing unwrapped/unsealed food and beverages, in public areas is prohibited except as otherwise posted. At Steele Memorial Library, food and beverage containers with lids are permitted only in the magazine/newspaper lounge area. In the branch libraries, food and beverages may be permitted at the discretion of the staff.

## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

6. Patron and visitor usage of restrooms is limited to conventional purposes.
7. Use of office equipment is not permitted without the express permission of staff.
8. Theft of library materials, equipment, or other library property, and theft of staff or patron property, is not tolerated.
9. Patrons are required to remain in public service areas unless specifically escorted into non-public areas by a staff member.
10. Sexual behavior is not permitted and patrons engaged in such action will be required to leave the library.
11. No weapons of any kind are allowed in the library.
12. With the safety of minors in mind, a responsible adult must accompany children under the age of 9 in the library. This responsible individual must supervise, guide, and control the behavior of minors in his/her care.
13. Animals are prohibited except as permitted by the Use of Service Animals Policy.

## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 251

**SUBJECT: NONDISCRIMINATION AND ANTI-HARASSMENT**

**Statement of Purpose.** The Board of Trustees affirms its commitment to nondiscrimination and recognizes its responsibility to provide an environment that is free of harassment and intimidation. Therefore, the Board prohibits and condemns all forms of harassment and discrimination on the basis of race, color, creed, religion, national origin, political affiliation, sex, sexual orientation, age, marital or veteran status, disability, use of a recognized service animal, and any other protected classifications. This prohibition applies to all employees, volunteers, trustees, patrons, visitors, non-employees such as contractors and vendors, and any parties who are participating in activities subject to the supervision and control of the Library District. The Board also prohibits harassment based on an individual's opposition to discrimination or participation in a related investigation or complaint. This policy of nondiscrimination and anti-harassment will be enforced on Library District premises and at all Library-sponsored events, programs, and activities, including those that take place at locations off District premises.

**Definitions.** For purposes of this policy, harassment shall mean any communication (e.g., verbal, written, or graphic) and/or physical conduct based on an individual's actual or perceived race, color, creed, religion, national origin, political affiliation, sex, sexual orientation, age, marital or veteran status, disability, use of a recognized service animal, or any other protected classification that:

- a) Has the purpose or effect of substantially or unreasonably interfering with an individual's work performance, or is used as a basis for employment decisions (including terms and conditions of employment) affecting such individual, or creates an intimidating, hostile, or offensive work environment;
- b) Has the purpose or effect of substantially or unreasonably interfering with a patron's participation in any library activity, or creates an intimidating, hostile, or offensive library environment;
- c) Otherwise adversely affects the employment and/or service/program opportunities and benefits provided by the District.

**Prompt Investigation.** The Library District will act to promptly investigate all complaints, whether verbal or written, formal or informal, of harassment or discrimination based on any of the classifications described above and will promptly take appropriate action to protect individuals from further harassment or discrimination. The Library District will designate, at a minimum, two (2) Complaint Officers, one of each gender.

**Complaints.** In order for the District to enforce this policy, and to take corrective measures as may be necessary, it is essential that any employee, patron, or other member of the above named groups who believes he/she has been a victim of harassment or discrimination in the library environment and/or at programs, activities, and events under the control and supervision of the



## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

District, as well as any individual who is aware of, and/or who has knowledge of, or witnesses any possible occurrence of harassment or discrimination, immediately report such alleged harassment or discrimination. Such report shall be directed to or forwarded to the designated Complaint Officer(s) through informal and/or formal complaint procedures as developed by the District. Such complaints are recommended to be in writing, although verbal complaints of alleged harassment or discrimination will also be promptly investigated in accordance with the terms of this policy. In the event that the complaint officer is the alleged offender, the report will be directed to the next level of supervisory authority.

**Investigation Procedure.** Upon receipt of an informal/formal complaint (even an anonymous complaint), the District will conduct a thorough investigation of the charges. However, even in the absence of an informal/formal complaint, if the Library District has knowledge of any occurrence of harassment or discrimination, the District will investigate such conduct promptly and thoroughly. To the extent possible, within legal constraints, all complaints will be treated as confidentially and privately as possible. However, disclosure may be necessary to complete a thorough investigation of the charges and/or to notify law enforcement officials as warranted; any disclosure will be provided on a “need to know” basis.

**Corrective Action.** Based upon the results of this investigation, if the District determines that an individual has violated the terms of this policy, immediate corrective action will be taken as warranted. Should the offending individual be a patron, appropriate measures will be applied, up to and including banning the patron from District facilities. Should the offending individual be a library employee, appropriate disciplinary measures will be applied, up to and including termination of the offender’s employment, in accordance with legal requirements and applicable contracts. Third parties who are found to have violated this policy will be subject to appropriate sanctions as warranted and in compliance with the law. The application of such disciplinary measures by the District does not preclude the filing of civil and/or criminal charges as may be warranted.

**Prohibition of Retaliatory Behavior.** The District prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participated in the investigation of a complaint. Follow-up inquiries shall be made to ensure that harassment or discrimination has not resumed and that all those involved in the investigation of the complaint have not suffered retaliation.

**Finding that Harassment or Discrimination Did Not Occur.** At any level/stage of investigation, if a determination is made that the events alleged did not occur, the Complaint Officer will so notify the complainant, the alleged offender, and the Director of this determination. Such a finding does not preclude the complainant from filing an appeal pursuant to policy or law and/or pursuing other legal avenues of recourse. Even if a determination is made that events alleged did not occur, the Director/designee reserves the right to initiate staff awareness and training, as applicable, to help ensure that the District community is not conducive to fostering harassment or discrimination in the workplace.

**Reports to the Board.** In all cases, the Director will inform the Board of Trustees of the results of each investigation. Anonymity will be maintained wherever possible.

## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

**Knowingly False Accusations.** Employees and/or patrons who *knowingly* make false accusations against another individual as to allegations of harassment or discrimination may also face appropriate action.

**Privacy Rights.** As part of any investigation, the District has the right to search all library property and equipment including District computers. Rooms, desks, cabinets, lockers, computers, etc., may be provided by the District for the use of staff and patrons, but the users do not have exclusive use of these locations or equipment and should not expect that materials stored therein will be private.

**Appeals.** Any determination by a Complaint Officer may be appealed to the Director, or if involving the Director, to the Board President. An appeal shall be reviewed within five (5) business days of receipt and the underlying determination shall either be affirmed, modified, or referred back to the Complaint Officer or referred to the another Complaint Officer for further action.

**Employee Training.** The Director/designee(s) will affirmatively discuss the topic of harassment and discrimination with all employees, express the District's condemnation of such conduct, and explain the sanctions for harassment and discrimination. Appropriate training and/or awareness programs will be established for staff to help ensure knowledge of and familiarity with the issues pertaining to harassment and discrimination in the workplace, and to disseminate preventative measures to help reduce such incidents of prohibited conduct. Furthermore, special training will be provided for designated supervisors and managerial employees, as may be necessary, for the investigation of harassment and discrimination complaints.

**Publication.** A copy of this policy will be available upon request and may be posted online and in Library buildings.

## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 260

**SUBJECT: COMMUNITY USE OF LIBRARY FACILITIES**

**Statement of purpose.** The Board of Trustees supports the public use of library buildings and grounds provided that such uses are otherwise legally permitted, do not interfere with Library operations, and do not pose a risk of injury to persons or property.

**Rights of use.** Library facilities are provided for library purposes. Other uses are permitted in the sole discretion of the Library District.

**Hours.** Except for a specific event approved by the Director or his/her designee, the public use of Library District grounds and facilities is prohibited outside of designated operating hours. Any unauthorized person found on Library District grounds or in library facilities during prohibited hours shall be subject to civil and criminal penalties.

**Usage fees.** The Library may charge fees or rents for use of Library space, staff, and equipment. The Director shall develop and maintain, subject to Board approval, schedules of fees and rents that reflect actual or estimated costs to the Library for uses in excess of normal Library operations.

**Traffic Plan.** The Director or his/her designee shall develop and maintain, subject to Board approval, a traffic plan designating and regulating parking and vehicular use on all Library District property.

## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 261

**SUBJECT: USE OF SERVICE ANIMALS**

Generally, The Board of Trustees welcomes the use of service animals on Library District grounds by individuals with disabilities, subject to restrictions permitted by federal and/or state law. Anyone entering Library District facilities with an animal may be asked about the presence of the animal. Staff will work to accommodate reasonable access to all facilities open to the public.

Responsibility. Individuals with service animals will be responsible for the behavior of such animals. Staff shall direct any concerns about animal behavior to a supervisor or the Director. Visibly aggressive animals will not be permitted to enter. If an animal becomes aggressive or destructive after entry, staff shall contact law enforcement or animal control.

# CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 262

SUBJECT: COMPUTER/INTERNET RESOURCES

## Public Access Computers

Library computers and Wi-Fi access are provided to meet the informational, educational, cultural, and recreational needs and interests of all patrons. The Library's computers – equipment and software – must be used as installed. Users are not permitted to add, delete, or modify existing software or hardware. Installation of programs to public PCs is strictly prohibited.

Due to the demand for access to computers, users must follow all procedures developed by the staff to ensure fair and reasonable use of these limited resources. Daily limits may vary from one library to another. If patrons have difficulty in using public computers, Library staff will refer them to sources of help. A more experienced computer user should accompany persons who are not experienced with such technologies.

## Children's Computers

There are Internet filters on the computers in the Children's section at the Steele Memorial Library. Computers in the Children's section are designated for patrons under the age of 16. Parents are encouraged to work with and supervise their minor children's Internet sessions. Patrons are cautioned that Internet sites may carry controversial, indecent, or inappropriate information.

## Acceptable Use Requirements

In order to make these resources available to as many patrons as possible and to make sure that the equipment is used in a manner consistent with the Library Code of Conduct, the following rules apply:

Library computers and Wi-Fi may not be used for any illegal activity including, but not limited to:

- § Damaging or altering computer equipment, systems, or software.
- § Displaying, printing, or sending any material that is obscene, libelous, threatening, or harassing.
- § Downloading or installing any harmful program (including, but not limited to, spyware, viruses, Trojans, malware, or any illegal utility) on any computer.
- § Violating copyright or trademark laws, software licensing agreements, or intellectual property rights.

## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Library users, not the Library, are responsible for the access points they use. Failure to use the Internet stations appropriately and responsibly, as defined in this policy, will result in revocation of Internet use privileges and/or the summoning of law enforcement authorities.

### District Presence Online

The Chemung County Library District (CCLD), in order to stay connected to and communicate with the public, will maintain a presence on a number of social media sites. Through these social media sites, CCLD will share Library District news, post information about Library-sponsored events, publish photos from events, and encourage patron feedback.

The Library has a web site: [www.cclid.lib.ny.us](http://www.cclid.lib.ny.us). The Library's web site acts to organize and facilitate access to electronic information. The Library is responsible only for information on pages pertaining specifically to the Library. The Library is not responsible for the content, accuracy, or availability of any external sites linked to these pages.

Material placed by CCLD staff on any of the District's Internet sites will remain professional. Before posting anything, staff will check facts and correct errors to ensure content and grammatical accuracy. Public comments will be encouraged but monitored for appropriate content. Comments with inappropriate content (e.g., offensive or abusive language, SPAM, and off-topic conversations) will be removed.

Any public concerns should be directed to the Chemung County Library District Director.

### Continuing Oversight

Library trustees and staff will continue to evaluate the Library's Internet policies and procedures and make modifications as needed to ensure equitable and safe access for all. The policy is subject to change as necessity dictates.

## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 290

SUBJECT: LIBRARY PATRON BILL OF RIGHTS

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

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

Adopted June 18, 1948.  
Amended February 2, 1961, and January 23, 1980,  
inclusion of "age" reaffirmed January 23, 1996,  
by the ALA Council.

## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 291

SUBJECT: FREEDOM TO READ

1. The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label “controversial” views, to distribute lists of “objectionable” books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow citizens.

We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be “protected” against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious



## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings. The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

2. We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox or unpopular with the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process.

Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept with any expression the prejudgment of a label characterizing it or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive.

## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a “bad” book is a good one, the answer to a “bad” idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader’s purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all citizens the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, by the ALA Council and the AAP Freedom to Read Committee.

*A Joint Statement by:*

American Library Association  
Association of American Publishers

*Subsequently Endorsed by:*

American Association of University Professors  
American Booksellers Foundation for Free Expression  
American Society of Journalists and Authors The American Society of Newspaper Editors Anti-Defamation League of B’nai B’rith Association of American University Presses Center for Democracy & Technology  
The Children’s Book Council  
The Electronic Frontier Foundation Feminists for Free Expression Freedom to Read Foundation  
International Reading Association The Media Institute  
National Coalition Against Censorship

Adopted: January 15, 2015

# CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

National PTA

Parents, Families and Friends of Lesbians and Gays

People for the American Way

Student Press Law Center

The Thomas Jefferson Center for the Protection of Free Expression

## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 292

SUBJECT: FREEDOM TO VIEW

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the **First Amendment to the Constitution of the United States**. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

Adopted: January 15, 2015

## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 300:

SUBJECT: ADMINISTRATIVE ORGANIZATION AND OPERATION

The basic principles of Administrative Organization and Operation are:

- a) The Board of Trustees shall formulate and legislate District policy.
- b) The Library Director shall execute the Library's mission by adhering to the policies adopted by the Trustees, promulgating administrative regulations and/or procedures, and deploying staff and resources.
- c) Areas of responsibility for each position shall be clearly defined.
- d) Any problem which an employee cannot solve by his/her own efforts or within the limits of his/her authority shall be referred to his/her immediate supervisor.
- e) The operation of the Library shall be conducted in a collegial and collaborative environment, focused on the goals and objectives of the Library, and based on a model of open and respectful communications between staff, supervisors, administrators, trustees, and volunteers.

Adopted: February 19, 2015

## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 305

**SUBJECT: ADMINISTRATIVE LATITUDE IN THE ABSENCE OF BOARD POLICY**

From time to time, issues may arise for which no specific policy has been prepared. Members of the staff shall act in a manner consistent with the existing Policies of the Library District and shall alert the Library Director to the possible need for additional policy development.

Adopted: February 19, 2015

## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 310

**SUBJECT: LIBRARY DIRECTOR**

The Library Director is the chief executive officer of the Library District and is responsible for executing the mission of the District. The Library Director supervises and directs the day-to-day operations of the District. The Library Director reports directly to the Board of Trustees.

In addition to his/her general authority over operations, the Library Director also has the specific powers and duties listed below. As chief executive officer of the Library District, he/she shall:

- Evaluate the effectiveness of the Library District's services in relation to the changing needs of the community;
- Recommend necessary or desirable library services to the Board;
- Recommend and administer personnel policies;
- Supervise the staff;
- Recommend appointments, transfers, promotions, and dismissals;
- Prepare preliminary budget estimates;
- Submit a budget to the Board;
- Direct and supervise the expenditures of District funds;
- Represent the District at community and group meetings;
- Attend professional meetings;
- Recommend and administer public relations programs;
- Supervise the maintenance of buildings and grounds; and
- Recommend repairs, alterations, and new construction.



## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 311

**SUBJECT: LIBRARY DIRECTOR - BOARD RELATIONS**

The Board of Trustees is accountable for the overall success of the Library District. The Board's specific role is to deliberate and to establish policies for the organization. The Board of Trustees delegates authority to the Library Director who, acting as chief executive officer, is held accountable to the Board for compliance with its policies.

Generally, the Library Director will be empowered to assign and use resources; to employ, promote, discipline, and deploy staff; to translate policies of the Board into action; to speak as agent of the District; to organize and delegate administrative responsibilities; and to exercise such other powers as are customary for chief executives.

When law or other authority calls for Board approval of decisions that the Board has delegated to the Director, Board approval will be routinely given if those decisions have been made within the boundaries of Board policies or directives.

The Library Director may not perform, cause, or allow to be performed any act that is unlawful; in violation of commonly accepted business and professional ethics; in violation of any contract into which the District has entered; or in direct violation of policies adopted by the Board that limit the Executive Director's authority.

Should the Library Director consider it unwise or impractical to comply with an explicit Board policy, the Director will inform the Board of that determination. The Board may consider whether such judgment was warranted and what future actions are appropriate.

## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 312

**SUBJECT: RECRUITMENT AND APPOINTMENT OF LIBRARY DIRECTOR**

The appointment of the Library Director is a key function of the Board of Trustees. The Board will conduct an extensive search to find the person it believes can most effectively translate into action the policies of the Board and the aspirations of the community and the staff.

The Library Director=s position shall have a triple capacity: chief executive for the Board of Trustees, leader and accountable officer for all personnel of the District, and liaison between those personnel and the Board of Trustees. Because of the profound responsibility assigned to this officer, the selection of the proper person for the post is one of the most important tasks the Board performs.

The Board may seek the advice and counsel of interested individuals or of an advisory committee, or it may employ a consultant to assist in the selection. However, final selection will rest with the Board after a thorough consideration of qualified applicants.

A vote of the majority of the Board at a meeting for which due notice has been given of the intended action will be required for the appointment of the Library Director.

Adopted: February 19, 2015

## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 313

**SUBJECT: CONTRACT OF LIBRARY DIRECTOR**

The Board, upon selection of a candidate, shall work to secure the dignity of the position and the freedom of leadership by the development of an explicit contractual agreement. Such contract shall meet the requirements of New York State Law; shall protect the rights of both the Board and the Library Director; shall enumerate compensation, fringe benefits, and other terms and conditions of employment; and shall provide for at least an annual evaluation.

Adopted: February 19, 2015

## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 314

**SUBJECT: EVALUATION OF THE LIBRARY DIRECTOR**

The Board of Trustees shall conduct annually a formal performance evaluation of the Library Director.

The process for the evaluation of the Library Director will include the collaborative determination by the Board and the Director of the criteria for appraising the performance of the Director which will include, but not be limited to, the duties and responsibilities of the Director as outlined in the position description and the annual District priorities which are related to the mission and goals of the Library District. The process for evaluation will also include a timeline for the evaluation and an evaluation instrument, both approved annually by the Board.

The timeline will indicate when Trustees will submit individual appraisals using the approved instrument, when disclosure to the Director of the aggregated results will occur, when the Board and the Director will meet in executive session to discuss the evaluation, and when the Board will provide to the Director the written evaluation of performance. The evaluation instrument approved for each coming year will reflect the results of the previous year's evaluations, feedback and direction from the Board to the Library Director, as well as collaboration between the Board and the Library Director about the priorities for the coming year.

The evaluation of the Library Director will be conducted in an atmosphere of mutual trust and respect, will give annual focus to the priorities of the Library District, will provide for the motivation and development of the Library Director, will provide an ongoing process for assessing the progress of the Library District toward accomplishing established goals and priorities, and will assist the Board in determining appropriate rewards for the Library Director based upon performance.

Adopted: February 19, 2015

## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 405

### SUBJECT: BUDGET DEVELOPMENT

**Annual Budget.** The annual operating budget of the Library District is the operational plan, stated in financial terms, for the conduct of all programs to be conducted during the fiscal year. It is the basis for the establishment of the tax levy.

**Budget Planning.** The Library Director has overall responsibility for budget preparation. In developing the budget, the Library Director may seek advice and suggestions from the Board of Trustees, staff, patrons, and the community. The budget shall be designed to reflect the Board of Trustees' objectives for the provision of library services in the coming year. It shall be carefully organized and planned to provide adequate support for each program, to anticipate the financial needs of programs in development, and to function within the limits of known or anticipated funding sources.

**Appropriation.** The Board of Trustees shall annually file with the Clerk of the County of Chemung an estimate of the budget to be raised by levy for the Library District for the following fiscal year.

**Annual Report.** Within thirty days after the close of the fiscal year, the Treasurer shall make an annual report of the receipt and disbursement of library moneys to the Library Board of Trustees and to the Chemung County Legislature.

## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 410

**SUBJECT: ADMINISTRATION OF THE BUDGET**

**Periodic Budget Reconciliation.** The Treasurer shall make a monthly report of all expenditures and encumbrances of budget appropriations and of all receipts and revenues.

**Encumbrances.** Salaries and purchase orders for goods and services shall be encumbered against the proper budget appropriations as soon as commitments are made.

**Expenditures.** The expenditure of Library District funds is ultimately the responsibility of the Board of Trustees. Specified expenditures are authorized by resolution of the Board of Trustees, such as through the approval of annual salary schedules, approval of individual salaries, and approval of written agreements for the purchase of goods or services.

**Revenues.** Receipt of revenues shall be recorded as required by law. All receipts of revenues not anticipated in the budget require approval of the Board of Trustees.

## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 420

**SUBJECT: INVESTMENTS**

**Authorization.** Whenever the Library District has funds (including operating funds, reserve funds, and proceeds of obligations) that exceed those necessary to meet current expenses, the Board of Trustees may authorize the Treasurer under the supervision of the Library Director to invest such funds in accordance with all applicable laws and regulations, including but not limited to the General Municipal Law of the State of New York and regulations promulgated by the New York State Comptroller.

**Objectives.** The objectives of this investment policy are four-fold:

- a) Investments shall be made in a manner so as to safeguard the funds of the Library District;
- b) Bank deposits shall be made in a manner so as to safeguard the funds of the Library District;
- c) Investments shall be sufficiently liquid so as to allow funds to be available as needed to meet the obligations of the Library District; and
- d) Funds shall be invested in such a way as to earn the maximum yield possible given the first three investment objectives.

## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 425

SUBJECT: ACCEPTING GIFTS

### Gifts to the Library District

Authority. The Board of Trustees may accept by resolution on behalf of the Library District any absolute or conditional gifts, devises, or bequests of real or personal property. The Library Director is authorized to accept gifts in value up to \$500.

General Considerations. The Board of Trustees must exercise its independent judgment in the acceptance of all gifts and determine whether any particular gift, after a review of all relevant considerations, is a benefit to the mission of the Library District. Where the acceptance of a gift might constrain the Library District in the performance of its legal obligations or where the acceptance of a gift might create obligations or costs beyond the gift itself, the Board of Trustees retains the option to refer any particular gift to a committee for review and recommendation and to reject any offer not in the best interests of the Library District. The Board of Trustees will safeguard the District from commercial exploitation and other undue influences on the mission of the District.

The Board of Trustees will not consider the acceptance of a gift until and unless it receives the offer in writing. Unrestricted gifts are encouraged. Donors should first work with the Library Director to discuss the nature of the gift.

All unrestricted gifts shall be allocated to the general fund.

### Gifts to Individuals

The Board of Trustees recognizes that gift giving, especially during the holiday season, may be a common practice for many Library employees and patrons. While the giving or exchanging of gifts may be acceptable among staff members, the Board of Trustees strongly encourages District employees and patrons to show appreciation through written notes or greeting cards. Additionally, all business contacts will be informed that gifts exceeding \$75 to District employees will be returned or donated to charity.



## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 430

**SUBJECT: BORROWING**

In accordance with the enacting statute, the Board of Trustees may submit a written request to the Chemung County legislature, requesting said legislature to exercise its power to authorize, sell and issue bonds, notes, and/or other evidences of indebtedness pursuant to the local finance law in order to permit the library district to provide facilities or improved facilities for library purposes. Upon such consent by the county legislature and subsequent resolution of the board of trustees and approval by the qualified voters of the library district, the county shall authorize, sell and issue such bonds, notes or other evidences of indebtedness as are necessary to accomplish the improvements specified in the request. The proceeds of such bonds, notes or other evidences of indebtedness shall be paid to the treasurer of the Chemung County Library District and maintained in a segregated account in accordance with section 165.00 of the local finance law and expended by the treasurer only on specific authorization by the board of trustees.

Adopted: March 19, 2015

## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 435

### SUBJECT: SALE AND DISPOSAL OF DISTRICT PROPERTY

**Real Property.** District-owned real estate or buildings determined to be excess and not needed by the Board of Trustees to accomplish the mission of the Library District may be sold at public auction, by sealed bid, or through private sale. Any sale method must be determined by the Board of Trustees in advance to be in the best interests of the Library District and the Board of Trustees reserves the right to accept a bid or reject all bids in the best interest of the Library District. At the time of the sale, the Board shall also determine the disposition of the proceeds, including but not limited to funding a reserve, applying to outstanding debt, or placing in the general fund, all to the extent and in the manner permitted by law.

**Personal Property.** Equipment, furniture, and other personal property that is obsolete, surplus, or unusable by the Library District shall be disposed of in a manner that is advantageous to the District. The Library Director will be responsible for selling the equipment in such a way so as to maximize the net proceeds of sale which may include a bona fide public sale preceded by adequate public notice. If it is determined that reasonable attempts to dispose of the equipment have been made, and such attempts have not produced an adequate return, the Library Director or his/her designee may dispose of the equipment in any manner which he/she deems appropriate.

**Reading Material.** Prior to the discarding of used or surplus books or other such reading materials, the Board of Trustees shall offer to donate such books or materials to a not-for-profit corporation or political subdivision located within Chemung County, or offer to sell such books or materials to the general public. Net proceeds will be used for the purpose of maintaining and improving library service within the District.

## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 460

SUBJECT: PURCHASING

**Authority.** The Library District's purchasing activities shall be part of the responsibilities of the Library Director. The Library Director may be authorized to delegate the District's normal, routine purchasing activities and functions to a person designated by the Board of Trustees. All District purchasing shall comply with applicable laws and regulations of the State of New York. The purchasing process should enhance library operations and programs through the procurement of goods and services deemed necessary to meet Library District needs.

**Principles of Purchasing.** The Board of Trustees has the objective to assure the prudent and economical use of public monies in the best interest of the taxpayers. This means that when goods and services are required, they must be of maximum quality at the lowest possible cost under the circumstances. Additionally, the purchasing process must guard against the appearance of and the actuality of and the opportunity for favoritism, improvidence, extravagance, fraud, and corruption. Competitive bidding will be used where required by law. Requests for proposals or quotes should be used whenever permitted.

**Competitive Bidding Not Required.** In accordance with General Municipal Law section 104-b and the exceptions set forth in General Municipal Law Section 103, the Board of Trustees recognizes its responsibility to ensure the development of procedures for the procurement of goods, services, and public works not required by law to be made pursuant to competitive bidding requirements. These goods, services, and public works must be procured in accordance with the procedures established by the Board of Trustees, as follows:

- a. The Library Director, and such other designee as may be appointed, is authorized to make all purchases of goods and services specifically authorized by budgetary or other appropriations. The Library Director, and such other designee as may be appointed, is authorized to make all other purchases of goods and services valued at \$5000 or less without prior approval of the Trustees, subject to available appropriations and this purchasing policy.
- b. Purchases valued at \$1000 or less do not require the solicitation of proposals or quotations, but the purchaser is expected to exercise reasonable prudence in comparing, where commercially reasonable, the prices, terms, and conditions made available by more than one vendor.
- c. Purchases valued in excess of \$1000 but no more than the limits set under the General Municipal Law may be made from the lowest-dollar offeror, provided that at least three written proposals or quotations are received.

**Requests for Proposals.** The Library shall award contracts for professional services only after an appropriate number of professionals are contacted directly and asked for the submission of

Adopted: May 21, 2015

## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

written proposals. Requests for proposals and evaluations of proposals can consider price and other factors such as experience, staffing, and suitability for needs, and may include negotiations on a fair and equitable basis.

## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 461

**SUBJECT: MATERIALS SELECTION**

**Purpose of Collection.** The primary purpose of the Library District is to provide and organize library materials to assist its users in fulfilling their needs for educational, recreational, and cultural information. Library District staff selects, organizes, and preserves materials on an extraordinarily wide scope. This information may be of lasting importance or temporary use.

**Content.** The Library District will not advocate for or endorse any particular idea, opinion, or point of view. The Library District selects information that supports a wide range of competing and often conflicting ideas and opinions for consideration by library patrons. The collection should and does reflect controversial topics that will generate intense interest, vehement debate, and strongly held and conflicting opinions by many individuals in the community. Provided that materials meet the accepted standards of selection of the Library District and are deemed to contribute to the goals of the Library District's collection development, the Library District will not exclude any library material on the sole basis that:

It presents extreme points of view;

It offers a one-sided representation of opinions, ideas, or events; or

It may offend some patrons because of frankness of vocabulary or description.

It is an essential role of the public library to make these and other controversial materials freely available to individuals. Within this framework, Library District staff can assist parents, guardians, and caregivers in supervising the reading, viewing, and listening habits of the children in their care.

**Format of Materials.** Our library collections are composed of information in many formats. These include print and image on paper, as well as audio, video, digital, microfilm, microfiche, Braille, and others. The Library District will strive to keep abreast of new formats and equipment as they emerge and offer them to library users.

**Responsibility for Selection.** Our professional library staff has the primary responsibility for selecting materials for the collections in our libraries. This does not preclude others from making recommendations for purchase based upon their reading, viewing, or listening interest and knowledge. The Library Director and the Board of Trustees endorse this policy and will support selections made pursuant to the standards set forth below and within budgetary limitations.

Library District staff responsible for materials selection shall consult industry standard professional reviewing literature in making regular and systematic purchases of new library

Adopted: May 21, 2015

## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

materials which are ordered from industry vendors, online companies, or purchased locally. Selection of material from publisher representatives should be done sparingly.

Library staff will give professional, trained assistance in retrieving desired materials in the collection. They will consider individual patron requests and purchase materials based on those requests if such materials meet the standards set forth in this policy.

Standards for Selection. Individuals responsible for materials selection shall base their judgment on the following standards. Not all the standards will apply to each item. Evaluation shall be made with regard to the work as a whole and not necessarily to its individual parts. Each item shall be evaluated in terms of its own merits, its intended audience, and its relation to the collection.

Standards:

1. Accuracy of content.
2. Historical or permanent value of the work.
3. Reputation, authority, and qualifications of the author, editor, artist-producer, or publisher.
4. Quality of expression or visual content.
5. Importance of the work to the Library's existing collection.
6. Contemporary or timely social significance of the topic.
7. Availability of other materials on the same topic in the District.
8. Accessibility for the general public to the same material elsewhere in the community, including materials in hospital, technical, college, or special library collections.
9. Suitability of the material in representing varied levels of complexity to reflect the educational backgrounds and reading skills of community members.
10. Quality of the physical format, including binding, print size, durability, and illustration.
11. Cost in relation to the significance of the material according to the above factors.

Selection and Management of Electronic/Digital Resources. Electronic resources are those materials or services that require a computer or other electronic device for access, manipulation, or reproduction. Electronic resources play an increasingly important role in the Library District's collection and shall be selected in accordance with this policy. These materials include, but are not limited to, databases, internet based tools, downloadable audio and e-books, and downloadable and streaming music and video.

The standard criteria used in selecting traditional formats still apply. However, due to unique issues concerning technology, such as access, maintenance, vendor support, and licensing terms, a separate statement of guidelines is necessary for these materials.

The library staff responsible for selection of electronic materials shall base their decisions on the following principles in addition to the standards outlined above:

## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

1. Ease of use and tutorial/help features.
2. Ability to offer to remote users.
3. Compatibility with existing technical set-ups.
4. Service implications, technical support, and licensing requirements.
5. Ability by the vendor to provide use statistics.
6. Whether consortium purchase option is available.
7. Amount of promotional materials provided by the vendor.
8. Availability of content in other formats.
9. Cost in relation to the significance of the service according to the above factors.

**Deselection Process.** As part of the Library District's obligation to periodically evaluate the effectiveness of its collection and services in meeting community needs, all collections shall undergo continuous review. The following factors will be used to determine whether material should be taken out of circulation:

1. Usage: Has the item been checked out frequently or recently?
2. Physical condition: Can a damaged item be repaired? Should it be replaced?
3. Duplication: Is demand sufficient for multiple copies of the item?
4. Uniqueness: Is the item held only by CCLD?
5. Accuracy: Does it continue to be factually accurate?
6. Edition: Is the edition of an item held by the library superseded by a newer edition?
7. Completeness: Is the item part of a set or series of which the library does not have a complete run?
8. Relevancy: Has it proved relevant to the needs and interests of the library's community?

Final deselection decisions shall be the responsibility of the Library Director.

**Gifts of Materials.** Gifts of library materials shall be included in the collection if, in the opinion of library staff responsible for selection, such gifts meet the objective criteria for the selection of library materials listed in this policy. Gifts become the property of the Library District and the Library District maintains the right to dispose of gift materials in a manner consistent with applicable law. Contributions are encouraged for memorials or honorable recognition of community members and such contributions shall be subject to the Materials Selection policy to the same extent as all other materials.

**Patron Input Regarding the Collection.** The Board of Trustees recognizes the importance of providing a process whereby opinions from the public regarding materials selected can be voiced. To comply with this policy, a Request for Reconsideration must be filled out, signed, and mailed or delivered in person to the Library Director.

## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 465

SUBJECT: TRAVEL EXPENSE REIMBURSEMENT

Library District staff shall be reimbursed for approved travel expenses which were incurred on behalf of the Library District as stated below:

- a) Mileage expenses will be reimbursed at the IRS rate in effect on the dates of travel.
- b) Meal expenses will be reimbursed at the federally established guideline rates in effect on the dates of travel.
- c) Other transportation expenses will be reimbursed at cost provided that the lowest cost travel method was utilized under the circumstances.
- d) Other expenses incurred on behalf of the Library District while traveling shall be reimbursed at cost.

No reimbursements shall be made without adequate documentation to support the expenditures.



## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 470

**SUBJECT: RESERVE FUNDS**

The Board of Trustees may establish such reserve funds to the extent and in the manner permitted by law. The purpose, conditions for use, and duration of any such reserve fund shall be declared by the Board before funding the reserve.

Adopted: March 19, 2015

## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 480

**SUBJECT: FUND BALANCE REPORTING**

The manner in which the Library District maintains and reports its fund balance shall comply with the requirements of Governmental Accounting Standards Board (“GASB”) Statement Number 54, Fund Balance Reporting and Governmental Fund Type Definitions.

Adopted: March 19, 2015

## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 490

**SUBJECT: PUBLICATION OF ANNUAL REPORTS**

The Board of Trustees shall cause to be prepared such annual reports as are required by law, including, but not limited to, an Annual Report to the Community in accordance with Section 90.2 of the Regulations of the Commissioner of Education; an Annual Financial Statement to the State Comptroller in accordance with Section 30 of the General Municipal Law; and an Annual Report to the State Education Department in accordance with Sections 215 and 263 of the Education Law.

Adopted: March 19, 2015

## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 510

**SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY**

The Chemung County Library District is an equal opportunity employer and does not discriminate against any employee or applicant for employment on the basis of race, color, national origin, sex, disability, or age. Further, the Library District does not discriminate on the basis of religion or creed, sexual orientation, military status, genetic status, marital status, domestic violence victim status, criminal arrest or conviction record, or any other basis prohibited by state or federal non-discrimination laws.

**Investigation of Complaints and Grievances.** The Library District will act to promptly, thoroughly, and equitably investigate all complaints, whether verbal or written, of discrimination, and will promptly take appropriate action to protect individuals from further discrimination. All such complaints will be handled in a manner consistent with the District's policies, procedures, and/or regulations regarding the investigation of discrimination and harassment complaints, including, but not limited to, Policy 211: Complaints and Grievances by Employees and Policy 251: Nondiscrimination and Anti-Harassment.

**Prohibition of Retaliatory Behavior.** The Board prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participated in the investigation of a complaint of discrimination. Complaints of retaliation may be directed to the Civil Rights Compliance Officer. In the event the Civil Rights Compliance Officer is the alleged offender, the report will be directed to an alternate Civil Rights Compliance Officer, if the District has designated another individual to serve in such a capacity, or to the Library Director, or to the Board President if the complaint involves the Library Director.

Where appropriate, follow-up inquiries will be made to ensure that discrimination has not resumed and that all those involved in the investigation of the discrimination have not suffered retaliation.

## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 520

### SUBJECT: JOB DESCRIPTIONS

The Chemung County Library District shall create and maintain a job description for each position. The Director shall ensure compliance with the Civil Service Law and the Rules for the Classified Civil Service of Chemung County and the City of Elmira, as applicable.

All job descriptions must be aligned with the mission of the District and with the District's goals, and must specify tasks to be performed in order for employees to support the mission and goals.

In creating job descriptions, management shall:

1. Specify job performance roles and responsibilities;
2. Use objective standards to support meaningful evaluations;
3. Provide effective training, including establishing clear expectations for persons new to the position;
4. Be sensitive to morale issues (fair, clear job descriptions help to prevent "surprises");
5. Be uniform and consistent in developing job descriptions and evaluations.

## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 525

**SUBJECT: EMPLOYEE PERSONNEL RECORDS AND RELEASE OF INFORMATION**

**Personnel Records.** The Library District will maintain a personnel file for each individual employed by the Library District.

**Release of Personnel Information.** All steps should be taken to protect the privacy of the employees of the Library District. To ensure each individual's privacy, directory or confidential information should not be shared with a third party except in the following situations:

- a) When duly issued legal process, such as a subpoena, is received.
- b) When the employee grants permission.
- c) When otherwise required by law (e.g., disclosure to ERS or Social Security).

Procedures for obtaining consent for release of records to third parties shall be developed by the Director.

**Release of Information Concerning Former Employees.** The Library District shall not release information concerning the employment records, personnel file, or past performance of a former employee unless such information is required to be disclosed by law. Only the initial and final dates of employment and the position held shall be provided through a written response to a written request. The former employee may authorize the release of any additional information.

## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 530

**SUBJECT: CODE OF ETHICS FOR ALL DISTRICT PERSONNEL**

**Standards of Conduct.** Every Board member or employee of the Chemung County Library District shall be subject to and abide by the following standards of conduct:

**Gifts.** Pursuant to General Municipal Law Section 805-a, he/she shall not, directly or indirectly, solicit any gift or accept or receive any gift having a value of seventy-five dollars (\$75) or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could reasonably be inferred that the gift was intended or expected to influence him/her in the performance of official duties or was intended as a reward for any official action on his/her part.

**Confidential Information.** He/she shall not disclose confidential information acquired by him/her in the course of his/her official duties or use such information to further his/her personal interest.

**Disclosure of Interest in Contracts.** Any Library District officer or employee, as well as his/her spouse, who has, will have, or later acquires an interest in any actual or proposed contract, purchase agreement, lease agreement or other agreement, including oral agreements, with the District shall publicly disclose the nature and extent of such interest in writing to his/her immediate supervisor and to the Board of Trustees as soon as he/she has knowledge of such actual or prospective interest. Such written disclosure shall be made part of and set forth in the Board minutes.

**Representation Before One's Own Agency.** He/she shall not receive, or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before any municipal agency of which he/she is an officer, member, or employee or before any municipal agency over which he/she has jurisdiction or to which he/she has the power to appoint any member, officer, or employee.

**Representation Before Any Agency for a Contingent Fee.** He/she shall not receive, or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before any agency of his/her municipality, whereby his/her compensation is to be dependent or contingent upon any action by such agency with respect to such matter, provided that this paragraph shall not prohibit the fixing at any time of fees based upon the reasonable value of services rendered.

**Disclosure of Interest in Resolution.** To the extent that he/she knows thereof, a member of the Board of Trustees or employee of the Chemung County Library District, whether paid or unpaid, who participates in the discussion or gives official opinion to the Board of Trustees on any resolution before the Board of Trustees shall publicly disclose on the official record the nature

## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

and extent of any direct or indirect financial or other private interest he/she has in such resolution.

**Investments in Conflict with Official Duties.** He/she shall not invest or hold any investment directly or indirectly in any financial, business, commercial, or other private transaction, that creates a conflict with his/her official duties.

**Private Employment.** He/she shall not engage in, solicit, negotiate for or promise to accept private employment or render services for private interests when such employment or service creates a conflict with or impairs the proper discharge of his/her official duties.

**Future Employment.** He/she shall not, after the termination of service or employment with the Library District, appear before any board or agency of the Library District in relation to any case, proceeding, or application in which he/she personally participated during the period of his/her service or employment or which was under his/her active consideration.

### **Legal Remedies**

**District Officers.** In accordance with the Penal Law Section 60.27(5), if a Library District officer is convicted of a violation against the District under Penal Law Article 155 relating to larceny, the courts may require an amount of restitution up to the full amount of the offense or reparation up to the full amount of the actual out-of-pocket loss suffered by the Library District.

**Board Members and Employees.** Nothing herein shall be deemed to bar or prevent the timely filing by a present or former Board of Trustees member or employee of any claim, account, demand or suit against the Chemung County Library District, or any agency thereof on behalf of himself/herself or any member of his/her family arising out of any personal injury or property damage or for any lawful benefit authorized or permitted by law.

**Distribution/Posting of Code of Ethics.** The Library Director shall cause a copy of this code of ethics to be distributed to every Board of Trustees member and employee of the District within thirty (30) days after the adoption of this policy. Each Board of Trustees member and employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of his/her office or employment. The Library Director shall also cause a copy of General Municipal Law Article 18 to be kept posted in each building in the Library District in a place conspicuous to its Board of Trustees members and employees. Failure to distribute any such copy of this code of ethics or failure of any Board of Trustees member or employee to receive such copy, as well as failure to post any such copy of General Municipal Law Article 18, shall have no effect on the duty of compliance with such code of ethics or General Municipal Law Article 18, nor with the enforcement of provisions thereof.

**Penalties.** In addition to any penalty contained in any other provision of law, any person who shall knowingly and intentionally violate any of the provisions of this code may be fined, suspended, or removed from office or employment, as the case may be, in the manner provided by law.



## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 531

### SUBJECT: PROHIBITION OF SUPERVISION OF RELATIVES

Employment of Relatives. A member of an employee's immediate family may be considered for employment and employed by the Library District, provided the applicant possesses all the qualifications for employment.

An immediate family member may not, however, be employed or assigned to a position that would:

- a) Create either a direct supervisor/subordinate relationship with an immediate family member; or
- b) Create a prohibited conflict of interest under Article 18 of the General Municipal Law.

This prohibition will also apply when transferring or promoting an employee.

Definitions. Direct supervision means the immediate level of supervision above an employee and/or when the supervisor is a decision-maker on the employee's evaluation, discipline, or selection for appointment, promotion, or transfer.

For purposes of this policy, "immediate family" includes: the employee's spouse, brother, sister, parents, children, step-children, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, and any other member of the employee's household.

Indirect Supervision. It is further the intent of this policy to avoid the creation of an indirect supervisor/subordinate relationship with an immediate family member. If, however, an assignment with indirect supervision is necessary, a plan to avoid conflicts shall be developed and submitted to the Library Director or his designee. The purpose of the plan is to specifically outline how the indirect supervision shall occur and how any potential conflict of interest or appearance thereof will be mitigated. When a plan is filed, the Library Director shall be notified and he/she shall notify the Board of Trustees. If an assignment should occur where there are problems mitigating potential conflicts of the supervisor/subordinate relationship, transfers or re-assignment shall be implemented after discussion with the affected employees and in accord with any applicable collective bargaining or civil service requirements.

## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 540

**SUBJECT: EVALUATION OF PERSONNEL**

The Chemung County Library District is committed to supporting the development of effective library staff. To this end, the Library District shall provide procedures for the evaluation of all Library District staff, in accordance with applicable collective bargaining agreements.

Evaluation of the Library Director will be conducted pursuant to Policy 314.

## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 545

**SUBJECT: PROFESSIONAL GROWTH AND STAFF DEVELOPMENT**

It is the policy of the Library District that attention be given to in-service, pre-service, and other staff development programs which are believed to be of benefit to the Library District and its patrons.

The Library Director may arrange in-service programs and other staff development opportunities, with the object of improving professional competencies.

The Board of Trustees encourages all employees to improve their competencies beyond that which they may obtain through the regular performance of their assigned duties. Opportunities may be provided for:

- a) Programs, courses, seminars, and workshops offered both within and outside the Library District.
- b) Visits to other libraries, as well as attendance at professional meetings, for the purpose of improving services.
- c) Orientation/re-orientation of staff members to program and/or organizational changes as well as Library District expectations.

Attendance at such professional development programs must be directly linked to the duties and responsibilities comprising the job description of the employee. Consequently, employees are encouraged to participate in the planning of staff development programs designed to meet their specific needs.

Members of the staff are also encouraged to continue their formal education as well as to attend their respective work-related workshops, conferences, and meetings.

Funds for participating at such conferences, conventions, and other similar professional development programs may be budgeted for by the Board of Trustees on an annual basis.

Reimbursement to District staff for all actual and necessary registration fees, expenses of travel, meals and lodging, and necessary tuition fees incurred in connection with attendance at conferences and the like will be in accordance with established policies for conference attendance and expense reimbursement.

## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 550

**SUBJECT: DRUG- FREE WORKPLACE**

**General Policy.** It shall be the general policy of the Board of Trustees to affirm that all programs in the Library District that receive Federal funds shall guarantee that their workplaces are free of controlled substances.

**Definition of Controlled Substance.** “Controlled substance” means a controlled substance in schedules I through V of Section 202 of the Controlled Substances Act (21 USC 812) and as further defined in regulation at 21 Code of Federal Regulations (CFR) 1308.11-1308.15.

**Acknowledgment.** An acknowledgment form shall be signed by the Library Director indicating that the Library District is in full compliance with the Drug-Free Workplace Act. This policy shall guarantee that not only federally funded programs but the entire District is free of controlled substances.

**Regulations.** The Board of Trustees directs the administration to develop regulations to comply with this policy, and further supports such actions and activities of the administration as shall be required to maintain a drug-free workplace.

**Prohibition of Alcohol.** In addition to complying with Federal legislation regarding the use of drugs, the Board of Trustees prohibits any employee to be under the influence of, to use, to have in his or her possession, or to distribute in any way alcohol on Library District property.

## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 551

**SUBJECT: EMPLOYEE ASSISTANCE PROGRAM**

The Board of Trustees recognizes that a wide range of problems that are not directly associated with an employee's job function may have an effect on an employee's job performance. The Library District will provide an Employee Assistance Program for employees who are experiencing personal difficulties. The purpose of the program is to assist employees in obtaining help to resolve such problems in an effective and confidential manner. This program recognizes that the primary obligation to seek assistance and to resolve the problem rests with the employee.

Adopted: April 16, 2015

## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 560

**SUBJECT: DEFENSE AND INDEMNIFICATION OF EMPLOYEES**

The Board of Trustees hereby confers the benefits of Section 18 of the New York State Public Officers Law upon the “employees” of the Library District, as defined in Section 18 of the Public Officers Law; and the Library District assumes the liability for the costs incurred in accordance with the provisions of Section 18. The benefits accorded to Library District employees under Section 18 of the Public Officers Law shall supplement and be available in addition to defense or indemnification protection conferred by other enactments or provisions of law.

The term “employees” shall include members of the Board of Trustees; the Library Director; Library District officers; Library District employees; volunteers expressly authorized to participate in a Library District sponsored volunteer program; or any other person holding a position by election, appointment, or employment in the service of the Library District, whether or not compensated. The term “employee” shall also include a former employee, his/her estate, or a judicially appointed representative where claims against the employee him/herself are involved.

Pursuant to the provisions of Section 18 of the Public Officers Law, and upon compliance by the employee with the requirements of this statute, the Library District shall provide for the defense of the employee in any civil action or proceeding, state or federal, arising out of any alleged act or omission which occurred or allegedly occurred while the employee was acting within the scope of his/her public employment or duties.

Furthermore, the Library District shall indemnify and save harmless its employees in the amount of any judgment obtained against such employees in a state or federal court, or in the amount of any settlement of a claim, provided that the act or omission from which such judgment or claim arose occurred while the employee was acting within the scope of his/her public employment or duties. However, in the case of a settlement, the duty to indemnify and save harmless shall be conditioned upon the approval of the amount of the settlement by the Board of Trustees.

The duty to defend and/or indemnify and save harmless, in accordance with Section 18 of the Public Officers Law, shall be conditioned upon the delivery by the employee to the Library District attorney or to the Library Director a written request to provide for his/her defense, together with the original or a copy of any summons, complaint, process, notice, demand or pleading within ten (10) days after he/she is served with such document. Pursuant to Section 18, the full cooperation of the employee in the defense of such action or proceeding and in the defense of any action or proceeding against the Library District based upon the same act or omission, and in the prosecution of any appeal, shall also be required as a condition for the Library District’s duty to defend and/or indemnify and save harmless to exist. Exceptions to Liability Coverage Indemnification coverage and/or provision of legal defense by the Library District will not apply unless the actionable claim is of the type covered by the statute(s) and/or is not otherwise exempt from coverage pursuant to law. Additionally, indemnification coverage

Adopted: April 16, 2015

## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

and/or the duty to provide a defense shall not arise where such action or proceeding is brought by or on behalf of the Library District.

## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 610

### SUBJECT: RECORDS MANAGEMENT

Designation of a Records Management Officer. The Library Director or designee shall be the Records Management Officer. The Records Management Officer shall coordinate the orderly and efficient management of records, including the legal disposition or destruction of obsolete records, and shall be given the authority and responsibility to work with other local officials at all levels in the development and maintenance of the records management program.

Records Advisory Committee. A Records Advisory Board may be created to assist in establishing and supporting the records management program. The Library District's legal counsel, the fiscal officer, and the Library Director or his or her designee may serve on the Advisory Committee.

Retention and Disposition of Records. The District shall retain records for such a period and dispose of them in such manner described in Records Retention and Disposition Schedule MI-1, established pursuant to Part 185, Title VIII of the Codes, Rules and Regulations of the State of New York and Article 57-A of the Arts and Cultural Affairs Law.

Special Approvals for Disposition of Records. Records not listed on a records retention and disposition schedule shall not be disposed of without the approval of the Commissioner of Education. Records that have been damaged by natural or manmade disaster and constitute a human health or safety risk also require the Commissioner's prior approval before disposition.

Replacing Original Records with Electronic/Digital Versions. Digital images of public records may be stored on electronic media, and such electronic records may replace paper originals or micrographic copies of these records. To ensure accessibility and intelligibility for the life of these records, the Library District shall follow procedures prescribed by the Commissioner of Education.

Retention and Preservation of Electronic/Digital Records: The Library District shall ensure that records retention requirements are incorporated into any plan and process for design, redesign, or substantial enhancement of an information system that stores electronic/digital records.

Other Laws. The Library District shall comply with all other applicable state and federal laws regarding records management.



## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 620

**SUBJECT: SAFETY AND SECURITY IN LIBRARY DISTRICT FACILITIES**

Generally. The Board of Trustees of the Chemung County Library District declares that it is the goal of this Library District to provide a safe and secure environment to all who lawfully enter upon Library District property or use Library District vehicles. The Library Director is charged with periodically evaluating threats to safety and security, establishing processes to address such threats, reporting to the Board on such processes, and bringing to the Board for its consideration all appropriation requests to fund such processes.

**Prevention of Workplace Violence.** The Library Director shall create and maintain a workplace violence prevention program to the extent and in the manner required by New York State Law.

**Access to Library District Facilities.** Each employee or volunteer provided with a key or other means of access (e.g., access code or PIN) to Library facilities is prohibited from using such means of access other than for Library business. The unauthorized disclosure of an access code or unauthorized lending of a key may be grounds for disciplinary action. Any employee who has lost a key or who otherwise believes access to Library facilities has been compromised must immediately advise a supervisor or the Director.

**Toxic Substances.** The Library Director shall ensure that all proper notices and training have been provided as required by applicable law to all employees who handle or may be exposed to toxic substances.

**Patron Safety.** All staff who are made aware of physical and/or verbal threats to patrons must immediately report these threats against patrons to the next level of supervisory authority for prompt action.

## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 630

**SUBJECT: LIBRARY DISTRICT EMAIL ACCEPTABLE USE AND RESPONSIBILITIES**

**Purposes and Goals.** Email is one of the Chemung County Library District's core internal and external communication methods. The purpose of this policy is to ensure that email systems used by Library District employees and management support Library District business functions to their fullest capacity. This policy advises employees and management of their responsibilities and provides guidance in managing information communicated by email. For purposes of this policy, the terms "employees" and "user" shall be deemed to refer to all Library District employees, volunteers, and officials who are granted access to email services.

**Use of Email.** Email services, like other means of communication, are to be used to support Library District business.

- Users may use email to communicate informally with others in the Library District so long as the communication meets professional standards of conduct.
- Users may use email to communicate outside of the Library District when such communications are related to legitimate business activities and are within their job assignments or responsibilities.
- Users may not use email for illegal, disruptive, unethical, or unprofessional activities, or for personal gain, or for any purpose that would jeopardize the legitimate interests of the Chemung County Library District.
- Email sent to recipients outside the Library District is unencrypted and unsecure and should not contain confidential information. Specifically, do not include in an email message any individual's social security number.
- Users with a Library District email account should use only such account and not a personal email account to conduct official business of the Library District.

**Privacy and Access.** Library District email messages are not personal and private. Email system administrators will not routinely monitor employee email and will take reasonable precautions to protect the privacy of email; however, supervisors and technical employees may access an employee's email at any of the following times:

- For a legitimate business purpose (e.g., the need to access information when an employee is absent for an extended period of time); and/or
- To diagnose and resolve technical problems involving system hardware, software, or communications; and/or

Adopted: May 21, 2015

## CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

- To investigate possible misuse of email when a reasonable suspicion of abuse exists or in conjunction with any other approved investigation.

Disclosure. Email messages sent or received in conjunction with Library District business may be subject to release under the Freedom of Information Law. All email messages, including personal communications, may be subject to discovery proceedings in legal actions (e.g., subpoenas).

Security. Users must take all reasonable precautions, including safeguarding and changing passwords, to prevent the use of their accounts by unauthorized individuals. Employees are prohibited from accessing another user's email without that user's permission and are prohibited from providing access to others when not necessary for Library business. Users should be wary of clicking on any links in, or clicking any files attached to, incoming emails when the sender or purpose is not perfectly clear; if there is any question, consult a supervisor or the Library Director before accessing such links/files.

Records Retention. Email created in the normal course of official business are subject to the Library District's records retention and destruction policies.