

Southeast
Steuben
County **Library**

Policies

Rights, Privileges & Responsibilities



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MISSION AND VISION

MISSION STATEMENT

The Southeast Steuben County Library provides free and open access to collections, electronic resources and innovative services which anticipate, support and respond to the ever-changing informational, cultural and leisure needs of all people within our community

VISION STATEMENT

The Southeast Steuben County Library is a community space in which everyone is welcome and provided an opportunity to explore their intellectual and creative curiosity.

By collaborating with individuals and community organizations, we provide access to information and empower people of all ages to contribute to a more equitable community. We affirm the American Library Association's Bill of Rights, and denounce all forms of censorship.

LIBRARY BILL OF RIGHTS

The American Library Association and the Southeast Steuben County Library affirm 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 that 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.

American Library Association: Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

– Adopted by the Southeast Steuben County Library
Board of Trustees on September 8, 2011

THE FREEDOM TO READ STATEMENT

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 counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals 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 individual, by exercising critical judgment, will select the good and reject the bad. 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 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 or unwelcome scrutiny by government officials.

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 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.

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, unpopular, or considered dangerous by the majority.
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.
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.
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.
5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.
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; and by the government whenever it seeks to reduce or deny public access to public information.

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.

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, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

– Adopted by the Southeast Steuben County Library
Board of Trustees on September 8, 2011

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 guarantees 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.

– Adopted by the Southeast Steuben County Library
Board of Trustees on September 8, 2011

**INTERNAL POLICIES
OF THE
SOUTHEAST STEUBEN COUNTY
LIBRARY**

**AMENDED AND RESTATED BY-LAWS
OF
SOUTHEAST STEUBEN COUNTY LIBRARY**

ARTICLE I:

Membership

§ 1. Members.

The members of the Southeast Steuben County Library (the “Library”) are all residents of the chartered service area eighteen (18) years old or older who hold a valid library card (“Members” or, collectively, the “Membership”). Members who are also serving on the Board of Trustees (the “Board”) are the only members entitled to vote (the “Voting Members” or, collectively, the “Voting Membership”).

§ 2. Meetings.

The Membership shall hold its annual meeting each year at the place and time determined by the Voting Members. Meetings of the Membership may be held within the United States at such place as may be determined from time to time by the Voting Members.

Special meetings of the Membership shall be held upon the written request of the Board, the President, or any Voting Member. Any special meeting called by a Voting Member shall be held not less than two (2) nor more than three (3) months from the date of the Voting Member’s written demand for such meeting.

§ 3. Notice of Meeting.

Notice of each meeting of the Membership shall be served personally or by first class mail, fax or e-mail, upon each Voting Member at least ten (10) but not more than fifty (50) days before the date of the meeting and shall state the place, date, and hour of such meeting. Notice of any special meeting

shall also state the purpose(s) of such meeting. Every notice shall identify the person(s) who called the meeting.

§ 4. Waiver of Notice of Meetings.

Notice of any meeting of the Membership may be waived in writing by any Voting Member, either before or after the meeting, or may be waived by the Voting Member's attendance at the meeting without protest of the lack of notice prior to the conclusion of the meeting.

§ 5. Consent of Voting Members Without Meeting.

Any action required or permitted to be taken by the Voting Membership or a committee thereof may be taken without a meeting if all Voting Members of the Voting Membership or committee consent in writing to the adoption of a resolution authorizing the action. The resolution and the written consents thereto by the Voting Members of the Voting Membership or committee shall be filed with the minutes of the proceedings of the Voting Membership or committee.

§ 6. Quorum.

A majority of the Voting Membership shall constitute a quorum at any meeting of the Membership, but fewer than a quorum shall have power to adjourn any meeting, from time to time, without notice other than announcement at the meeting, until a quorum is present. The act of a majority of the Voting Members present, at any duly assembled meeting of the Membership at which a quorum is present, shall be an act of the Membership, except as may be otherwise specifically provided by law or herein.

ARTICLE II

Gifts to the Library

§ 1. Form.

All amounts and properties given, devised or bequeathed and the income therefrom shall be funds, assets and income of the Library, as such terms are used herein or in the Certificate of Incorporation, whether given, devised or bequeathed directly to the Library or to a bank or trust company for the Library.

§ 2. Refusal of Gifts.

The Library shall refuse or renounce all grants, gifts, devises, bequests and legacies, the acceptance of which would cause it to be treated as other than a charitable organization duly qualified under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or any similar section in any subsequent federal tax law. The Library reserves the right to refuse a gift without justification.

§ 3. Reservation of Powers by Library.

All grants, gifts, devises, bequests and legacies to the Library are made and accepted subject to all the terms, restrictions, requirements and powers contained in these By-Laws and the Certificate of Incorporation, as such documents may be amended, whether before or after the making of such grants or the like, and the donor or testator, by making such grant or the like, and in consideration of the acceptance thereof by the Library, accepts and agrees to such terms, restrictions, requirements and powers.

§ 4. Grantor's Directions.

A grantor may, with respect to a grant or the like to the Library, give directions:
as to the field of charitable purposes or objects for which the gift is to be held and used; and
as to whether such gift shall be a permanent fund or whether both principal and income may be utilized by the Library.

The Library will use its best efforts to follow the directions of the grantor and to carry out his, her or its intent and purposes; however, all gifts to the Library are made and accepted subject to (1) the provisions of Section 3 of this Article II of these By-Laws and (2) the power and duty of the Trustees to modify any such directions, restrictions or conditions if the distribution of funds for the specified charitable purposes becomes, in the sole judgment of the Trustees, unnecessary or incapable of fulfillment.

ARTICLE III

Board of Trustees

§ 1. Powers.

The Board shall have and may exercise full power in the management, control, and governance of the business and affairs of the Library.

§ 2. Duties.

The Board shall discharge its duties in good faith and with the care an ordinarily prudent person in a like position would exercise under similar circumstances.

§ 3. Number.

The Library will be overseen by a board of fifteen (15) Trustees who shall normally have terms of three (3) years with no Trustee being permitted to serve more than three (3) consecutive terms. Each Trustee shall be at least eighteen (18) years of age.

§ 4. Election, Term, and Removal

The Board shall have one Trustee representing each of the following municipalities: City of Corning, Town of Corning, Town of Erwin, Town of Campbell, Town of Caton, Town of Lindley and Town of Hornby. Trustees must be a resident of the municipality and will be elected by the Board. In addition,

the Board shall elect and approve eight (8) Trustees from the population at large of the chartered service area. The trustee selection policy will be made available to the municipalities and those interested in serving.

For the purpose of staggering the terms of office, the initial election of Trustees shall be as follows for terms beginning in January, 2016:

(a) 3 year initial term:

- (1) one City of Corning resident;
- (2) one Town of Caton resident;
- (3) one Town of Erwin resident; and
- (4) two at large residents.

(b) 2 year initial term:

- (1) one Town of Corning resident;
- (2) one Town of Hornby resident; and
- (3) three at large residents.

(c) 1 year initial term:

- (1) one Town of Lindley resident;
- (2) one Town of Campbell resident; and
- (3) three at large residents.

Trustees to fill vacancies may be elected at any time by the Board, with the advice of a nominating committee, to complete the term of the vacant position. Such vacancies may be filled from the population at large, notwithstanding the municipality requirement set forth in the first paragraph of this Section 4. A Trustee may resign at any time. Trustees may be removed by two-thirds vote of the entire Board, without regard to vacancies.

If any Trustee shall fail to attend three (3) consecutive meetings without excuse accepted as satisfactory by the Board, he or she shall be deemed to have resigned, and the vacancy shall be filled.

§ 5. Meetings.

The Board shall hold its annual meeting on such date and at such place and time as from time to time determined by resolution of the Board.

Regular meetings of the Board may be held without formal notice at such regular times and places as the Board shall from time to time determine. The Board will meet at least once per quarter on a regular basis to oversee the business of the Library.

Special meetings of the Board shall be held upon the written request of the President or any two (2) Trustees at the time and place stated in the respective notice thereof. Business transacted at such special meetings shall be limited to the business stated in such notice.

The meetings of the Board, its committees and sub-committees shall be conducted pursuant to Article 7 of the Public Officers Law (i.e. "Open Meetings Law"), including but not limited to the availability of the minutes of said meetings to the public. A roster of attendance of Trustees at all meetings will be maintained and made available to the public.

§ 6. Notice of Special Meeting

Notice of each special meeting of the Board shall be served personally or by mail, telephone, fax or e-mail upon each Trustee at least three (3) days before the date of the meeting and shall state the business to be transacted, the time when, and the place where the meeting is to be held. Each Trustee may designate the method(s), in addition to personal service, by which such special notice may be served on such Trustee.

§ 7. Waiver of Notice of Meetings.

Notice of any meeting of the Board may be waived in writing by any Trustee, either before or after the meeting, in writing or electronically, or may be waived by the Trustee's attendance at the meeting without protest of the lack of notice prior to or at the commencement of the meeting. An electronic waiver of notice must originate from an email address verified by the Library as being controlled by the Trustee granting such waiver.

§ 8. Personal Attendance by Conference Communication Equipment.

Any one or more members of the Board or any committee thereof may participate in a meeting of such Board or committee by means of a video conference or similar communications equipment allowing all persons participating in the meeting to see and hear each other at the same time. Participation by such means shall constitute presence in person at the meeting.

§ 9. Consent of Trustees Without Meeting.

Any action required or permitted to be taken by the Board or a committee thereof may be taken without a meeting if all members of the Board or committee consent in writing to the adoption of a resolution authorizing the action. Such consent may be written or electronic. If the consent is written, it must be signed by the Trustee. If the consent is electronic, it must originate from an email address verified by the Library as being controlled by the Trustee granting such consent. The resolution and the written consents thereto by the members of the Board or committee shall be filed with the minutes of the proceedings of the Board or committee.

§ 10. Quorum.

A majority of the Board then in office shall constitute a quorum at any meeting of the Board, but fewer than a quorum shall have power to adjourn any meeting, from time to time, without notice other than announcement at the meeting, until a quorum is present. The act of a majority of Trustees then in

office, at any duly assembled meeting of the Board at which a quorum is present, shall be an act of the Board, except as may be otherwise specifically provided by law or herein.

§ 11. Committees.

The Board, by resolution adopted by a majority of the entire Board, shall have power to appoint, from time to time, from among its members, such committees as it may deem necessary or desirable in the performance of its duties and to delegate to such committees such powers as the Board deems necessary or desirable. Such committees may not have fewer than two (2) members. The Board shall also have power to appoint, from time to time, such advisory committees (members of which need not be Trustees or members of the Library), as it may deem necessary or advisable, to assist or advise the Board with respect to the performance of its duties.

If the Board appoints an audit committee, it shall consist of at least three (3) Trustees, each of whom is a Trustee who: (i) is not, and has not been within the last three (3) years, an employee of the Library, and does not have a member of the Trustee's immediate family (spouse, parents, children, brothers or sisters, and spouses of these individuals (a "Relative")) who is, or has been within the last three (3) years, a key employee of the Library; (ii) has not received, and does not have a Relative who has received, in any of the last three (3) fiscal years, more than \$10,000.00 in direct compensation from the Library (other than reimbursement for expenses reasonably incurred as a Trustee or reasonable compensation for service as a Trustee); and (iii) is not a current employee of or does not have a substantial financial interest in, and does not have a Relative who is a current officer of or has a substantial financial interest in, any entity that has made payments to, or received payments from, the Library for property or services in an amount which, in any of the last three (3) fiscal years, exceeds the lesser of \$25,000.00 or two (2) percent of the Library's consolidated gross revenues. For purposes of this paragraph, "payment" does not include charitable contributions.

§ 12. Annual Report.

The President and Treasurer of the Library shall present at each annual meeting of the Board a report, verified by the President and Treasurer, or verified by a majority of the Trustees, or certified by an independent public or certified public accountant or a firm of such accountants selected by the Board, setting forth in appropriate detail the following:

- (a) The assets and liabilities, including the trust funds, of the Library as of the end of a twelve (12) month fiscal period terminating not more than six (6) months prior to said meeting.
- (b) The principal changes in assets and liabilities, including trust funds, during the year immediately preceding the date of the report.
- (c) The revenue or receipts of the Library, both restricted and unrestricted to particular purposes, for the year immediately preceding the date of the report.
- (d) The expenses or disbursements of the Library, for both general and restricted purposes, during the year immediately preceding the date of the report.

The annual report of the Trustees shall be filed with the minutes of the annual meeting of the Board.

ARTICLE IV

Officers

§ 1. Officers.

The Board shall elect from among its own members a President, one (1) or more Vice Presidents, a Secretary, and a Treasurer. The Board may also appoint such other officers, none of whom need be Trustees of the Library, as the Board or a duly authorized committee of the Board may from time to time determine. Any two (2) or more offices, except those of President and Secretary, may be held by the same person.

§ 2. Honorary Officers.

The Board shall have the power at any time to create honorary offices and to elect honorary officers.

§ 3. Powers of Officers.

The President shall preside at all meetings of Members and at all meetings of the Board, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees and shall be charged with the general supervision of the activities of the Board and its committees, subject to the direction of the Board.

The Vice President or, if there be more than one (1) Vice President, the person elected as senior Vice President, shall, in the absence of the President, perform the functions and have the powers and duties of the President. The Vice President or Vice Presidents shall have such other powers and perform such other duties as may from time to time be prescribed by the Board.

The Secretary shall keep a true and accurate record of all meetings of the Board and of the Membership of the Library, and if the Board adopts a seal of the Library, the Secretary shall have custody of the seal of the Library and shall affix the same to documents when authorized so to do. The Secretary will sign for the approval of meeting minutes. The Secretary shall be responsible for the provision of all notices of the Library, collection and filing of annual disclosure statements required by the Library's Conflicts of Interest Policy, and the performance of all other duties usual to that office.

The Treasurer shall be the custodian of the funds and securities of the Library and shall perform all the duties customary to that office, including maintaining adequate financial records and depositing all money with a reliable financial institution in the name of the Library. Such checks or drafts as may be necessary for the conduct of the affairs of the Library shall be signed by the Treasurer, or by such other officer as may be authorized from time to time by the Board, or by any combination of officers

authorized from time to time by the Board. The Treasurer shall give bond for the faithful performance of his duties if the Board shall so direct.

The other officers of the Library shall have the powers and perform the duties that usually pertain to their respective offices or as may from time to time be prescribed by the Board.

§ 4. Compensation of Trustees and Officers.

No Trustee or elected officer of the Library shall receive, directly or indirectly, any compensation or other payment from the Library.

§ 5. Election and Removal of Officers.

The elected officers of the Library shall be elected, and the appointed officers shall be appointed, by the Board at the annual meeting of the Board, except for vacancies which may be filled at any regular or special meeting. All officers, whether elected or appointed, shall hold office until the next annual meeting of the Board and until their successors shall have been elected and shall have qualified, unless removed from office prior thereto by action of the Board, which power of removal hereby is granted to the Board. Vacancies resulting from removal action by the Board or from the death or resignation of an officer shall be promptly filled by the Board.

ARTICLE V

Conflicts of Interest

§ 1.

The Library will not enter into any transaction or arrangement unless it is determined by the Board to be fair, reasonable, and in the best interests of the Library at the time of such determination. Such determination will be made in accordance with the Library's Conflict of Interest Policy.

ARTICLE VI

Indemnification

§ 1.

To the fullest extent permitted by law, the Library shall indemnify each natural person, or if deceased, his or her personal representative, made or threatened to be made a party to any action or proceeding, civil or criminal, including an appeal therein against the reasonable expenses, attorneys' fees, judgments, fines and amounts paid in settlement thereof, if such person is made or threatened to be made a party by reason of the fact that the covered person or testator or intestate is or was: (1) an officer, Trustee or employee of the Library, or (2) an officer, director or employee of, or served in any capacity in, any other corporation, partnership, joint venture, trust or other enterprise, at the request of this Library, or (3) the occupant of a position, or a member of a committee or board, or a person having responsibilities under federal or state law, who was appointed to or served in or assumed the responsibility of such position or to such committee or board at the request or direction of the Board of this Library, provided only that such person acted in good faith for a purpose which he reasonably believed would be in the best interest of the Library, or in the case of service for any other corporation or any partnership, joint venture, trust or other enterprise, not opposed to the best interests of this Library, and, in criminal proceedings, had no reasonable cause to believe that his conduct was unlawful.

§ 2. Insurance.

The Library will purchase insurance to protect itself against the indemnity assumed by this Article. The right of indemnity created herein shall be personal to the officer, Trustee, employee or other person and their respective legal representatives and in no case shall any insurance carrier be entitled to be subrogated to any rights created herein.

ARTICLE VII

Miscellaneous

§ 1. Fiscal Year.

The fiscal year of the Library shall end on December 31 of each year.

§ 2. Amendments.

These By-Laws may be added to, amended or repealed, in whole or in part, by the vote of a majority of the Board or the Voting Members, at any meeting thereof at which a quorum is present, provided that written notice of the proposed addition, amendment or repeal shall have been given to each Trustee or Member in the notice of such meeting.

– Adopted by the Library Board of Trustees on
October 15, 2015. Effective as of January 1, 2016.

THE SOUTHEAST STEUBEN COUNTY LIBRARY TRUSTEE CODE OF ETHICS

STATEMENT OF COMMITMENT

It is the responsibility of the Board of Trustees of the Southeast Steuben County Library and the individual trustees to ensure that the Southeast Steuben County Library provides quality library service to the residents of the community we serve. The Code of Ethics represents our commitment to the ethical standards for our library which are designed to ensure that quality service. Failure to adhere to this Code of Ethics by an individual trustee may result in removal from the board.

CODE OF ETHICS

- Trustees, in the capacity of trust upon them, shall observe ethical standards with absolute truth, integrity, and honor.
- Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the situation.
- It is incumbent upon any trustee to disqualify himself/herself immediately whenever the appearance of a conflict of interest exists.
- Trustees must make decisions in the best interest of residents in all parts of the Southeast Steuben County Library's chartered service area. No preference will be given to any town or group of people.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.
- A trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information
- Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.
- Trustees who accept library board responsibilities are expected to perform all of the functions of library trustees.

SOUTHEAST STEUBEN COUNTY LIBRARY CONFLICT OF INTEREST POLICY

§ 1. Definitions.

The “Board” is the Board of Trustees of the Southeast Steuben County Library.

A “conflict of interest” arises whenever an individual is in a position to approve or influence Library policies or actions which involve or could potentially benefit or harm financially: (a) the individual; (b) any member of the individual’s immediate family (spouse, parents, children, brothers or sisters, and spouses of these individuals); or (c) any organization in which the individual or an immediate family member is a director, officer, member, partner or more than 10% shareholder.

The “Library” is the Southeast Steuben County Library.

A “related party” is (a) any director, officer or key employee of the Library; (b) any relative of any director, officer or key employee of the Library; or (c) any organization in which any individual described in clauses (a) or (b) has a 35% interest or more ownership or beneficial interest or, in the case of a partnership or professional corporation, a direct or indirect ownership interest in excess of 5%.

A “related party transaction” is any transaction, agreement or any other arrangement in which the Library is a participant and in which a related party has a financial interest.

§ 2. Disclosure of Conflicts.

A trustee or officer shall disclose to the audit committee a conflict of interest or related party transaction (together, a “Conflict”): (a) prior to voting on or otherwise discharging any duties with respect to any matter involving the Conflict; (b) prior to the Library entering into any contract or transaction involving the Conflict; (c) as soon as possible after the trustee or officer learns of the Conflict; and (d) on any conflict of interest disclosure form required by the Library. The Board, by a two-thirds

vote of all disinterested trustees then in office, may remove a trustee or officer for failure to promptly disclose a known Conflict.

§ 3. Actions Involving Potential Conflicts of Interest.

Following receipt of information concerning a contract or transaction involving a potential conflict of interest, the Board shall consider the material facts concerning the proposed contract or transaction, including the process by which the decision was made to recommend entering into the arrangement on the terms proposed. The Board shall approve only those contracts or transactions in which the terms are fair and reasonable to the Library and the arrangements are consistent with the best interests of the Library. Fairness includes, but is not limited to, the concepts that the Library should pay no more than fair market value for any goods or services which the Library receives and that the Library should receive fair market value consideration for any goods or services that it furnishes to others.

The interested trustee or officer shall not improperly influence or attempt to improperly influence the discussion or decision concerning such contract or transaction. The interested trustee or officer must not be present at or participate in the discussion and decision concerning the authorization of such contract or transaction; however, interested trustees may be counted in determining the presence of a quorum at a meeting of the Board which authorizes such contract or transaction.

The Board shall set forth the conflict of interest and the basis for its decision with respect to the approval of contracts or transactions involving a conflict of interest in the minutes of the meeting at which the decision is made.

§ 4. Actions Involving Potential Related Party Transactions.

Following receipt of information concerning a contract or transaction involving a potential related party transaction in which the related party has a substantial financial interest, the Board shall consider alternative contracts or transactions to the extent available. The Board shall approve only those

contracts or transactions in which the terms are fair and reasonable to the Library and the arrangements are consistent with the best interests of the Library. Fairness includes, but is not limited to, the concepts that the Library should pay no more than fair market value for any goods or services which the Library receives and that the Library should receive fair market value consideration for any goods or services that it furnishes to others.

The related party shall not participate in the deliberations or voting associated with a related party transaction. The Board shall set forth the related party transaction, its consideration of alternative contracts or transactions and the basis for its decision with respect to the approval of contracts or transactions involving a related party transaction in the minutes of the meeting at which the decision is made. A related party transaction must be approved by not less than a majority vote of the Trustees or committee members present at the meeting.

§ 5. Procedures.

Prior to the initial election of any trustee or officer, and annually thereafter, such trustee or officer shall complete, sign and submit to the secretary a written statement identifying, to the best of the trustee's or officer's knowledge, any entity of which such trustee or officer is an officer, director, trustee, member, owner (either as a sole proprietor or a partner) or employee and with which the Library has a relationship, and any transaction in which the Library is a participant and in which the trustee or officer might have a conflicting interest. The secretary shall provide such written statements to the chair of the audit committee.

§ 6. Compensation of Trustees and Officers.

No trustee or officer of the Library shall receive, directly or indirectly, any compensation or other payment from the Library unless authorized by the concurring vote of two-thirds (2/3) of all the trustees

then in office and in no event shall any compensation or payment be paid or made except reasonable compensation for services actually rendered or reimbursement for disbursements actually incurred.

– Adopted by the Southeast Steuben County Library
Board of Trustees on October 16, 2014

POLICY FOR FILLING A VACANCY ON THE BOARD

The Southeast Steuben County Library seeks potential trustees who possess a strong and genuine belief in public libraries and their mission in the community as centers of information, recreation, culture and lifelong education. A candidate must be willing to devote appropriate time and effort to carrying out the duties and responsibilities of trusteeship. These duties will include regular attendance at Board meetings, committee service and activities, trustee training, ongoing advocacy on behalf of the Library and learning about the Library and the social, legal, and political context in which it exists.

The Library Board members participate in a wide variety of activities in support of the Southeast Steuben County Library. The responsibilities include:

- Policy development
- Strategic planning
- Advocacy
- Financial development and funds development (budgetary responsibility)
- Public relations

Preferable skill sets to become a member:

- Strong general level of awareness of the community in which the Library serves.
- Familiarity with or willingness to learn about the opportunities and challenges faced by a public library and its funding and budget process.
- Appropriate communication skills and willingness and ability to represent the Library in the community.
- Readiness and ability to contribute and actively participate in Board initiatives.
- Ability to function in a collaborative environment with many key stakeholders and community collaborators.
- Commitment to ongoing personal growth and development as a Board member.

A potential board member must be a resident of the Library's service area, and be 18 years of age or older.

Searching for a new Board member will fall under the responsibility of the Nominating Committee. This will be accomplished by:

- Notifying the municipality of the vacancy if it's a municipal vacancy so that they may suggest potential candidates
- Publishing a notice in the local newspaper(s)
- Posting a notice on the Library's website
- Posting a notice in the Library
- Using forms of social media to advertise the process if applicable

When a person is interested, the description of the role of a trustee will be given to the candidate. An application will accompany the description.

The nominating committee will set times for interviews with the committee and director. A recommendation to the Board will come from the committee.

After a trustee is approved by the Board by a majority vote, an oath of office shall be administered, a copy of the Handbook for Library Trustees of New York State will be given, and an orientation session will be scheduled.

Description for Candidates

Selection of Trustees for the Southeast Steuben County Library

The Southeast Steuben County Library seeks potential trustees who possess a strong and genuine belief in public libraries and their mission in the community as centers of information, recreation, culture and lifelong education. A candidate must be willing to devote appropriate time and effort to carrying out the duties and responsibilities of trusteeship. These duties will include regular attendance at Board

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- Readiness and ability to contribute and actively participate in Board initiatives.
- Ability to function in a collaborative environment with many key stakeholders and community collaborators.
- Commitment to ongoing personal growth and development as a Board member.

A potential board member must be a resident of the Library's service area, and be 18 years of age or older.

– Adopted by the Southeast Steuben County Library
Board of Trustees on July 16, 2015

**Southeast Steuben County Library
Trustee Candidate Application**

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email address: _____

Do you wish to represent a municipality? Yes No

If so, which one? _____

Why would you like to serve on the Board of the Southeast Steuben County Library?

Please tell us something about yourself including experiences you have had that will help the Library.

Are you familiar with the Library Bill of Rights? Will you uphold the Bill of Rights as a Trustee?

– Adopted by the Southeast Steuben County Library
Board of Trustees on July 16, 2015

FINANCIAL POLICIES OF THE SOUTHEAST STEUBEN COUNTY LIBRARY

ENDOWMENT AND BOARD DESIGNATED FUND: INVESTMENT AND SPENDING POLICIES

Revised September 2018

§ 1. Purpose

A written investment policy defines a disciplined and appropriate investment philosophy, as well as articulating the investment management procedures and long-term goals of an investment portfolio. The investment policy statement (the “IPS”) becomes the guide for current, and more importantly, future board members. It also serves as a reference for investment managers, consultants, or others retained to service the portfolio. The IPS will help ensure the continuity of the investment program despite board, management, or investment manager turnover. Continuity is a crucial component of the investment program, since most investment strategies have a higher probability of success if they are executed consistently over long periods of time. Thus, the IPS protects against short-term revisions to the investment strategy when they are most likely to occur: during times of market excess when emotions run high.

Additionally, the Trustees and officers of the Southeast Steuben County Library recognize they are fiduciaries with respect to the investment assets of the Library, according to New York’s Not-for-Profit Corporation Law. They are thus bound by the duties of prudence and loyalty and obligated to adhere to any restrictions on the investment portfolios that may be imposed by law, stipulated by donors, or voluntarily entered into by the Library itself. A written investment policy can help fiduciaries meet their obligations by summarizing the investment objectives and constraints in one document.

§ 2. Background

The Southeast Steuben County Library supports the Southeast Steuben County population by providing library services. The Library generates revenue through a 259 School District Public Tax levy, other grants (federal, state, etc.), service fees, and donations.

The Board of Trustees of the Library (the “Board”) has established investment funds for the purpose of providing a portion of the support, as necessary, for the ongoing operations of the Library. The Library’s endowment is subject to the endowment spending policy and appropriation as described within and is separated into two investment funds:

- Donor-Restricted Endowment Fund – consists of funds that are not wholly expendable on a current basis under the terms of the gift instrument (the “Endowment Fund”). Funds in the Endowment Fund are subject to donor-imposed restrictions (permanently or temporarily restricted), unless stated otherwise in the gift instrument.
- Board Designated Endowment Fund – consists of funds without donor restrictions that have been designated by the Board of Directors as endowment funds (the “Board Designated Fund”).
- Endowment Fund and Board Designated Fund together are the “Funds”.

§ 3. Responsibilities

Members of the Board of Trustees of the Southeast Steuben County Library are fiduciaries with respect to the investment assets of the organization. As such, they are responsible for:

1. Acting with prudence and loyalty when making decisions affecting the Funds.
2. Complying with federal and local laws, including the New York Prudent Management of Institutional Funds Act (“NYPMIFA”).
3. Developing appropriate investment policies.
4. Evaluating and appointing one or more investment managers to invest the assets of the Funds.
5. Deploying the Funds for their intended purposes.
6. Reviewing and monitoring the Funds on a regular basis.
7. Reviewing the investment and spending policies on a regular basis.

The investment managers retained to invest the organization's assets are also fiduciaries with respect to the Funds. As such it/they must:

1. Manage the Funds on a discretionary basis within the bounds established by this ISP.
2. Exercise voting rights for proxies on any securities held in the Funds.
3. Provide periodic reporting of the balances, asset allocation, and performance of the Funds.
4. Ensure adequate income is available when needed.
5. Notify the Library through its officers or Trustees of any material changes in the investment strategy.
6. Select a custodial firm to hold the assets of the Funds.

§ 4. Investment Program

Standard of Conduct

In managing and investing the Funds, except as otherwise provided by a gift instrument, the following factors, if relevant, must be considered:

- General economic conditions
- Possible effect of inflation or deflation
- Expected tax consequences, if any, of investment decisions or strategies
- Role that each investment or course of action plays within the overall investment portfolio of the funds
- Expected total return from income and the appreciation of investments
- Other resources of the Library
- Needs of the Library and the Funds to make distributions and to preserve capital
- Asset's special relationship or special value, if any, to the purposes of the Library

Time Horizon

Both the Endowment Fund and the Board Designated Fund support current and future spending needs of the Library, so the Funds' investment portfolios should have a time horizon that is effectively infinite. Consequently, a long-term perspective is warranted when establishing the investment program.

The academic literature available on the investment industry overwhelmingly suggests short-term revisions to an investment policy are inappropriate and are likely to impair the odds of achieving an

organization's investment objectives. Accordingly, while the Library's policy should be reviewed regularly, it takes a long-term perspective and does not support short-term, ad hoc changes to the investment programs. A 10 year perspective is warranted for both portfolios, given the nature and intended use of the investment program.

Return Objectives

In order to preserve the long-term purchasing power of the Funds, the investment return needs to exceed the annualized sum of the spending policy, inflation, and expenses. Therefore, the annual investment return should be at or in excess of 8.0%.

Allocation of Investment Income

The Library's endowment is separated into two investment funds as identified previously. One investment fund for the Endowment Fund and one investment fund for the Board Designated Fund. Net investment income within each investment fund will be allocated to the related endowment.

Expenditure of the Endowment Fund

Subject to the intent of a donor expressed in the gift instrument, the Library may appropriate for expenditure or accumulate so much of the Endowment Fund as the Library determines is prudent for the uses, benefits, purposes, and duration of the Endowment Fund, subject to the limitations set forth below.

Limited Appropriation – Permanently Restricted Assets

Gifts received with a donor-imposed restriction that states that the donation must be maintained permanently (and income derived from such assets, if specified by the donor) shall be classified as permanently restricted net assets. Recent changes to the NYPMIFA provide that the Library is no longer obligated to maintain the historic dollar value ("HDV") of the Endowment Fund. To avoid notice requirements to appropriate for expenditure gifts made before September 17, 2010, the Board has

decided that all gifts made before that date and currently in the Endowment Fund shall also be classified as permanently restricted. The Board must maintain the HDV of the permanently restricted net assets in the Endowment Fund and can only expend income and realized appreciation if such expenditures would not cause the assets to fall below the HDV. The “historic dollar value” shall mean the aggregate fair value in dollars of (i) an endowment fund at the time it became an endowment fund, (ii) each subsequent donation to the fund at the time it is made, and (iii) each accumulation made pursuant to a direction in the applicable gift instrument at the time the accumulation is added to the fund.

Available for Appropriation– Temporarily Restricted Assets

The balance of the Endowment Fund not classified as permanently restricted net assets shall be classified as temporarily restricted net assets. The Board is not obligated to maintain the HDV of the temporarily restricted net assets in the Endowment Fund. Temporarily restricted net assets accumulate until appropriated for a current use by the Library in a manner consistent with the standard of prudence prescribed by the NYPMIFA and as restricted by the donor.

In making a determination to appropriate amounts in the Endowment Fund for a current use, the Board shall consider the following factors:

- Duration and preservation of the Endowment Fund
- Purposes of the Library and the Endowment Fund
- General economic conditions
- Possible effect of inflation and deflation
- Expected total return from income and the appreciation of investments in the Endowment Fund
- Other resources of the Library
- Where appropriate and circumstances would otherwise warrant, alternatives to expenditure of the Endowment Fund, giving due consideration to the effect that such alternatives may have on the Library
- Investment policy of the Library

For each determination to appropriate for expenditure, the Library shall keep a contemporaneous record describing the Board’s consideration of each of the above factors.

Spending Policy

The goal of the spending policy is to provide a predictable stream of operational funding while seeking to maintain the long-term purchasing power of the Funds. The Library shall not invade the principal value of permanently restricted net assets in the Endowment Fund, but may, from time to time and at the discretion of the Board, invade the principal of the temporarily restricted net assets in the Endowment Fund and all assets in the Board Designated Fund. Income and capital appreciation from the Endowment Fund, but not principal, will be available to meet this spending policy. If the market value of the Endowment Fund drops below the principal value, no draws are allowed until the market value exceeds principal.

The long-term spending policy will be the same for both Funds: 4% of the average value over the trailing 20 quarters will be available for withdrawal annually from each Fund. The Library will rely on a total return strategy in which assets available for withdrawal will come from either capital appreciation or income.

The amount to be withdrawn from each Fund will be calculated on the first day of each fiscal year and will then be segregated from the rest of the investment portfolio. The segregated funds will then be available to be spent by the Board in support of the Library's mission.

Risk Tolerance.

Capital market theory holds that risk and return are related; in order to realize higher returns, additional risk must be accepted. For the Library, exposure to risky assets is required in order to achieve its return objectives. Also, the long-term investment horizon of the investment program implies the ability to take on additional risk and ride out short-term market volatility. However, because the operating budget depends on income from the Funds' investment portfolios, undue risk would be imprudent. A balanced approach is therefore required so the Funds are able to achieve the growth they need without exposing them to excessive levels of market risk.

Asset Allocation

Because of the long-term investment horizon, return objectives, and income needs, stocks should make up the majority of the asset allocation for both Funds. Bonds will provide income and help stabilize returns. Targets for specific asset classes are outlined below, and will be the same for the Endowment Fund and the Board Designated Fund. Exposure to the various asset classes may be gained through direct investment in marketable securities or through the use of pooled vehicles like mutual funds or exchange-traded funds.

Asset Class	Target Allocation	Approved Range
Domestic Large-Cap Stocks	27.5%	22.5 – 32.5%
Domestic Mid-Cap Stocks	7.5%	2.5 – 2.5%
Domestic Small-Cap Stocks	5.0%	0 – 10%
International Stocks	10.0%	5 – 15%
Real Estate (Publicly-Traded REITs)	10.0%	5 – 15%
Bonds	40.0%	35 – 40%
Total	100%	

These asset classes may be further refined to include biases toward “growth” or “value” investment styles or sub categories such as emerging markets, developed markets, or various capitalization tiers in the international markets.

Bonds purchased for the portfolio must be at least investment grade (rated above Ba1 by Moodys or BB+ by S&P). High-yield or junk bonds are not acceptable investments because of their high correlation to the stock market, and their elevated risk of default. The overall bond portfolio should have an average credit quality of at least AA3 as rated by Moodys or AA- as rated by S&P.

If the Board prudently determines that the purposes of a Fund are better served without diversification, such decision shall be reviewed at least annually.

Investment Restrictions

While the investment manager has discretion to purchase securities it believes are suitable to achieve the objectives described herein, the following types of securities and investment strategies are prohibited from being used:

- Options
- Futures
- Commodities
- Short-selling
- Borrowing on margin/leverage
- Hedge funds

§ 5. Performance Reporting

Investment performance of both Funds will be measured on a time-weighted total return basis. Performance will be compared with appropriate capital market benchmarks to ensure adequate returns are being achieved net of all fees.

Performance should be compared with a weighted average benchmark comprising the following market indices:

Large-Cap Stocks	S&P 500
Mid-Cap Stocks	S&P 400 Mid-Cap
Small-Cap Stocks	S&P 600 Small-Cap
International Stocks	MSCI EAFE
Real Estate	Dow Jones U.S. Select REIT
Bonds	Barclays Aggregate

§ 6. Monitoring/Review

Both Funds will be monitored regularly by the investment manager. The investment manager will meet with the Investment Committee or Board at least annually to review investment performance and discuss other issues relevant to the Funds. The Board must rebalance the Funds when the allocation is outside of the acceptable ranges.

This ISP will be reviewed annually to ensure it remains relevant to the Library's needs. It is not expected that changes to the policy will be made often, and the long-term asset allocation plan should remain in place until the Library's needs change. The asset allocation plan should not be altered in reaction to short-term changes in the capital markets. Changes to the policy must be approved by a two thirds majority of the Board.

§ 6. Adoption.

This document of investment and spending policies is hereby approved by the Board of Trustees of the Southeast Steuben County Library this 10 day of September, 2009. Revision approved this 13 day of June, 2013. Second revision approved this 17 day of December, 2015. Third revision approved this 20 day of September, 2018.

SOUTHEAST STEUBEN COUNTY LIBRARY CAPITALIZATION POLICY

§ 1. Purpose.

This accounting policy establishes the asset capitalization criteria used to determine the value of Property and Equipment disclosed in the Southeast Steuben County Library's annual financial statements.

§ 2. Capital Assets Definition.

A Capital Asset is defined as a unit of property that: (1.) has an economic useful life that extends beyond 12 months (or expenditures that extend the useful life of already capitalized assets by 1 year or more); and (2.) was acquired or produced for a cost of equal to or greater than \$5,000. Capital Assets must be capitalized and depreciate for financial statement or (bookkeeping) purposes.

§ 3. Capitalization Method and Procedure.

Capital spending is authorized annually by the library's Board during the approval of the annual budget. Any additional capital spending requested during the year must be approved by the Finance Committee.

The Southeast Steuben County Library establishes \$5,000 as the threshold amount for capitalization. Items with initial costs less than \$5,000 should be capitalized when purchased in quantity as part of a capital project and aggregate to a value greater than \$5,000. Any items costing below this amount and not purchased in quantity should be expensed in the library's financial statements.

All capital assets are recorded at historical cost as of the date assets are ready for their intended use.

§ 4. Collections.

The Library's collections and books are held for educational, research, and curatorial purposes. Each of the items is cataloged, preserved and cared for. The proceeds from the sale of collections and books are required to be used to acquire other items for the collections.

The collections and books, which were acquired through purchases and contributions since the Library's inception, are not recognized as assets in the Statement of Financial Position. Purchases of books are recorded as decreases in unrestricted net assets in the year in which the items are acquired, or as temporarily or permanently restricted net assets if funds used to purchase the items are restricted by donors.

Contributed items, not held for sale and added to the collections, shall not be capitalized as assets in the Statement of Financial Position in accordance with the accounting treatment of collections above.

Contributed items that are held for sale are considered investments and recorded at fair value in the Statement of Financial Position.

§ 5. Depreciation.

Capital Assets, except land which is generally not depreciated, shall be depreciated over the estimated useful life of the related asset. When the assets are ready for the intended use, the asset must be capitalized at that time and depreciation must begin.

The useful life of an asset is assigned by the Library Director based upon the best estimate of the time the asset can perform the desired function under normal operating conditions.

The library depreciates all assets using the straight-line method. Whenever the life originally assigned to an asset no longer seems realistic, it must be changed. Such changes will be prospective by simply altering the number of years over which the asset's remaining net book value will be depreciated.

§ 6. Recordkeeping.

Invoices substantiating an acquisition cost of each unit of property shall be retained for the minimum of four years.

– Adopted by the Southeast Steuben County Library
Board of Trustees on July 17, 2014

SOUTHEAST STEUBEN COUNTY LIBRARY DONATED ASSETS POLICY

For donated fixed assets the true market value needs to be established using an appropriate source of information. Written documentation of how the market value was established is required. Acceptance of donation estimated to exceed \$5,000 may be conditioned upon the receipt of a qualified appraisal or other documentation acceptable to the Library Board Treasurer. Donated assets that will be resold are investments, are not considered fixed assets and should not be capitalized.

– Adopted by the Southeast Steuben County Library
Board of Trustees on July 17, 2014

SOUTHEAST STEUBEN COUNTY LIBRARY PETTY CASH POLICY

The Southeast Steuben County Library shall maintain petty cash funds for the purchase of materials, supplies, or services under conditions requiring immediate payment. A total of \$310 dollars will be maintained as on hand cash or receipts totaling that amount. The amount of \$150 will be maintained for the library cash register and the amount of \$160 for petty cash.

§ 1. Petty Cash

The fund value shall not exceed \$160. The custodians of the funds shall be the Business Manager or other Director-designated staff whom shall administer and be responsible for the security of the funds and the control of disbursements.

The following guidelines shall be followed:

1. Staff must first fill out a petty cash request form and get signature authorization before receiving funds. They can get authorization from the following personnel. Additionally, those listed below must obtain an additional signature.
 - a. The Director
 - b. The Assistant Director
 - c. Business Manager
2. Receipts and cash-on-hand must always total the authorized fund amount. All disbursements from such funds are to be supported by receipted bills or other evidence documenting the expenditure. Receipts should be stapled to the petty cash request form.
3. Payments may be made from petty cash for materials, supplies, or services requiring immediate payment and generally costing \$50 or less. Petty cash is not to be used for frequently purchased items or recurring payments.
4. Sales tax on purchases will not be paid by the Library from petty cash funds. Staff is to use tax exempt forms when applicable for petty cash purchases.

5. All original receipts will be available for Finance Committee or Board review upon request.

– Adopted by the Southeast Steuben County Library
Board of Trustees on November 17, 2016

SOUTHEAST STEUBEN COUNTY LIBRARY NAMING POLICY

INTRODUCTION

The Southeast Steuben County Library (the “Library”) welcomes private support and considers a naming opportunity in honor or memory of a living or deceased individual or organization to be one of the highest distinctions it can bestow.

The intent of this Naming Policy is to allow recognition of extraordinary generosity on the part of citizens or organizations that support the Library. This Policy provides flexibility for both the donor and the Library and is intended to be mutually beneficial. Naming opportunities may exist for library facilities, collections, and programs. In extraordinary circumstances, the Board of Library Trustees (the “Trustees”) may consider a naming opportunity solely for honorific purposes.

This Policy ensures consistency and equity over time. It also allows for flexibility in the creation of new areas and opportunities for naming.

GENERAL PROVISIONS

The SSCL Board of Trustees shall have sole responsibility for naming/renaming and dedicating all areas of the SSCL (spaces, facilities, furnishings. The SSCL Naming Policy complies with the provisions of the SSCL Gift Acceptance Policy. Gifts to be considered under the provisions of this policy must meet the requirements of the Gift Acceptance Policy.

The Trustees will apply the following guidelines when considering a naming/renaming or dedication recommendation:

- Each naming/renaming and dedicating opportunity will be reviewed on a case-by-case basis by the Trustees. The Trustees will create a written agreement between the SSCL and the donor for each naming opportunity. This document will include conditions, terms, and a payment schedule for a contribution. The Trustees will determine the way each name is recognized. Signage will be uniform and designed to fit with the aesthetics of the Library.
- The Trustees will determine the appropriate duration of the naming.
- Named spaces should include the functional name of the space as well. [ie: The Smith-Jones Conference Room]
- All naming opportunities shall be granted at the discretion of the Trustees. Furthermore, the Trustees reserve the right to terminate a naming opportunity if, in its judgment, there are compelling reasons or circumstances justifying such action.

NAMING FOR DONOR RECOGNITION

Naming opportunities are available for outright gifts, as well as for long-term pledge agreements, with the stipulation that these pledges will be paid over a maximum period of three years. A name conferred in recognition of a pledge is contingent on fulfillment of that pledge. Seventy-five percent of the total pledge must be paid prior to public recognition of the naming opportunity. If the donor does not honor their pledge agreement in its entirety, the Trustees may terminate the naming opportunity.

Naming opportunities are not generally available for gifts of real or personal property until such gifts have been converted to cash, which will then be used as the value of the gift for naming purposes.

DURATION OF NAMES AND NAME CHANGES

In no event shall the Trustees guarantee that a name will be used in perpetuity or beyond the useful life of the spaces, facilities, or specific named items. Naming rights are generally expected to last for the useful life of the interior/exterior space or program. If an area within the Library is substantially renovated or altered, destroyed, severely damaged, closed, or relocated, it may be renamed, subject to the terms, conditions or restrictions set forth in any gift agreement related to prior naming action.

Naming rights may not remain in place for a period of longer than twenty (20) years, although a plaque may remain in the location in perpetuity, acknowledging the name and the donation. In the event the room or building is significantly renovated or altered, destroyed, closed, severely damaged, or relocated in a timeframe less than 50% of the agreed upon time when the gift was made, the Library Board of Trustees may roll the name forward in a similar capacity. Naming rights will not extend beyond the normal life of the room or area or twenty (20) years, whichever is a shorter period.

RENAMING AREAS OF SOUTHEAST STEUBEN COUNTY LIBRARY

The Trustees may rename an area of Library (facilities, collections, or programs). However, this will be done only after careful consideration of the reason for doing so, review of any agreement or documentation that covers the existing name, the historical significance of that name, and costs associated with making the change.

NAMING FOR HONORIFIC PURPOSES

In extraordinary circumstances, the Trustees may approve a naming opportunity within the interior or exterior of the Library for honorific purposes. Preference is given to those who have contributed in significant ways to the Library. No current staff member or Trustee, is eligible during their tenure. One year must pass before consideration can be given to honoring a deceased person or a significant historical event.

REMOVAL OF NAME

Naming recognition is provided to individuals, families and entities that exemplify the attributes of integrity and civic leadership. If an individual, family, or entity for whom a naming commitment has been made violates these standards, the Library may elect to remove the individual, family or entities

name from the naming opportunity. Before taking such action, the Library shall undertake due diligence, including consultation with counsel, as to any legal ramifications that the Library may have under any pre-existing agreement(s) related to naming opportunities or in regard to any other matter that may have legal bearing upon a proposed change in name. Any naming authorized by the Library Board of Trustees can only be revoked by a vote of that body.

In the event that the entire gift amount is not received by the Library as agreed upon, the Library may, in its sole discretion, remove the Donor's recognition and offer the Donor an alternate naming opportunity appropriate to the total amount of the Donor's gift.

Alternatively, unforeseen circumstances may make it impossible for a donor to complete a gift commitment after that commitment has been recognized by placing a name on an interior/exterior space or major program. The Board of Trustees will make reasonable efforts to work with the donor to create a plan for completion of the commitment. However, in certain circumstances it may be necessary in the best interests of the Library to remove the donor's name from the naming opportunity.

RECOGNITION

Unless otherwise provided for in the agreement, the names of donors may be publicized in relation to this project. Visual recognition of naming rights will adhere to the Library's brand standards, including exterior and interior signage, wayfinding, logos, letterhead, and all other representations of the institution's identity. Specific details regarding execution of public relations and media strategy will be handled in an addendum to the gift agreement for each gift, as appropriate.

– Adopted by the Southeast Steuben County Library
Board of Trustees on July 15, 2021

COLLECTION DEVELOPMENT POLICY

STATEMENT

Revised: May 19, 2016

The Library adheres to the principles of intellectual freedom, adopted by the American Library Association and the Library Board of Trustees, as expressed in the Library Bill of Rights and the Freedom to Read and Freedom to View statements.

MATERIALS SELECTION

Revised: December 17, 2015

The selection of materials for the Library rests with the Library Director or other professional staff designees, who operates within the framework of the policies approved by the Board of Trustees. The words “materials” used for the specific forms of media has the widest possible meaning, and includes, but is not limited to, books pamphlets, magazines, journals, maps, CD’s, DVD, databases, and all digital formats.

No library material shall be excluded because of the origin, background, or views of those contributing to their creation. Materials for individuals of varying ages, educational levels and interest should be acquired. Library materials should be of sound factual authority and may represent all points of view concerning the problems and issues of our times.

Community data, circulation statistics and professional best practices will be used to help target community demand.

RESPONSIBILITY FOR SELECTION AND COLLECTION MAINTENANCE

Revised: May 19, 2016

Specific items acquired for the collection may include those that may be unorthodox or unpopular with the majority or controversial in nature. The Library's acquisition of such materials does not constitute endorsement of the material's content.

No employee may be disciplined or dismissed for the selection of library materials when the selection is made in good faith and in accordance the written policy.

Suggestions from patrons are welcome and will be considered using the same criteria as all other selections.

The library will keep the collection vital and useful by retaining or replacing essential materials, and by removing, on a systematic and continuous basis, those works that are worn, outdated, of little historical significance, or no longer in demand. Materials which are removed from the library collection may or may not be made available to the Friends of the Library for resale. Materials which no longer serve a need may be removed from the collection and discarded. It is the responsibility of the Department Heads to assess the need for replacing material that is destroyed or lost from the collection.

LOCAL HISTORY COLLECTION

Revised: May 19, 2016

The Local History Collection exists to preserve, organize, and manage the use of materials that deal with the geography and the natural, cultural, social, economic and political history, both past and present, of the City of Corning, Steuben County, the Southern Tier and the State of New York. The collection is under the responsibility of the Adult Services Librarian.

FILM /VIDEO /STREAMING MOVIES/MUSIC

Revised: May 19, 2016

The Library's film and video collections support ALA's Freedom to View Principle and strive to provide a diversity of viewpoints without the constraint of labeling or prejudging film, video and other

audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker on the basis of controversial content.

GIFTS

All materials presented to the Library as gifts are subject to the same scrutiny and review as those purchased. The Library reserves the right not to add gift materials to the collection. Gifts or donations not added to the collection may be donated to the Friends of the Library for resale.

The Library accepts gift materials with the explicit understanding that those which are useful to the Library's collection will be retained, and other materials may be disposed of in accordance with the Library's policy. Suggestions of specific titles or subjects are welcome when memorial donations or "honor" donations are given, but the final decision rests with the Library.

Revised: May 19, 2016
Revised December 21, 2023

CONTROVERSIAL MATERIALS

Revised: December 17, 2015

The Library recognizes that many materials are controversial and that any given item may offend some library user. Selections of materials will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the works in relating to building the collection and serving the interest of the library community.

The choice of library materials by users is an individual matter. Responsibility for the reading materials of children and adolescents rests with their parents or legal guardians. While a person may reject materials for himself or herself and for his or her children, he or she cannot exercise censorship to restrict access to the materials by others.

Library materials will not be marked in any way to show approval or disapproval of the contents. No item will be separated from the collection of like items except for the purpose of protecting it from damage, theft, or for historical preservation.

The library supports intellectual freedom and has adopted the following statements as policy: ALA Freedom to Read Statement, ALA Library Bill of Rights, and the "Freedom to View" statement.

PROCEDURES FOR HANDLING INCOMING ITEMS

Adopted by the Southeast Steuben County Library
Board of Trustees on March 17, 2022

Action must always be taken quickly to prevent the spread of pests and damage.

Please be sure to examine all items that are discharged or donated for insects as well as for damage. In the case of hardcover books, it is important to open the book to check the spine.

If insects are found in the book(s):

1. Keep calm. Please do not alarm the public. Information will be disseminated through appropriate personnel if needed.
2. Seal the book in a zip-lock plastic bag.
3. Label the bag "DO NOT OPEN" and add the item ID, date, and your initials.
4. Check item out to REPAIR using noted item ID and override the current checkout.
5. Place the bagged book in the freezer of the staff refrigerator.
6. Examine books in the immediate vicinity of the contaminated book for other insects. (This should include the cart of books it came from as well as the shelf where the book would normally reside.)
7. Notify your supervisor.
8. The supervisor will notify the Director or Designee and Circulation Supervisor, who will determine whether or not the type of insect is immediately identifiable and whether many or few insects were discovered.
9. The Director will determine whether a specialist is needed in identifying the insect.
10. Identification is available through Pest Solutions or through Cornell University. (Instructions for preparing and mailing a sample can be found at <http://www.entomology.cornell.edu/cals/entomology/extension/idl/>)
11. Items must be in the freezer for at least one week at -4 Fahrenheit (-20 Celsius) to freeze effectively. In order to kill any insect eggs, the item must also be thawed and

frozen again for another week (<https://mobiusconsortium.org/bed-bugs-best-practices#>).

12. The Circulation Supervisor will follow up with the Director for next actions.
13. Guidelines:
 - a. If the insect is recognizable as non-threatening and can be removed, then the item may be thawed and refrozen, and returned to the collection.
 - b. If the insect is not identifiable, cannot be identified as threatening or cannot be removed, etc, then the book must be stamped as discarded and thrown out. Items which are discarded must be marked DISCARD in Workflows and respective Materials Selectors must be informed.
 - c. If a problem is extensive, further actions could include:
 - Discarding items impacted by the infestation, still bagged and dropped directly into the dumpster to avoid the chance of scattering larvae/eggs.
 - Closing the book drop
 - Suspending interlibrary loan
 - Placing infested, or potentially infested, furniture outside for removal by waste management services or someone with an open truck.
 - Using pest control services to treat any areas that are severely infested.

SOUTHEAST STEUBEN COUNTY LIBRARY PATRON SERVICE POLICY

Purpose

In fulfilling its mission, the Southeast Steuben County Library strives at all times to provide excellence in patron service. Hospitable, educated and knowledgeable staff members assist patrons in finding the materials and services they want and need. Staff offers services in a fair and professional manner that treats everyone with courtesy and respect and asks for courtesy and respect in return.

Policy

1. Library staff will treat every patron with equal respect and every request with equal importance.
2. Courtesy and attention to the needs of the library user will be the key to all interactions. Staff will try to be flexible in meeting library patrons' needs. Whenever possible, judgment calls will be made in the patrons' favor.
3. Staff will use their knowledge of library resources to fulfill requests in a timely manner or else present alternatives when requests cannot be met immediately.

4. Staff members are expected to act in a friendly, helpful manner which will ensure that the patron will walk away feeling that their experience with the Library has been a positive one.
5. Library policies and procedures exist to make library resources available on an equitable basis:
 - Staff recognizes the need to enforce policies and procedures and that some patrons may find this disagreeable. Staff will be patient, respectful and helpful even when being firm about library rules.
 - If a patron questions a policy or if the purpose of a policy is not understood, staff should provide an explanation or else refer the patron to their immediate supervisor, the Assistant Library Director or Library Director.
6. All interactions and transactions between a library patron or group of patrons and the Library will be considered confidential and will be discussed only in a professional context.
7. Library staff will seek to meet library patrons' expectations for service in fulfilling the library's mission. Any comments are welcome regarding how well those expectations are being met.
8. The Library supports high standards of patron service through a plan of employee training, leadership development and opportunities for patron input.
9. During interactions with library staff, patrons can expect to:
 - Be acknowledged appropriately
 - Be treated courteously and respectfully
 - Be valued for their input
 - Receive the same high standard of service regardless of age, race, ethnicity, religion, gender, physical limitations, or other criteria
 - Receive prompt and timely service
 - Receive knowledgeable service and professionalism from all staff
 - Have their privacy and confidentiality respected

– Adopted by the Library Board of Trustees
on February 9, 2012

INCLEMENT WEATHER AND BUILDING CLOSINGS

Closings may occur due to weather situations or building problems. Closings are determined by the Library Director or his/her designee. The Library acts to ensure the safety of its patrons and its employees during inclement weather. All decisions to open late, remain closed or close early will be

made by the Director or his/her designee. Decisions will generally rely on actual observed conditions rather than predictions. Official local transportation and weather outlets, emergency services, and community cancellations will be reviewed and taken into consideration.

Closing Procedure:

With a closure, the Director or his/her designee will oversee:

1. An employee and volunteer calling chain
2. The notification of local media outlets, library website, and social media
3. Programming library door lock down
4. Signage on library doors
5. Notification phone message
6. Notification of EDC management

Staff Compensation

If there is a deviation from the Library's regular operating hours, employees will be compensated for their regular work hours at their regular rate of pay (without the use of Leave) for the time they were scheduled to work. Employees who are scheduled off or who are on previously arranged Vacation Leave, Personal Time or Sick Leave will not receive any extra compensation.

Emergencies in the Library

In the event of an emergency situation in the Library during the workday, the Director or his/her designee will determine a closure of the Library and staff release.

The Director or his/her designee will make the decision after whatever conference or consultation is appropriate. The same closing procedure process applies. Emergency procedures are contained within the Emergency Procedure Policy.

Note: *The above policy pertains to short-term closings of two days or less. Should conditions require the facility to be closed for longer periods, the library board would render a decision based on the specific situation.*

– Adopted by the Southeast Steuben County Library
Board of Trustees on February 19, 2015

SOUTHEAST STEUBEN COUNTY LIBRARY PANDEMIC OPERATIONS PLAN

Date of Plan Approval: January 21, 2021

Developed in accordance with NYS legislation S8617B/A10832.

Promulgation

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable.

This plan has been developed with the input of the Southeast Steuben County Library Board of Trustees, as required by the amended New York State Labor Law.

No content of this plan is intended to impede, infringe, diminish, or impair the rights of us or our valued employees under any law, rule, regulation, or collectively negotiated agreement, or the rights and benefits which accrue to employees through collective bargaining agreements, or otherwise diminish the integrity of the existing collective bargaining relationship.

This plan has been approved in accordance with requirements applicable to the agency, jurisdiction, authority, or district, as represented by the signature of the authorized individual below.

As the authorized official of Southeast Steuben County Library, I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with S8617B/A10832 which amends New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable, to address public health emergency planning requirements.

Barbara A. McLean, President

January 21, 2021

Purpose, Scope, Situation Overview, and Assumptions

Purpose:

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable. These laws were

amended by the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020, requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The plan includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing.

Scope:

This plan was developed exclusively for and is applicable to Southeast Steuben County Library. This plan is pertinent to a declared public health emergency in the State of New York which may impact our operations; and it is in the interest of the safety of our employees and contractors, and the continuity of our operations that we have promulgated this plan.

Situation Overview:

On March 11, 2020 the World Health Organization declared a pandemic for the novel coronavirus which causes the COVID-19 severe acute respiratory syndrome. This plan has been developed in accordance with amended laws to support continued resilience for a continuation of the spread of this disease or for other infectious diseases which may emerge and cause a declaration of a public health emergency.

The health and safety of our employees and contractors is crucial to maintaining our mission essential operations. We encourage all employees and contractors to use CDC Guidance for Keeping Workplaces, Schools, Homes, and Commercial Establishments Safe. The fundamentals of reducing the spread of infection include:

- Using hand sanitizer and washing hands with soap and water frequently, including:
 - After using the restroom
 - After returning from a public outing
 - After touching/disposing of garbage
 - After using public computers, touching public tables, and countertops, etc.

- Practice social distancing when possible
- If you are feeling ill or have a fever, notify your supervisor immediately and go home
- If you start to experience coughing or sneezing, step away from people and food, cough or sneeze into the crook of your arm or a tissue, the latter of which should be disposed of immediately
- Clean and disinfect workstations at the beginning, middle, and end of each shift
- Other guidance which may be published by the CDC, the State Department of Health, or County health officials.

Planning Assumptions:

This plan was developed based on information, best practices, and guidance available as of January 21, 2021. The plan was developed to largely reflect the circumstances of the current Coronavirus pandemic but may also be applicable to other infectious disease outbreaks.

The following assumptions have been made in the development of this plan:

- The health and safety of our employees and contractors, and their families, is of utmost importance.
- The circumstances of a public health emergency may directly impact our own operations.
- Impacts of a public health emergency will take time for us to respond to, with appropriate safety measures put into place and adjustments made to operations to maximize safety
- The public and our constituency expect us to maintain a level of mission essential operations.
- Resource support from other jurisdictions may be limited based upon the level of impact the public health emergency has upon them.
- Supply chains, particularly those for personal protective equipment (PPE) and cleaning supplies, may be heavily impacted, resulting in considerable delays in procurement.
- The operations of other entities, including the private sector (vendors, contractors, etc.), non-profit organizations, and other governmental agencies and services may also be impacted due to the public health emergency, causing delays or other disruptions in their services.
- Emergency measures and operational changes may need to be adjusted based upon the specific circumstances and impacts of the public health emergency, as well as guidance and direction from public health officials and the governor.

- Per S8617B/A10832, 'essential employee' is defined as a public employee or contractor that is required to be physically present at a work site to perform their job.
- Per S8617B/A10832, 'non-essential employee' is defined as a public employee or contractor that is not required to be physically present at a work site to perform their job.

Concept of Operations

The Library Director of the Southeast Steuben County Library, their designee, or their successor holds the authority to execute and direct the implementation of this plan. Implementation, monitoring of operations and adjustments to plan implementation may be supported by additional personnel, at the discretion of the Director.

Upon the determination of implementing this plan, all employees and contractors of the Southeast Steuben County Library shall be notified by email, with details provided as possible and necessary, with additional information and updates provided on a regular basis. The library board will be notified of pertinent operational changes by way of email, website and/or board meeting. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Library Director will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Library Director of SSCL, their designee, or their successor will maintain awareness of information, direction, and guidance from public health officials and the Governor's office, directing the implementation of changes as necessary.

Upon resolution of the public health emergency, the Library Director of SSCL, their designee, or their successor will direct the resumption of normal operations or operations with modifications as necessary.

Essential Positions

A list and description of all positions and titles considered essential in the event of a state-ordered reduction of in-person workforce and the justification for classifying each position as essential.

The table below identifies the positions or titles that are essential to be staffed on-site for the continued operation of SSCL. Note that while some functions and associated personnel may be essential, some of these can be conducted remotely and do not need to be identified in this section.

LIBRARY DIRECTOR:

Responsibilities

- Manage day-to-day operation of library
- Supervise all personnel and volunteers
- Manage internal communications about status of library operations, updates or changes to services and policies among staff and trustees, and Friends of the Library.
- Manage external communications about status of library operations in media, including traditional print media and social media and ensure signage and messaging is adequately communicating information to the public.
- Communicate and coordinate directly with County Health Department, heads of town or city government, and healthcare professionals
- Manage whole building operations
- Daily check of library buildings and grounds to monitor for any structural or maintenance issues.
- Ensures regular cleaning of library buildings and maintenance of grounds.
- Ensures facilities issues are addressed
- Communication with building manager and tenants on status
- Financial oversight and HR needs in collaboration with the Business Manager and Board Finance committee.

ASSISTANT DIRECTOR:

Responsibilities:

- Manage day-to-day operation of library, as needed
- Supervise all personnel and volunteers, as needed
- Oversight of Public Relations on external communications about status of library operations in media, including traditional print media and social media and

ensure signage and messaging is adequately communicating information to the public. The Assistant Director, the Public Relations Manager and communication may all collaborate if needed.

- Manage whole building operations, as needed
- IT oversight coordinated with CPE/IT
- Ensure library Wi-Fi connections are functioning properly.
- Maintain network operations.
- Assist library staff in preparing to work securely while remote.
- Oversee door security and security cameras of the building.

PUBLIC RELATIONS COORDINATOR:

Responsibilities:

- Manage library website, updating it in a timely manner to reflect current status
- Manage library's social media profiles in a timely manner to reflect status.
- Coordinate with Director, Assistant Director on public messaging.
- Oversee that all online services are promoted and in working order

CIRCULATION SUPERVISOR:

Responsibilities

- Manage circulation of materials – checking books in/out
- Manage holds.
- Answer reference inquiries received via the library's email, voicemail, or social media accounts.
- Manage incoming postal mail on a regular basis.
- Basis cleaning and disinfecting of items and spaces used jointly among staff.
- Manage planning of required circulation process changes.
- Manage loss prevention methods.

BUSINESS MANAGER:

Responsibilities

- Manage payroll activities and ensure proper procedure for employees to report remote work hours.
- Maintain accounts payable and receivable activities.
- Field Insurance, Retirement, Benefits, and NYS mandate questions

Reducing Risk Through Remote Work and Staggered Shifts

Through assigning certain staff to work remotely and by staggering work shifts, we can decrease crowding and density at work sites and on public transportation.

Remote Work Protocols

Non-essential employees and contractors able to accomplish their functions remotely will be enabled to do so at the greatest extent possible. Working remotely requires:

1. Identification of staff who will work remotely
2. Approval and assignment of remote work
3. Equipping staff for remote work, which may include:
 4. Internet capable laptop
 5. Necessary peripherals
 6. Access to VPN and/or secure network drives
 7. Access to software and databases necessary to perform their duties
 8. A solution for telephone communications
 9. *Note that phone lines may need to be forwarded to off-site staff

The Director will work from home with all necessary office equipment having already been supplied. This will enable the Senior Clerk to enter and manage the building, screen phone calls, address building and delivery issues, etc.

Staggered Shifts

Implementing staggered shifts may be possible for personnel performing duties which are necessary to be performed on-site but perhaps less sensitive to being accomplished only within core business hours. As possible, management will identify opportunities for staff to work outside core business hours as a strategy of limiting exposure. Regardless of changes in start and end times of shifts, Southeast Steuben County Library will ensure that employees are provided with their typical or contracted minimum work hours per week. Staggering shifts requires:

1. Identification of positions for which work hours will be staggered
2. Approval and assignment of changed work hours

Process:

The Library Director will work with all Department Heads to identify coverage needs. Hours of operation will be established based on what services can be provided and staffing needs. We will stagger shifts and limit the amount of time staff work in the building. When able, we will strive to have a staff pod system to reduce exposure.

The Assistant Director and all Department Heads will target the needs of staff working remotely. Needed equipment, services, and cost will be established and reviewed by the Director and the Library Finance committee.

Personal Protective Equipment

The use of personal protective equipment (PPE) to reduce the spread of infectious disease is important to supporting the health and safety of our employees and contractors. PPE which may be needed can include:

- Masks
- Face shields
- Gloves
- Disposable gowns and aprons

Note that while cleaning supplies are not PPE, there is a related need for cleaning supplies used to sanitize surfaces, as well as hand soap and hand sanitizer. The Coronavirus pandemic demonstrated that supply chains were not able to keep up with increased demand for these products early in the pandemic. As such, these supplies are included in this section as they are pertinent to protecting the health and safety of employees and contractors.

Protocols for providing PPE include the following:

1. Identification of need for PPE based upon job duties and work location
2. Procurement of PPE
 - (a) As specified in the amended law, public employers must be able to provide at least two pieces of each required type of PPE to each essential employee and contractor during any given work shift for at least six months

- (b) Public employers must be able to mitigate supply chain disruptions to meet this requirement
- 3. Storage of, access to, and monitoring of PPE stock
 - (a) PPE must be stored in a manner which will prevent degradation
 - (b) Employees and contractors must have immediate access to PPE in the event of an emergency
 - (c) The supply of PPE must be monitored to ensure integrity and to track usage rates

The purchaser has purchased numerous amounts of PPE for library implementation – masks, gloves and commercial grade cleaners – which are stockpiled and inventoried regularly for replenishment.

A six month supply of all projected needed PPE will be kept at all time. A periodic inventory will be taken to access sufficient supplies by the purchaser.

PPE will be stored in one of the main offices for easy access and to keep it safe from degradation.

Items needed:

- Gloves 50 boxes Med. 50 boxes Large, 10 XL
- Mask Disposable 100 boxes
- Hand Sanitizer 4 gallons
- Plastic Face Guard- 20 * note we can make these internally as needed
- Mask- fabric 50
- All cleaning supplies are purchased through SANCO and are collaborated with our current cleaning service.

*Note- list subject to additional items

Staff Exposures, Cleaning, and Disinfection

Staff Exposures

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. Following CDC guidelines, we have established the following protocols:

1. If employees or contractors are exposed to a known case of communicable disease that is the subject of the public health emergency (defined as a 'close contact' with someone who is confirmed infected, which is a prolonged presence within six feet

with that person):Potentially exposed employees or contractors who do not have symptoms should remain at home or in a comparable setting and practice social distancing for the lesser of 14 days or other current CDC/public health guidance for the communicable disease in question.

- (a) As possible, these employees will be permitted to work remotely during this period of time if they are not ill.
- (b) The Assistant Director must be notified to ensuring these protocols are followed
- (c) The Assistant Director will oversee the contact tracing process

2. If an employee or contractor is confirmed to have the disease in question, the Director or Assistant Director should inform all contacts of their possible exposure. Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA).

Each employee is responsible for notifying the Director or Assistant Director if they come into Proximate or Close Contact with someone known to be positive, or if they exhibit symptoms of the disease. Each employee is to answer all health questions before they start their shift. Each employee will sign the time they come to work and when they leave. A cleaning service will clean commonly touched services twice a day. They keep a log of their cleanings. Staff is required to follow their departments cleaning protocols.

The person or persons who quarantines will be asked to provide proof of a negative test before being permitted to return to the building.

The SSCL will follow NYS Employee Rights for paid sick leave and expanded family and medical leave under any established response acts. The library will also apply its own leave benefits as appropriate.

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. We will follow CDC/public health recommendations and requirements and coordinate with our local public health office for additional guidance and support as needed.

Cleaning and Disinfecting

CDC/public health guidelines will be followed for cleaning and disinfection of surfaces/areas.

Present guidance for routine cleaning during a public health emergency includes:

1. As possible, employees and contractors will clean their own workspaces in the beginning, middle, and end of their shifts, at a minimum.
 - (a) High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected at least hourly.
2. Each department has established cleaning protocols for each shift change. Department heads are responsible for any needed updates and changes and are required to notify all staff of changes in protocols.
3. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
4. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
5. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

Employee and Contractor Leave

Public health emergencies are extenuating and unanticipated circumstances in which Southeast Steuben County Library is committed to reducing the burden on our employees and contractors. The Families First Coronavirus Response Act provided requirements related to the COVID-19 pandemic, which form the policies outlined below. This policy may be altered based upon changes in law or regulation, as applicable.

It is our policy that employees of Southeast Steuben County Library will not be charged with leave time for testing. Employees will be provided with up to two weeks (80 hours) of paid sick leave at the employee's regular rate of pay for a period which the employee is unable to work due to quarantine (in accordance with federal, state, or local orders or advice of a healthcare provider), and/or experiencing symptoms and seeking medical diagnosis.

Further, Southeast Steuben County Library (SSCL) will provide up to two weeks (80 hours) of paid sick leave at two-thirds the employee's regular rate of pay if the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to federal, state, or local orders or advice of a healthcare provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to the public health emergency, and/or the employee is experiencing a substantially similar condition as specified by the CDC/public health officials. This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so.

Additionally, SSCL will provide up to an additional 10 weeks of paid expanded family and medical leave at two-thirds of the employee's regular rate of pay where an employee, who has been employed for at least 30 calendar days by SSCL, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to the public health emergency. This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so.

Additional provisions may be enacted based upon need and the guidance and requirements in place by federal and state employment laws, FMLA, executive orders, and other potential sources.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of SSCL, and as such are not provided with paid leave time by SSCL, unless required by law.

Documentation of Work Hours and Locations

In a public health emergency, it may be necessary to document work hours and locations of each employee and contractor to support contact tracing efforts. Identification of locations shall include on-site work, off-site visits. This information may be used by SSCL to support contact tracing within the organization and may be shared with local public health officials.

Time sheets will include a location log for staff to fill in.

Housing for Essential Employees

A protocol for how the public employer will work with the locality to identify sites for emergency housing for essential employees. N/A

- Approved by the Southeast Steuben County
Library Board of Trustees on January 21, 2021.

Southeast Steuben County Library Pandemic Policy Amendment 3/17/22

As of March 2, 2022, all public schools were no longer required to have students wear masks in indoor spaces, eighteen days after New York State dropped its mask mandate for all business and most public spaces.

The Southeast Steuben County Library will not require community members to wear masks inside if community COVID spread levels are “Medium” or “Low.” Employees and volunteers can choose to wear masks when the spread level is “Low” or “Medium.” The library will adjust its policy should community spread be “High.” The library will use the CDC Prevention Tracker to monitor spread.

Plastic barriers will remain up on each service desk. Cleaning of high traffic surfaces will continue. These practices will periodically be reevaluated.

Programming and services will be adjusted accordingly to spread levels. Once community spread levels are “Low” larger indoor in person programming can resume.

The Southeast Steuben County Library will monitor Steuben County COVID levels using the Centers for Disease Control and Prevention tracker

(<https://www.cdc.gov/coronavirus/2019-ncov/your-health/covid-by-county.html>) and Steuben County Public Health

<https://www.steubencountyny.gov/Pages.asp?PGID=36>

What Prevention Steps Should You Take Based on Your COVID-19 Community Level?

Low	Medium	High
<ul style="list-style-type: none">Stay up to date with COVID-19 vaccinesGet tested if you have symptoms	<ul style="list-style-type: none">If you are at high risk for severe illness, talk to your healthcare provider about whether you need to wear a mask and take other precautionsStay up to date with COVID-19 vaccinesGet tested if you have symptoms	<ul style="list-style-type: none">Wear a mask indoors in publicStay up to date with COVID-19 vaccinesGet tested if you have symptomsAdditional precautions may be needed for people at high risk for severe illness
People may choose to mask at any time. People with symptoms, a positive test, or exposure to someone with COVID-19 should wear a mask.		

Adopted by the Southeast Steuben County Library
Board of Trustees on March 17, 2022

In Person Open Meeting Policy Amendment

The Southeast Steuben County Library's Board of Trustees will move to conduct in-person board meetings as outlined in the New York State Trustee Handbook and New York State Open Meeting Laws, starting September 18th, 2022.

The July 21, 2022 Board Meeting will be virtual, taped and uploaded to the SSCL website. It will be made available for 5 years. Written transcripts will be provided upon request.

The Southeast Steuben County Library, being an Association Library, has the option to conduct committee and educational meetings virtually.

<https://www.nysl.nysed.gov/libdev/trustees/handbook/chapter06.htm> 7/14/22

Adopted by the Southeast Steuben County Library
Board of Trustees on July 21, 2022

SOUTHEAST STEUBEN COUNTY RECORDS MANAGEMENT POLICY

Records Retention

The Library Director is designated the Library's Records Management Officer. Records retention and disposition shall be governed by The New York State Archives Records Retention and Disposition Schedule MI-1^{*}; provided, however, that because the use of that schedule is not mandatory for this association library, the Records Management Officer may elect to deviate from the Schedule when, in the determination of the Records Management Officer, such deviation is consistent with the goals of the Schedule but also in the best interests of the Library. A yearly records retention review and report will be given to the board by the Library Director before May 31 of each calendar year.

* The most updated version by the New York State Archives Records and Retention and Disposition Schedule MI-1: http://www.archives.nysed.gov/common/archives/files/mr_pub_mi1.pdf

Records Access

The Library Director is designated as the Library's Records Access Officer. The Southeast Steuben County Library is an association library; therefore, not subject to New York State Freedom of Information Law (FOIL). However, with a commitment to transparency, the library has pledged to provide the following records within 10 business days upon written request.

- a. Board Minutes
- b. Monthly board packets
- c. Monthly board financials
- d. Audits
- e. 990

Records access requests apply only to residents within the Southeast Steuben County Library's service area. The Records Access Officer may deny a request for records if the volume of such records

creates a hardship for staff to reproduce or the request fails to sufficiently identify the document being requested. For paper copies of any records a fee of \$.25/page will be charged.

Board minutes can also be found on the library's website, www.ssclibrary.org.

– Adopted by the Southeast Steuben County Library
Board of Trustees on December 20, 2018
Revised November 16, 2023

SOUTHEAST STEUBEN COUNTY LIBRARY LAW ENFORCEMENT INQUIRY PROCEDURE

*References: Southeast Steuben County Library Policy on the Confidentiality of Library Records;
Civil Practice Laws and Rules Section 4509 Library Records*

Procedures for Library Staff and Volunteers:

If a law enforcement officer requests library records or information about a library user or staff member:

- Ask for the officer's identification.
- Inform the officer that the Library Director is the individual authorized to respond to requests for records and information, and that library policy requires you to refer the officer to the Library Director.
- Refer the officer to the Library Director.

If a law enforcement officer requests library records or information about a library user or staff member and the Library Director is not present:

- Ask for the officer's identification. Record the information on the identity card.
- Inform the officer that the Library Director is the individual authorized to respond to requests for records and information, and that library policy requires you to refer the officer to the Library Director.

Attempt to reach the Library Director, or the president of the Board of Trustees. If you cannot reach the Library Director or Board President, utilize the procedures outlined below for use by the Library Director. A written report describing the officer's inquiry should be provided to the Library Director at the earliest opportunity.

Procedures for the Library Director or President of the Board of Trustees:

In all cases:

- Ask for the officer's identification. Record the information on the identity card.
- If possible, ask a colleague to be present during the interview with the officer.

Requests for voluntary assistance or warrantless searches (the officer does not present a subpoena or court order):

- Explain the library's privacy policy, informing the officer that library records and information about library users and library staff are not made available to law enforcement agencies unless a proper court order in good form has been presented to the library.
- If the officer persists, provide the officer with the contact information for the library's legal counsel and ask the officer to speak to the library's attorney. The SSCL's attorney is Conrad Wolan at Sayles and Evans 607-734-2271.
- If the officer claims that an emergency or other circumstance requires the library to turn over records or provide information without a court order, call the library's legal counsel [if available] or [if no legal counsel is available] Southern Tier Library System Executive Director and ask for assistance.
- If the officer employs force to take possession of library records or other library property, do not obstruct the search in any way. Keep a written record describing the incident.
- If a library worker is required to respond to a voluntary request or a warrantless search in the absence of the Library Director or a designated alternate, all materials should be turned over to the Library Director.

If the law enforcement officer presents a subpoena or similar request for records:

- Accept the subpoena. Inform the officer that the library's legal counsel responds to subpoenas on behalf of the library.
- Turn the subpoena over to the library's legal counsel. If a library worker accepts service of the subpoena in the absence of the Library Director or a designated alternate, the subpoena should be turned over to the Library Director.
- The Library Director will work with the library's legal counsel to respond appropriately to the subpoena.

If the law enforcement officer presents a search warrant:

- Read the warrant and any attached documentation. Verify that it is signed by a judge and is issued by a local state or federal court. If you have questions about the validity of the warrant, call the issuing court to verify the validity of the warrant or order.
- Identify the items or records specified in the warrant. If the officer will not wait for legal counsel, you may assist the officer in locating the items or records identified in the search warrant in order to prevent review of records or items not named in the warrant.
- Do not agree to any additional searches or volunteer information about the items or records in the warrant. Do not sign any documents on behalf of the library without the advice of the library's legal counsel.
- Ask the officers to provide an inventory of the items or records seized. Ask if it is possible to provide copies to the officers or to make copies for the library's own records.
- Do not obstruct the search in any way.
- If the law enforcement officials are unwilling to cooperate with you, simply step aside and let them do their job. Request that the officer sign an inventory receipt for the materials. Keep a written record describing the incident.
- If a library worker is required to respond to a search warrant in the absence of the Library Director, all materials should be turned over to the Library Director.

- Adopted by the Southeast Steuben County Library
Board of Trustees on January 21, 2016.

SOUTHEAST STEUBEN COUNTY LIBRARY WHISTLEBLOWER POLICY

General

The Southeast Steuben County Library requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Southeast Steuben County Library we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations. A copy of this policy shall be distributed to all directors, officers, employees, and volunteers who provide substantial services to the Southeast Steuben County Library.

Reporting Responsibility

It is the responsibility of all directors, officers and employees to report ethics violations or suspected violations in accordance with this Whistleblower Policy.

No Retaliation

No director, officer or employee who in good faith reports an ethics violation shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within Southeast Steuben County Library prior to seeking resolution outside Southeast Steuben County Library.

Reporting Violations

Southeast Steuben County Library has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's

response, you are encouraged to speak with anyone in management whom you are comfortable in approaching. Supervisors and managers are required to report suspected ethics violations to the Southeast Steuben County Library's Compliance Officer, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with following Southeast Steuben County Library's open door policy, individuals should contact Southeast Steuben County Library's Compliance Officer directly.

Compliance Officer

The Southeast Steuben County Library's Compliance Officer is responsible for investigating and resolving all reported complaints and allegations concerning violations and, at his/her discretion, shall advise the Executive Director and/or the finance/audit committee. The Compliance Officer has direct access to the finance/audit committee of the board of directors and is required to report to the audit committee and library board that a claim has been submitted. The Southeast Steuben County Library's Compliance Officer is the chair of the audit committee.

Accounting and Auditing Matters

The audit committee of the board of directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Compliance Officer shall immediately notify the audit committee of any such complaint and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within 15 business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Audit Committee Compliance Officer:

Donald Spencer
Southeast Steuben County Library Trustee
106 Fieldview Drive; Painted Post, NY 14870
585-208-7103
dspence1@gmail.com

Southeast Steuben County Library Management Staff:

Director, Pauline Emery
Assistant Director, Brad Turner
Business Manager; Lori Reenan

–Approved by the Southeast Steuben County Library
Board of Trustees on July 17, 2014
–Updated September 15, 2016

SOUTHEAST STEUBEN COUNTY LIBRARY HUMAN RESOURCES POLICIES

HEALTH/DENTAL INSURANCE

The Library participates in a healthcare and dental benefits plans. Specific information about dental and medical benefits can be obtained from the Library Business Manager or directly from the plan providers. Health benefits for full-time employees begin on the first day of the first month following the starting date of employment. The Library pays 80% of the single coverage premium. The Library pays 50% of the family coverage premium. Employees are responsible for all premium amounts in excess of the Library's contribution. If an employee opts not to participate in the Health Benefits Plan in a given year, the employee will receive a payment of Two Thousand dollars (\$2,000) from the Library in two payments of (\$1,000) in January and July of that year. The payment is prorated for the first year of employment. Proof of alternative insurance is required for a buy-out.

Part-time employees are not eligible for coverage. The Southeast Steuben County Library will offer eligible Full-Time employees, enrolled in the Library's health plan, a HSA (Health Savings Account). The employee HSA accounts will be held with Elmira Savings Bank, Corning, N.Y. The HSA plan is for the Excellus Eligible Deductible HSA Health Plan.

Library contributions to HSA accounts will be determined annually. An employee who reaches 65 years of age will be required to convert to the Federal Medicare Program and will be allotted a stipend of \$2,000 upon submission of their Medicare invoice.

– Approved by the Library Board of Trustees on November 8, 2012

– Revised by the Board of Trustees on September 15, 2016

– Revised by the Board of trustees on March 16, 2023

RIGHT OF NURSING MOTHERS

Section 206-c of the New York State Labor Law provides the right of nursing mothers to express breast milk. In accordance with the law, the Southeast Steuben County Library shall provide reasonable unpaid break time each day to allow an employee to express breast milk for her nursing child for up to three years following childbirth.

An employee wishing to avail herself of this benefit is required to give advance notice. Such notice shall preferably be provided to the employer prior to the employee's return to work following the birth of the child in order to allow the library an opportunity to establish a location and schedule time amongst multiple employees if needed.

Each break shall generally be no less than 20 minutes, and may run concurrently with regularly scheduled paid rest breaks or meal times. (See Rest Periods and Meal Times)

The library is not responsible for insuring the safekeeping of expressed milk stored in the refrigerator on its premises.

– Adopted by the Southeast Steuben County Library
Board of Trustees on September 13, 2012

MATERNITY/FAMILY LEAVE

The Southeast Steuben County Library provides a maternity/family leave of absence to eligible employees who wish to take time off from work duties to fulfill family obligations relating directly to childbirth, adoption, or placement of a foster child. The Library allows up to 12 weeks unpaid Family Leave in a 12-month period, defined as a calendar year.

To be eligible for Family Leave, an employee must have worked at the Library for at least 12 months (which need not be consecutive) and have worked at least 1,250 hours in the 12 months

preceding the leave. It is the Library's policy that the Family Leave provisions apply to domestic partners including same-sex domestic partners.

During a Family Leave the Library will, if applicable, continue to pay the employer's contribution to the employee's health and life insurance benefits. The employee's portion remains the responsibility of the employee.

An employee should first confer with the library director to determine the date that he or she wishes to begin the Family Leave. A "Maternity/Family Leave" form must then be submitted to the Director 30 days before the leave is to begin. The employee's return date should be confirmed with the Director at least two weeks prior to the proposed return date.

To the extent this policy conflicts with statutory requirements, the statutory requirements shall control.

– Adopted by the Library Board of Trustees
on February 25, 2013

SOUTHEAST STEUBEN COUNTY LIBRARY GRIEVANCE PROCEDURE

Purpose:

It is the goal of the Library to facilitate at the earliest opportunity equitable solutions to problems or concerns arising between an employee and the Library. Employees are encouraged to discuss any problems or concerns with their immediate supervisors to work toward an agreeable resolution; however, if any problems or concerns cannot be resolved through informal discussion, this grievance procedure has been established to create a predictable and fair process for employees to present such problems or concerns free from interference, restraint, discrimination, or reprisal.

The following terms are defined as follows:

- (a) A "grievance" is a written statement about a perceived problem or concern on the part of an employee about the effect of any Library action or policy.

A "grievant" is a person filing a grievance.

The term "days" means work days.

An "appeal" is a written request for the reviewing person/committee to review the determination from the immediately preceding step.

Process:

Generally, all grievances shall be in writing and shall include as much detail as possible, specifying the act or policy of the Library at issue, the individuals involved, and the times and dates of relevant events. Grievances that do not comply with the timelines and procedures set forth herein shall be deemed waived. All responses of the Library shall be in writing and shall include reasons for the disposition of the grievance.

Step One.

A grievant shall submit a grievance to the grievant's direct supervisor within ten (10) days of the event(s) giving rise to the grievance. The direct supervisor shall take appropriate steps to investigate the concern, which might include talking to the grievant, interviewing other witnesses, and/or reviewing records. The direct supervisor shall respond within ten (10) days of receiving the grievance.

Step Two:

If the grievant is not satisfied with the determination at Step One, the grievant may appeal the determination to the Library Director within five (5) days of the Step One determination. The Library Director shall take appropriate steps to investigate the concern, which might including talking to the grievant, interviewing other witnesses, and/or reviewing records. The Library Director may confirm the prior determination in whole or in part or may modify the prior determination. The Library Director shall respond within ten (10) days of receiving the appeal.

Step Three:

If the grievant is not satisfied with the determination at Step Two, the grievant may appeal the determination to the Policy and Personnel Committee of the Board of Trustees within five (5) days of the Step Two determination. The Committee shall review the written determinations from both prior steps, and may interview the grievant and/or the Library Director, but shall not undertake any new investigation. The Committee may confirm the prior determination in whole or in part, may modify the prior determination, or may return the determination to the Library Director for further action. The Committee shall respond within fifteen (15) days of receiving the appeal.

– Adopted by the Southeast Steuben County Library
Board of Trustees on December 20, 2018

SOUTHEAST STEUBEN COUNTY LIBRARY SEXUAL HARASSMENT POLICY

Introduction

Southeast Steuben County Library is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of Southeast Steuben County Library's commitment to a discrimination-free work environment. Sexual harassment is against the law¹ and all employees have a legal right to a workplace free from sexual harassment and employees are urged to report sexual harassment by filing a complaint internally with Southeast Steuben County Library. Employees can also file a complaint with a government agency or in court under federal, state or local antidiscrimination laws.

Policy:

1. Southeast Steuben County Library's policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business, regardless of immigration status, with Southeast Steuben County Library. In the remainder of this document, the term "employees" refers to this collective group.
2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).
3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint.

*¹ While this policy specifically addresses sexual harassment, harassment because of and discrimination against persons of all protected classes is prohibited. In New York State, such classes include age, race, creed, color, national origin, sexual orientation, military status, sex, disability, marital status, domestic violence victim status, gender identity and criminal history.

Southeast Steuben County Library will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of Southeast Steuben County Library who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. All employees, paid or unpaid interns, or non-employees working in the workplace who believe they have been subject to such retaliation should inform a supervisor, manager, or the Library Director. All employees, paid or unpaid interns or non-employees who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.

4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject Southeast Steuben County Library to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level, who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.
5. Southeast Steuben County Library will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. Southeast Steuben County Library will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.
6. All employees are encouraged to report any harassment or behaviors that violate this policy. Southeast Steuben County Library will provide all employees a complaint form for employees to report harassment and file complaints.
7. Managers and supervisors are required to report any complaint that they receive, or any harassment that they observe or become aware of, to the Library Director.
8. This policy applies to all employees, paid or unpaid interns, and non-employees and all must follow and uphold this policy. This policy must be provided to all employees and should be posted prominently in all work locations to the extent practicable (for example, in a main office, not an offsite work location) and be provided to employees upon hiring.

What Is “Sexual Harassment”?

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual’s sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual’s employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual’s sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient’s job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called “quid pro quo” harassment.

Any employee who feels harassed should report so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

Examples of Sexual Harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

1. Physical acts of a sexual nature, such as

- Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body;
- Rape, sexual battery, molestation or attempts to commit these assaults.

2. Unwanted sexual advances or propositions, such as:

- Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
- Subtle or obvious pressure for unwelcome sexual activities.

3. Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.

4. Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.

5. Sexual or discriminatory displays or publications anywhere in the workplace, such as:

- Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.

6. Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:

- Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
- Sabotaging an individual's work;
- Bullying, yelling, name-calling.

Who can be a target of sexual harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. Harassers can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

Where can sexual harassment occur?

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

Retaliation

Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

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

- made a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- reported that another employee has been sexually harassed; or,
- encouraged a fellow employee to report harassment.

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

Reporting Sexual Harassment

Preventing sexual harassment is everyone's responsibility. Southeast Steuben County Library cannot prevent or remedy sexual harassment unless it knows about it. Any employee, paid or unpaid intern or non-employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, manager or the Library Director. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager or the Library Director.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy, and all employees are encouraged to use this complaint form. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee's behalf.

Employees, paid or unpaid interns or non-employees who believe they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

Supervisory Responsibilities

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, **are required** to report such suspected sexual harassment to the Library Director.

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

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

Complaint and Investigation of Sexual Harassment

All complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner, and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. Southeast Steuben County Library will not tolerate retaliation against employees who file complaints, support another's complaint or participate in an investigation regarding a violation of this policy.

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

1. Upon receipt of complaint, the Library Director will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If complaint is verbal, encourage the individual

to complete the “Complaint Form” in writing. If he or she refuses, prepare a Complaint Form based on the verbal reporting.

2. If documents, emails or phone records are relevant to the investigation, take steps to obtain and preserve them.

3. Request and review all relevant documents, including all electronic communications.

4. Interview all parties involved, including any relevant witnesses;

5. Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:

- A list of all documents reviewed, along with a detailed summary of relevant documents;
- A list of names of those interviewed, along with a detailed summary of their statements;
- A timeline of events;
- A summary of prior relevant incidents, reported or unreported; and
- The basis for the decision and final resolution of the complaint, together with any corrective action(s).

6. Keep the written documentation and associated documents in a secure and confidential location.

7. Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.

8. Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

Legal Protections and External Remedies

Sexual harassment is not only prohibited by Southeast Steuben County Library but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at Southeast Steuben County Library, employees may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

In addition to those outlined below, employees in certain industries may have additional legal protections.

State Human Rights Law (HRL)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time within one year of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, within three years of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to Southeast Steuben County Library does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award

relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: www.dhr.ny.gov.

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

Civil Rights Act of 1964

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit: www.nyc.gov/html/cchr/html/home/home.shtml.

Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

– Adopted by the Southeast Steuben County Library
Board of Trustees on December 20, 2018

SOUTHEAST STEUBEN COUNTY LIBRARY COMPLAINT FORM FOR REPORTING SEXUAL HARASSMENT

New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form to report alleged incidents of sexual harassment.

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to the Library Director. You will not be retaliated against for filing a complaint.

If you are more comfortable reporting verbally or in another manner, your employer should complete this form, provide you with a copy and follow its sexual harassment prevention policy by investigating the claims as outlined at the end of this form.

For additional resources, visit: ny.gov/programs/combating-sexual-harassment-workplace.

COMPLAINANT INFORMATION

Name: _____

Work Address: _____

Work Phone: _____

Job Title: _____

Email: _____

Select Preferred Communication Method: Email Phone In person

SUPERVISORY INFORMATION

Immediate Supervisor's Name: _____

Work Phone: _____

Work Address: _____

COMPLAINT INFORMATION

1. Your complaint of Sexual Harassment is made about:

Name: _____

Title: _____

Work Address: _____

Work Phone: _____

Relationship to you:

Supervisor Subordinate Co-Worker Other

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

3. Date(s) sexual harassment occurred: _____

Is the sexual harassment continuing? Yes No

4. Please list the name and contact information of any witnesses or individuals who may have information related to your complaint:

The last question is optional, but may help the investigation.

5. Have you previously complained or provided information (verbal or written) about related incidents? If yes, when and to whom did you complain or provide information?

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

Signature: _____ *Date:* _____

Instructions for Employers

If you receive a complaint about alleged sexual harassment, follow your sexual harassment prevention policy.

An investigation involves:

- Speaking with the employee
- Speaking with the alleged harasser
- Interviewing witnesses
- Collecting and reviewing any related documents

While the process may vary from case to case, all allegations should be investigated promptly and resolved as quickly as possible. The investigation should be kept confidential to the extent possible.

Document the findings of the investigation and basis for your decision along with any corrective actions taken and notify the employee and the individual(s) against whom the complaint was made. This may be done via email.

– Adopted by the Southeast Steuben County Library
Board of Trustees on December 20, 2018

SOUTHEAST STEUBEN COUNTY LIBRARY OPIOID OVERDOSE PREVENTION PROGRAM POLICY

To combat the continuing rise in opioid-related deaths in New York State and potentially save a life, the Southeast Steuben County Library has instituted an Opioid Overdose Prevention Program. This document sets forth the required policies and procedures necessary to provide and maintain intranasal (IN) naloxone on-site to ensure ready and appropriate access for use during emergencies to any patron or staff member suspected of having an opioid overdose. The Southeast Steuben County Library will collaborate with the Steuben County Public Health Department, a New York State Department of Health (NYSDOH) Registered Opioid Overdose Prevention Program and will adhere to all requirements stipulated by the collaborating organization in addition to the procedures listed in this document. The Library Director is authorized to proceed with instituting a board-sanctioned Opioid Overdose Prevention Program.

New York State Legal Framework

To combat the continuing rise in opioid-related deaths in New York State, laws were recently amended to allow New York State's Public Libraries to participate in opioid overdose prevention programs by collaborating with a NYSDOH Registered Opioid Overdose Prevention Program operated by another organization. Public Libraries who choose to participate and acting reasonably and in good faith, shall not be subject to criminal, civil or administrative liability solely by administering naloxone and may maintain (IN) naloxone on-site in adequate supplies. By the library choosing to participate it permits employees who volunteer, and volunteer workers, to be trained in accordance with public health laws to administer (IN) naloxone without liability.

Applicable New York State Laws

- Education Law §922 & Commissioner's Regulations §136.8: permits schools districts, boards of education, charter schools, non-public schools, and public libraries to participate in opioid overdose prevention programs.
- Public Health Law §3309 and its implementing regulation (10NYCR §80.138): establishes opioid overdose prevention programs which allow trained individuals to administer naloxone. Under this law and regulations, administration of naloxone shall be considered first aid or emergency treatment for purposes of any statute relating to liability.

- Adopted by the Southeast Steuben County Library
Board of Trustees on September 22, 2022

SOCIAL MEDIA POLICY

Southeast Steuben County Library social media sites are intended to inform community members about programs, services, events and educational opportunities taking place at SSCL within the community of SSCL or Southern Tier Library System (STLS) member libraries. Our sites also encourage dialogue, the exchange of information and ideas between SSCL and Southern Tier Library System member libraries and community members.

Social media is defined as any web application, site or account registered to SSCL that facilitates the sharing of information and ideas about library – related subjects, community events or library services. Social media formats include: (e.g. blogs, listservs, websites, social networks, and any other digital platforms that facilitate information exchange).

SSCL reserves the right to create, edit and remove any content on its social media sites created by SSCL staff, member libraries or community members. Content comprises of posts, comments, messages and all other types of written, visual or audio content.

SSCL strives to foster a positive, creative and healthy social media experience. Anyone who interacts with social media formats in contrast to this belief will be blocked from use. Content containing the following are against SSCL policy and will be removed:

- Slanderous, libelous, threatening or defamatory statements.
- Copyrighted or trademarked material.
- Spam.
- Content not related to SSCL's mission, programs, events, resources, or materials.
- Advertising or sale of merchandise or services; or
- Charitable solicitations or political campaigning.
- Duplicated posts from the same individual.
- Inappropriate/obscene/off-topic posts, images, or comments.
- Specific and imminent threats.

SSCL encourages community members and other STLS member libraries to comment on or share library posts. The sharing of ideas about related subjects, resources, and programs is also permitted. Comments or postings by community members and other libraries does not indicate SSCL endorsement.

Community members and other STLS member libraries are responsible for their own content and should be aware that they may be held liable for commentary that is defamatory, obscene, proprietary, or libelous by any offended party, not just SSCL. By choosing to comment on SSCL social media sites, individuals agree to these terms. SSCL does not collect, maintain, or otherwise use personal information stored on any third party social media sites, other than to communicate with users.

Southeast Steuben County Library Staff Responsibilities

Employees who contribute to SSCL social media accounts shall present content in a professional manner, check facts, cite sources, avoid copyright infringement, present balanced views, acknowledge and correct errors, and check grammar and spelling before posting. Employees shall not discuss confidential, work-related matters through social media.

Content that is posted on SSCL sponsored social media sites is subject to the Freedom of Information Act and records retention requirements.

SSCL staff are public employees and cautioned that content shared pursuant to official duties is not protected speech under the First Amendment and may form the basis for discipline if deemed a violation of SSCL policy or procedure. Employees shall keep in mind the following best practices.

When representing SSCL via social media, staff shall:

- Conduct themselves at all times as representatives of SSCL.
- Identify themselves by name as SSCL personnel, when appropriate.
- Not make statements about patrons, or post, transmit, or otherwise disseminate confidential information in violation of SSCL Confidentiality Policy.
- Not represent postings as official SSCL opinion or policy, unless this has been clearly approved by the Director of SSCL.
- Not conduct political activities or personal business.

- Observe and abide by all copyright, trademark, and service mark restrictions in posting materials to social media.

- Adopted by the Southeast Steuben County Library
Board of Trustees on September 22, 2022
Revised December 21, 2023

SOUTHEAST STEUBEN COUNTY LIBRARY PUBLIC COMMUNICATIONS POLICY

The Library Board of Trustees has a responsibility to promote public awareness of library services and programs, to develop public understanding and support of the library and the vital role it plays in the support of community well-being.

The Board of Trustees recognizes that effective public relations involve every person who has a connection with the library. The Board urges its own staff, volunteers, and friends to remember that they represent the library in every public contact and that professionalism and good service enhances good relations.

Official statements to the public and media will be made by the Library Director or the Board President in consultation with the Library Director. If it is necessary for anyone other than the Library Director or Board President to provide the public with information, such information will be reviewed and approved by the Library Director and Board President prior to its release.

The Board of Trustees will designate the official newspaper to be used for all public announcements at its annual Organization Meeting each year.

Social media platforms, including mass email communication services, play an important and active role in library communications. Designated library staff are responsible for posting information to all library subscribed social media sites.

Staff will adhere to the board approved Social Media Policy when sharing information or images. Staff in consultation with the Library Director manage overall social media content. The library will not

answer questions pertaining to Library Board matters through social media. These questions should be directed to the Library Board during Public Comment at a regular meeting.

Library staff and trustees are entitled to a safe and protected work environment both within the library building and online. Communication, specifically from the public, sent to staff or trustees that contains concerning, harassing or threatening language will be handled by the Library Director in discussion with the Board President.

All incidents that pose a risk to human well-being will be documented and reported to the authorities.

Adopted by the Southeast Steuben County Library
Board of Trustees on January 18, 2024

SOUTHEAST STEUBEN COUNTY LIBRARY VIDEO SURVEILLANCE POLICY

SSCL strives to maintain a safe and secure environment for its patrons and staff. Therefore, the Library installed video surveillance cameras throughout the building and property, as is legally permitted, to provide an additional level of security for its patrons and staff and to protect Library property. Since the Library also provides space to commercial tenants, this policy will apply to cameras installed in those areas for added security.

Patron and Employee Privacy

Reasonable efforts will be made to safeguard the privacy of patrons and employees. Video cameras will not be placed in prohibited areas, such as restrooms. Furthermore, the intent of the Cameras is to provide security, not to view confidential patron record information.

Signage

Signage will be posted at library entrances stating: "This area is under video surveillance."

Use and Disclosure of Video Records

Video recordings are considered library records and shall only be disclosed as allowed by law and in accordance with this policy. Only the Director or an employee designated by the Director will be authorized to review or disclose Video Records or to operate the Video Surveillance equipment. Video records shall be considered confidential and may only be disclosed as the Director deems necessary for the proper operation of the Library, including, but not limited to the protection of the health and safety of the public, patrons, or staff.

Video Record Retention

The Library will retain video records for a time period deemed reasonable by the Director.

Adopted by the Southeast Steuben County Library
Board of Trustees on December 21, 2023

**EXTERNAL POLICIES
OF THE
SOUTHEAST STEUBEN COUNTY
LIBRARY**

LIBRARY CARDS: REGISTRATION AND RENEWAL

All patron records are confidential.

Residents and patrons who work in the service area of the Southern Tier Library System (STLS), which includes Steuben, Schuyler, Allegany, Chemung and Yates counties, may receive a library card by completing a registration form and showing appropriate identification verifying both name, current address or pay-stub if employed in SSCL area.

Patrons may use their Southeast Steuben County library card at any of the other libraries in the System.

Residents who do not live or work in the library System must pay an annual fee of \$32.00 to obtain a library card valid for one year.

Children must be able at least to print both their first and last names in order to receive a library card. A parent or guardian must show appropriate identification and cosign the application form of anyone under the age of fourteen, thereby accepting responsibility for all materials, fines and fees associated with use of the card.

Registrations for residents of the Library/STLS area are for three years. Registrations for all patrons in good standing are renewed when items are charged out.

Patron Use of Equipment

Copier/Printer

The public access photocopier and black and white printer are available for use by anyone during library hours. Cost per copy is posted prominently on the machine and may be changed at any time. The Copyright Law of the United States (Title 17 US Code) governs the making of photocopies of copyrighted materials. The Library expects that every patron user of the copier/printer abide by the regulations. The person using the copier is liable for any infringement.

Fax

The library offers a fax service to patrons. We charge \$1.00 (plus tax) per page to send or receive a fax. Faxes may be sent or received at the check-out desk.

Meeting Room Equipment

The following equipment is available for use in the library meeting rooms: Projector with DVD and laptop capabilities, DVD player, television, podium, wireless microphone, standard microphone, cassette player, compact disc player, slide projector, dry erase boards, folding tables and chairs. For the hearing impaired, each meeting room is equipped with a hearing loop assistive listening system. All equipment can be requested by filling out a meeting room request form.

Microfilm Reader-Printer

A Microfilm Reader-Printer is available for public use. Copies of articles are available for a fee of \$0.20 per page (8 1/2 X 11" page size).

Telephone

Patrons may request use of a library office phone for urgent local calls and calls in duration of less than five minutes. Patrons can utilize a variety of free online phone services. Patrons in need of digital phone services are welcome to make an appointment with the digital literacy staff.

Notary Public

A certified Notary Public is available to witness signatures as authorized by NY State Law. Patrons wishing to use this service can make an appointment by calling (607)936-3713 ext. 213. There is a fee of \$2.00 per signature (tax included).

Circulation of Material

The library is committed to providing a wide range of written and electronic materials (e-books, e-movies, e-music, and e-audio), databases, DVD's and audio items to respond to the needs of the

community. The Library Board and the Library Director will develop and maintain comprehensive collection development and public service procedures to guide the selection of materials.

Hours of Operation

The Library is open the following hours year round:

Monday	9:00 AM – 7 PM
Tuesday	9:00 AM – 7 PM
Wednesday	9:00 AM – 7 PM
Thursday	9:00 AM – 7 PM
Friday	9:00 AM – 7 PM
Saturday	9:00 AM – 2 PM
Sunday	CLOSED

The library is closed on the following holidays:

- New Year's Day
- MLK Martin Luther King Day (Jan. 16)*
- Memorial Day
- Juneteenth (June 19)*
- Independence Day
- Labor Day
- Thanksgiving
- Christmas Eve and Day, December 24, 25

In addition, the library will close at 2 PM on December 31.

Because we value and want to honor the diversity of our workforce, staff will also receive one floating holiday, to be taken on the day of their choice.

*Added by the Library Board of Trustees on July 21, 2022

Volunteer Services

The Volunteer Program is the means by which the library extends and enhances services to patrons.

Volunteering gives individuals and organizations an opportunity to give service to their community, helps promote understanding of the Library and its services, and frees paid staff to handle more complex issues.

The Volunteer Coordinator is responsible for developing and maintaining the Volunteer Program, which includes recruitment, orientation, placement, evaluation, training and recognition.

- Revised by the Southeast Steuben County Library
Board of Trustees on July 15, 2021.

CIRCULATION OF MATERIALS

The library is committed to providing a wide range of printed, video and audio items to respond to the needs of the community. The Library Board and the Library Director will create and maintain comprehensive collection development and public service procedures to guide the selection of materials.

Circulation Procedures

A Library patron may borrow items from the library on loan with the provisions as noted below. The total number of allowable items per card is 50.

Renewals are not available if the item is requested by another patron.

4 WEEK LOAN PERIOD WITH ONE 4 WEEK RENEWAL	
Fiction and Nonfiction books (except new titles)	See Summer and Special Loans section below
All Large Print books	
Audiobooks (except new titles)	See Summer and Special Loans section below
CD ROMs	See Summer and Special Loans section below
Magazines	
Music Compact Discs	
Videos and DVDs	
Playaway View Players	Device must be returned directly to SSCL staff
Ereaders and tablets	1 per card; device must be returned directly to SSCL staff; see Ereader/Tablet policy for more details
Game Kits	2 kits per card
Maker Kits	2 kits per card
2 WEEK LOAN PERIOD WITH ONE 2 WEEK RENEWAL	
New Fiction and New Nonfiction books	
New Audiobooks	
Books Plus Kits	1 Kits per card
1 WEEK LOAN PERIOD – NO RENEWALS	
Museum Passes	Cannot be put on hold; must be returned directly to SSCL staff
Empire Passes	Cannot be put on hold; must be returned directly to SSCL staff

Patrons must present their library card or appropriate ID when borrowing materials. Acceptable IDs include: a New York State Driver’s License, a NYS auto registration, a personal checkbook with printed

current address, a postmarked item of mail to one's current address, or another official document with one's current name and address.

Southeast Steuben County Library materials may be returned to any library in the Southern Tier Library System, with the exceptions noted above. Lendable devices, including laptops and e-readers, are subject to separate procedures, restrictions and/or borrowers agreements. Out of System loans have lending periods and limits according to the loaning library and have no renewals.

Summer & Special Loans

Regular (not new) materials may be borrowed for up to 56 days at request of a patron who will be on an extensive vacation or traveling. Patrons may borrow up to 16 items for up to 56 days with permission of the circulation staff or Library Director for adult materials and with permission of the Children's Librarian for juvenile materials.

Fine Free

The Southeast Steuben County Library supports access and equity. Eliminating fines for overdue materials means more people in our community have greater access to the Library's vital materials, resources, and services. Late fines, no matter how small, are a very real and significant burden for low-income individuals, disabled persons, seniors, children, and families. Fines act as an inequitable barrier to service and will not be imposed on library patrons.

Overdue Items

Overdue notices: Borrowers will be contacted by telephone, email or mail after items are 14 days and 28 days overdue.

Patrons with outstanding charges of \$20.00 or more for lost or damaged items and/or fines imposed by another library in the Southern Tier Library system may not borrow materials until at least partial payment is made.

Patrons with items which are more than 56 days overdue will lose all physical material borrowing privileges until items are returned or outstanding replacement costs are paid. Additionally, after 70 days patron names will be turned over to a library material retrieval company to obtain return of items.

Lost or damaged materials will incur replacement or repair costs.

Damaged and Lost Items

The extent of damage for any borrowed item is determined by staff. Patrons will pay the cost of repair for each item deemed to be moderately damaged. Patrons will pay the list price for items damaged beyond repair. Patrons who pay the cost of the item may keep the item after payment.

Patrons must pay full replacement costs for each item which is lost. For items no longer in print, the patron will be charged for a similar item.

Special accommodations in extenuating circumstances can be made at the discretion of the Circulation Supervisor

Reserves and Interlibrary Loans

Patrons in good standing may reserve library materials.

- Adopted by the Southeast Steuben County Library
Board of Trustees on May 15, 2014
- Revised by the Southeast Steuben County Library
Board of Trustees on March 21, 2019
- Revised by the Southeast Steuben County Library
Board of Trustees on July 15, 2021

SOUTHEAST STEUBEN COUNTY LIBRARY E-BOOK READER BORROWER'S AGREEMENT

Date of Registration: _____

I understand the following terms and conditions:

Patron (or parent or guardian of patron) must be 18 years of age to sign this agreement which authorizes the patron to borrow e-book readers.

- 1. I am responsible for returning the e-book reader and all of its contents on time.**
 - a. Must be returned to a staff member at the Southeast Steuben County Library.
 - b. Four week loan period. E-book reader kit must be returned on or before due date.
 - c. One 4 week renewal allowed, if item is not requested by another patron.
 - d. Only one e-book reader may be borrowed at a time.
 - e. Item may show on your account for up to one week after return in order for staff to review the contents and condition of the kit.

- 2. I will be held responsible for the replacement of the e-book reader and kit contents in the event of loss or irreparable damage.**
 - a. A \$2.00 per day fine, up to a maximum of the replacement cost, will be billed if the e-book reader is returned late.
 - b. If the e-book reader is not returned or is over two weeks late, the library account may be billed for the replacement cost and sent to a collection agency.
 - c. If the e-book reader does not require replacement but is damaged, the account may be billed a \$25.00 damage fee.
 - d. If any individual items from the kit are missing or irreparably damaged, the account may be billed for their individual replacement.

Kit Contents:	Replacement Cost:
1. One E-Book Reader	\$109.00
2. One E-Reader Case	\$20.00
3. One USB Recharging Cable	\$20.00
4. One Power Adapter	\$20.00
5. Instructional Materials	\$5.00
6. One Tote Bag	\$20.00
Total Cost	\$194.00

3. I agree to the following technological terms and disclaimer.
- a. Downloading any content to the e-book reader is prohibited; violations may result in loss of borrowing privileges.
 - b. Transmitting copyrighted material contained on the e-book reader is illegal and strictly forbidden.
 - c. Privacy Disclaimer: e-book readers maintain communication links with booksellers who may share collected data with publishers and others. Southeast Steuben County Library is not responsible for the privacy practices of these commercial organizations. Privacy policies or practices of e-book sellers, publishers or associated third parties may not conform to the Library's Privacy and Confidentiality Policy.

By Signing below, I have agreed to the terms and conditions:

Patron's Signature _____

If patron is under age 18:

Parent or Guardian Name: _____

Parent or Guardian Signature: _____

When returning an e-book reader kit, return it to a staff member at SSC Library.

Do not return to the drop box.

----- STAFF PROCEDURE -----

1. Verify that the patron's account information is up to date, including:
 - a. Card number
 - b. Name
 - c. Address
 - d. Phone number
 - e. Email address
 - f. C/O if a parent or guardian is signing

2. Record the date and initials.
 - a. Date _____

 - b. Staff initials _____

- Adopted by the Southeast Steuben County Library
Board of Trustees on July 12, 2012
- Revised by the Southeast Steuben County Library
Board of Trustees on March 21, 2019
- Revised by the Southeast Steuben County Library
Board of Trustees on June 18, 2020
- Revised by the Southeast Steuben County Library
Board of Trustees on July 15, 2021

SOUTHEAST STEUBEN COUNTY LIBRARY PROGRAMMING POLICY

Purpose:

This policy addresses programming (1) developed and sponsored by the library and (2) developed by members of the community and co-sponsored by the library.

Policy:

SSCL is a core community service. We are dedicated to free and equal access to information, knowledge, learning, and the joys of reading for our diverse community. We seek to create lifelong learners through high quality and relevant programs and materials for all.

Library programs extend and promote the role of the library as a community resource, enhance the information found in library collections, offer a way for people to obtain information;

encourage participation in civic life, and help to address the cultural and leisure-related interests of the community.

Library programs should not be canceled because of the ideas or topics of the program or the views expressed by the participants or speakers, nor should library workers censor or remove displays because someone may disagree with the content. Library sponsorship of a program does not constitute an endorsement of the program content or the views expressed by the participants or speakers, any more than the purchase of resources for the library collection or curation of a display constitutes an endorsement of the resources content or its creator's views. Libraries should vigorously defend the First Amendment right of speakers and participants to express themselves.

Article V of the Library Bill of Rights states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." The right to use a library encompasses all the resources the library offers, including the right to attend library-initiated programs. Libraries create programs for an intended age group or audience based on educational suitability and audience interest; however, restrictions on participation based solely on the gender, chronological age, or educational level of users violate this right and should be enforced only when not doing so would adversely impact the safety of the participants or interfere with the intended purpose of the program. Parents and guardians may restrict their own children's access.

Library staff may use, but are not limited to, the following criteria in program planning:

- Relation to library mission and service goals
- Community needs and interest
- Presentation quality and treatment of content for the intended audience
- Presenter background/qualifications/reputation
- Availability of program space
- Budget and staffing considerations
- Connection to other community programs, exhibits or events
- Health and safety considerations
- Adherence to Federal, State, and/or local laws and codes

Requests from individuals to present library programs are considered using the above criteria.

The purpose of programs may not be purely commercial or for the solicitation of business. The presenter may leave business cards for participants to pick up after the program should anyone be interested in purchasing items or services from the presenter.

Attendance may be limited to ensure the safety or success of a program. When limits must be established, attendance will be determined on a first-come, first-served basis, either with advanced registration or at the door. If a program requires pre-registration patrons need to provide the number of attendees.

Programs will be developed considering the principles of accessibility and equity. These include, but are not limited to, access for people with disabilities, and times and locations that maximize convenience and encourage attendance by the target audience.

The library staff has the discretion to cancel programs, to be rescheduled or not.

Most programs are advertised for specific ages of children. These programs have been planned so that they are developmentally appropriate for children of that age. These or other special requirements will be advertised in the program description.

All library programs must be open to the public and offered free of charge. However, if necessary, a small fee to cover the cost of materials may be charged for art or craft programs. Also, recognizing that program attendees may wish to purchase items like books written by speakers or recordings made by performers, the library may permit the sale of such items in conjunction with a library-sponsored program. All plans to sell such items must be arranged in advance and approved by the library staff responsible for the program. Program presenters are responsible for the handling of all sales.

Performers or presenters who offer specialized or unique expertise may be hired for library programs.

The library reserves the right to use video or photographs taken of program participants for internal use, publication, and use in library promotional outlets, and for evaluation purposes.

Programs can be advertised by press releases, radio stations, on the library's website, TV and social media accounts, with posters taken to local businesses, and with flyers taken to schools.

Co-Sponsoring Programs:

The library may collaborate or co-sponsor programs with other agencies, organizations, and businesses provided the programs are compatible with the library's mission and vision. The library will generate joint programming and invite co-sponsors or collaborators. Co-sponsored programs must include involvement by library staff in the planning of program content. Professional performers and presenters who offer specialized or unique expertise may be hired for Co-Sponsored programs.

The library and the co-sponsoring organization will work together to ensure both agencies promote the event and that each has been given permission to use incorporated organizational names and logos.

Library sponsorship of a program does not constitute or imply an endorsement of its policies, beliefs, or program by any library personnel or by the SSCL.

The library reserves the right to decline a collaborative program with an agency or organization.

Exceptions to this policy may include: Library donor recognition, fundraisers, or press conferences. Other exceptions to this policy can be made by a majority vote of the Board of Trustees.

The Library does not advocate or endorse the viewpoints of any group or individual. Program content and views expressed during programming do not constitute endorsement by SSCL, staff, or the Board of Trustees.

– Adopted by the Southeast Steuben County Library
Board of Trustees on March 16, 2023

SOUTHEAST STEUBEN COUNTY LIBRARY MEETING ROOMS POLICY

The Southeast Steuben County Library offers meeting spaces for use by the general public, community groups/organizations and individuals for the conducting of public meetings, conferences and workshops which are free and open to the general public.

The Southeast Steuben County Library recognizes its responsibility to provide access, and seeks to have its services, facilities, and programs accessible to persons with disabilities. All groups holding meetings in the library should allow handicap access.

Subject to availability and other conditions stated below, the rooms may be reserved on a first-come-first-served basis by any group regardless of its beliefs or affiliations of those of the individuals belonging to the group.

It is important for the Library to be a welcoming space that encourages discourse and intellectual freedom. The Library does not advocate or endorse the viewpoints of any group or individual.

Meeting Room Descriptions:

Laura Beer Community Room: capacity 99

With room divider in place:

- Larger part of the Community Room: capacity 70
- Smaller part of the Community Room: capacity 30

Conference Room: capacity 25

Meeting Room Use Rules & Regulations

All organizations, groups and individuals wishing to use the Laura Beer Community Room or the Conference Room must abide by the following regulations:

1. All meeting/event participants and organizers must adhere to the Patron Code of Conduct.

2. Any programming must comply with Federal, State and/or Local laws.
3. Programs must comply with Health and Safety considerations as determined by Director.
4. Use of meeting room technology must be pre-arranged at time of booking room.
5. Scheduled Library programs take precedence in cases of scheduling conflicts. The Library reserves the right to pre-empt the use of meeting space for Library purposes upon two (2) weeks notice to the organization requesting that space.
6. Rooms are reserved on a first-come-first-served basis.
7. A Library Community/ Conference room Use Permit form must be filled out and returned to the library at least one week prior to a scheduled program. The completed permit will be reviewed by the Director. After review, a confirmation (or denial) notification will be given by e-mail or phone. *Notification will be given within 3 days of the submitted Use Permit. The reservation is NOT complete until the Use Permit has been approved. Once a Use Permit has been submitted, it will be kept on file for a year.
8. An authorized adult representative of the group (18 years or older) must request use of the meeting room. This representative will be required to sign the Use Permit. By signing the form, the applicant agrees that the rules and regulations regarding meeting room use have been read and understood. Failure to abide by these regulations may disqualify the organization from future use of the rooms.
9. Reservations may not be made more than three months in advance. Individuals or groups may book no more than three meetings in any three-month period unless authorization is given otherwise by the Director.
10. Meetings shall be open and free of charge to the general public. No admission fees or donation collection is allowed. Any commercial intent or solicitation for profit or sales from the group, individual or organization is prohibited. However, at the discretion of the Library Director, the following will be permissible at Library sponsored programs: Fundraising to benefit the Library, Friends of the Library or other Library-related groups. The sale of books, CDs or other published items by authors or artists as part of a Library program may be allowed.
11. An adult over 18 years of age must be present during meeting room use. Minor children under the age of 18 are not permitted to use the library meeting spaces unsupervised.
12. Group representatives must sign in/and out at the front desk before and after their community room use. You will be asked for the number of people attending your meeting or event. This information is used by the Library for reporting and funding purposes. When your event has ended, a staff member will check the space to make sure the room is left in good order.

13. Rooms may not be used for personal or family purposes (such as birthday and retirement parties). The library offers these spaces for groups or individuals that wish to conduct meetings, conferences, or workshops which are free and open to the general public.
14. One (1) week notice must be provided in cases of cancellation. Groups that regularly fail to use reserved time may be barred from future reservations.
15. Organizations may be asked to provide a Certificate of Insurance that is acceptable to the Library Director. The Library Director will determine if a certificate of insurance is required.
16. Copyrighted items (DVDs) may not be publicly shown at the library without the consent of the copyright owner. Users must acquire permission directly from the distribution company (we would need a copy) in order to show a video or movie. (Alternately: If the title appears on the library license section of this website, **Movlic.com** then the video may be shown at the library without special or additional permission.)
17. In general, the Community Rooms and the Conference Room are available for use only during the library's regular operating hours. Any after-hours special reservation request is subject to the Director's approval and staff availability. All approved after-hours event sponsors will be required to cover the cost of library staffing for the event. This amount will be discussed with event organizers prior to going ahead with the event.
18. Limited food and beverages are permitted in the meeting rooms. The person filling out the User Permit must indicate if food or beverages will be provided. **Alcoholic beverages are prohibited.** The meeting room user is responsible for providing all items necessary for the serving of food and beverages. Equipment for the purpose of reheating of food, such as toaster ovens, microwave ovens, hot plates, popcorn makers, and Sterno fuel, are prohibited.
19. Use of the room by a group must be in compliance with local codes and regulations. *Note:* Open flame sources and open heating elements are prohibited. Examples: toaster ovens, microwave ovens, hot plates, popcorn makers, Sternos, matches, candles and incense.
20. Room preparation and clean-up is the responsibility of the group reserving the room. The Community Room and Conference Room must be left clean and orderly. All chairs and tables that were used during the meeting must be put away. Upon check-out, a staff member will inspect the room. Groups leaving excessive debris will be required to vacuum the room prior to vacating the space. (A vacuum cleaner is available on request from the circulation desk.) If the room requires professional cleaning, the group will be billed for this. Failure to leave the room clean and orderly

will result in a warning letter. A second violation will result in the group being prohibited from using the meeting rooms.

21. Any personal or group equipment, supplies, or materials left in the room will be the responsibility of the group reserving the room. The library assumes no responsibility for any loss or damage to personal property.
22. The library reserves the right to close on short notice due to adverse conditions and will attempt to notify scheduled meeting room users. Please pay attention to local news sources for weather-related or emergency closings.
23. The use of the name, logo, address, or telephone number of the Southeast Steuben County Library as the address or headquarters for any group or organization using the library for meeting purposes is prohibited. Publicity generated by a group may recite the library name and address only as the location of the event. Photos of the library's exterior or interior cannot be used for publicity. Any other mention or image use requires the express written approval of the Library Director.
24. Not adhering to the Community Room or Conference Room policies may result in the loss of meeting room privileges.

For any questions, please call (607) 936-3713 x217.

– Adopted by the Southeast Steuben County Library
Board of Trustees on June 18, 2020

– Revised by the Southeast Steuben County Library
Board of Trustees on March 16, 2023

SOUTHEAST STEUBEN COUNTY LIBRARY TECHNOLOGY USE POLICY

The Southeast Steuben County Library has Internet-enabled computers and wireless Internet access (Wi-Fi). These provide electronic resources that supplement the Library's print collection and are available for educational, informational and recreational purposes.

Use of the library's Internet and Wi-Fi connection is a privilege, not a right. The user is accountable for his or her actions and activity while on-line. Users are reminded that the library's computer terminals are located in public areas that are shared with library users and staff of all ages, backgrounds and sensibilities. Individuals are expected to respect the sensibilities of others when accessing information or images.

The Library complies with the Children's Internet Protection Act (CIPA). This enables the Library to continue to be eligible for certain federal funding. CIPA states that all Library-owned computers with Internet access must be equipped with filters to protect against visual depictions of obscenity, child pornography and material defined as harmful to minors.

Unacceptable use of Internet access will result in the suspension of computer privileges, and may result in loss of library privileges.

Guidelines

Patrons are reminded that the Library's computers are located in public areas that are shared with people of all ages, backgrounds, and beliefs. Individuals are expected to consider this diversity and respect the rights of others when accessing potentially offensive information or images.

To achieve an atmosphere conducive to the best use of its resources, the Library has developed the following guidelines for the use of public computers:

- Patrons must be courteous and respectful when using computers and conform to the Patron Code of Conduct Policy.
- Patrons must use their own library card (or guest pass) to register for an assigned session.
- Patrons are responsible for logging into a new, private session each time they use a computer, and for closing all personal applications and logging out when they are done using their computers. Sessions are logged off automatically after their assigned time has expired. This ensures that each patron's privacy is protected.
- Computer users are responsible for bringing their own headphones if they wish to listen to audio, and their own flash drives or other devices for saving their work. The library sells sound earbuds and flash-drives. These can be purchased at the Check Out desk.
- If adult caregivers of children use the children's computers they must adhere to rules regarding computer use by children (e.g. Internet filtering and priority for class visits). Allowing adults to use children's computers is at the complete discretion of the Library.

- Patrons must perform their own Internet searches, though staff will provide assistance.
- Computers may be used by two or more people so long as their behavior is not disruptive.
- Computers and copy machines are automatically shut down 5 minutes before the Library closes.
- Patrons are prohibited from starting up or shutting down public use PCs. Ask staff for assistance.
- Computer time extensions are allowed until 10 minutes before the library closes.
- Printing requests must be made at least 15 minutes before the Library closes. Patrons may release their print requests from the printing station until 5 minutes before closing time.
- The Library is not responsible for loss of information due to viruses or other problems.

Patrons may NOT:

- Use SSCL computers or Wi-Fi for illegal activity.
- Use SSCL computers or Wi-Fi to access material that is legally defined as obscenity, child pornography, or, in the case of persons under the age of 17, material that is harmful to minors.
- Use any device to attempt to redistribute, share, or boost the Library's Wi-Fi signal.
- Use the network for unauthorized access or "hacking" into any computational, financial informational or communication services or resources.
- Distribute unsolicited advertising.
- Invade the privacy of others by misrepresenting oneself as another user or attempting to modify or gain access to files, passwords or data belonging to others.
- Add, delete, damage, vandalize or modify the Library's installed hardware or software.
- Engage in any activity that is harassing or defamatory.
- Deliberately propagate computer worms or viruses.
- Download copyrighted materials in violation of any copyright protection laws.

- May not open equipment or try to fix any problems or printer jams. Any computer related issues should be directed to the library staff.

These rules apply to all circulated SSCL laptops, and tablets.

Internet Use

Patrons should be aware that the Internet is not a secure medium and that third parties may be able to obtain information regarding users' activities. SSCL respects the confidentiality of those using its electronic resources, and will release library records only as required by law.

The Library has taken certain measures to assist in the safe and effective use of the Internet, including filtering. The public should bear in mind that no filters are foolproof and may "under-block" (permit access to material that is prohibited by CIPA) and "over-block" (deny access to materials that are constitutionally protected). Patrons may request that a specific site be reviewed by SSCL if they think the filter is in error.

Parents and caregivers are responsible for supervising their children's computer access and are encouraged to learn about the Internet and help their children use it wisely. Below are SSCL's suggestions when patrons encounter the following:

- **Direct Electronic Communications.** Educate yourself and child about the importance of keeping personal information private. Monitor your child's participation with email accounts, chat rooms and discussion groups.
- **Social Networking.** Encourage your child to be honest about his/her age when signing up for social networking sites (e.g., Facebook, Twitter, Second Life, and other social sites) or blogs. These sites and services often have minimum age requirements and may not be appropriate for all children.
- **Unauthorized Disclosure.** Users should be aware that the Internet is not a secure medium and that third parties may be able to obtain information regarding users' activities. However, The Southeast Steuben County Library will not release information on the use of specific Internet resources by members of the public except as required by law or necessary for the proper operation of the Library.

SSCL has taken certain measures to assist in the safe and effective use of these resources by minors (age 17 and under). The Library is proactive by:

- Developing and maintaining an “Internet Use Q&A” on our website for parents and caregivers
- Developing and maintaining age-appropriate sections on our website for children and teens
- Installing and maintaining free educational and recreational programs and databases that help users safely and effectively search and navigate the Internet.
- Providing training programs and computer workshops.

Computer Sign Up

- Adults agree to the Library’s Technology Use Policy by signing in to use one of the computers or accessing the library’s Wi-Fi.
- Children, under the age of 14 must have a library card with parental/or guardian consent to use the library computers. This consent agreement is located on minor’s library card application.
- Due to limited computers and space the library has only 2 designated PC areas. Children’s Computers are for birth to age 12. Adult Computers are for age 13 and older.
- Patrons may use the computers for one hour per day. Patrons needing more time can request more time at the reference desk. Time extension maybe limited during peak computer usage.
- The library may reserve computers for training or class use at any time.
- Patrons must be present to sign up for computer usage time. Telephone sign-ups will only be accepted for persons with special needs (such as persons with disabilities)
- The library makes no guarantee regarding computer sign ups due to matters beyond its control.
- Patrons must pause their computer session, if they leave the computer. Leaving the computer for more than 5 minutes constitutes the end of the session.

- In the children's section parents or teachers may work with a single child per computer at one time.

Library Computer Usage

- Patrons may save temporary files to local hard drives; however, the library must periodically clear all temporary files.
- Patrons may not open equipment or try to fix any problems or printer jams. Any computer related issues should be directed to the library staff.
- Patrons may not attempt to modify or damage computer hardware or software. Please notify a staff member if there is hardware or software that you feel should be available.
- Only the software provided and installed by the library may be used.
- Patrons will be charged for any purposeful damage to equipment.
- Patrons may print documents. Payment for copies is located at the Check Out desk.

Staff Assistance and the Public Computers

Individual assistance on using the library's computers is available upon request at the Reference Desk. Many staff members are able to answer brief questions and offer suggestions on where to search for information. More advanced Digital Literacy based assistance must be requested by appointment. Patrons can request digital literacy appointments in person, by email or phone at (607) 936-3713.

Wi-Fi Usage

The Southeast Steuben County Library offers wireless access (Wi-Fi) for library patrons to use with their own personal notebooks, laptops and other mobile devices. A patron's use of this service is also governed by the SSCL Technology Use Policy.

- Due to the proliferation of Wi-Fi networks, Library users may also be able to access other Wi-Fi networks within the library that are not provided by the SSCL. Use of these non-library wireless networks within the Library's facilities is prohibited.
- As with most public wireless "hot spots," the library's wireless connection is not secure. There can be untrustworthy parties between you and anybody with whom you communicate, and any information being transmitted could potentially be intercepted by another wireless user.
- Use of SSCL's wireless network is entirely at the risk of the user. The library disclaims all liability for loss of confidential information or damages resulting from that loss.
- Cautious and informed wireless users should choose not to transmit personal information (credit card numbers, passwords and any other sensitive information) while using any wireless "hot spot." Please take appropriate precautions when using this service.
- Library staff can provide general information for connecting your device to the wireless network, but cannot troubleshoot problems related to your wireless device or assist in making changes to your device's network settings and/or hardware configuration. The Library cannot guarantee that your device will work with the Library's wireless access points.
- All wireless access users should have up-to-date virus protection on their laptop computers or wireless devices. The library will not be responsible for any information (i.e. credit card) that is compromised, or for any damage caused to your hardware or software due to electric surges, security issues or consequences caused by viruses or hacking.
- Printing access is not available via the wireless connection from your personal laptop. If you need to print, please save your work to a flash drive or email files to yourself, then login to a wired library workstation and send jobs to the public printer.
- All users are expected to use the library's wireless access in a legal and responsible manner, consistent with the Technology Use Policy and the educational and informational purposes for which it is provided.

- Adopted by the Southeast Steuben County Library
Board of Trustees on January 21, 2016

SOUTHEAST STEUBEN COUNTY LIBRARY IN-HOUSE LAPTOP USE GUIDELINES

- Laptops are available for in-house use by patrons 18 years or older with any current STLS library system library card and a current valid government-issued ID or current student ID. The patron's library card and valid ID will be held at the Reference desk until the laptop is returned. If a patron does not have a library card, just their ID will be held.
- Laptops may be borrowed for up to 2 hours per day (with one renewal 2-hour renewal if there are no hold requests).
- Laptop use is not transferable. Borrowers must maintain the laptop in their immediate possession at all times during their reservation.
- Unattended laptops will be returned to the reference desk and be checked in.
- Laptops must be returned immediately upon termination of the reservation. Laptops must be returned at least 30 minutes before closing.
- SSCL is not responsible for damage or loss incurred to the borrower's data while the borrower is using the laptop.
- Ear buds can be used for sound and are available for purchase at the circulation desk.
- Printing from Laptops can be done using a flash drive or other USB device. Patrons can request help from the Reference desk. Flash drives are available for purchase at the circulation desk.
- Documents or downloads- Documents are not permanently saved to the laptops. Some downloads are restricted. Any data you wish to save must be saved to a flash drive or emailed to yourself. Ask the library staff for assistance.
- Software may not be added to library laptops and modifying library installed software is not allowed. Ask the Reference staff if you need assistance.
- Laptops will automatically be returned to default settings after each use. Once a laptop is returned and shut down the patron's activity will be erased.
- Laptops not returned will be considered lost/stolen and the user will be billed for the full replacement cost. The Police Department may be notified.
- Library staff has the right to reserve laptops or give extended time for educational computer classes, individual computer literacy instruction, online education, researching or employment searching.

- Borrowers are responsible for complying with the Computer and Internet Use Guidelines.

Borrower's signature _____ Date _____

Print borrower's name _____

Patrons are expected to follow SSCL Technology Use Policy, and Wi-Fi Policy

- Adopted by the Southeast Steuben County Library
Board of Trustees on February 17, 2022

**SOUTHEAST STEUBEN COUNTY LIBRARY CIRCULATING ELECTRONIC DEVICE
BORROWER'S AGREEMENT**

Staff Initials: _____

Date: _____

Rules:

- Patron (or parent/guardian) must be 18 years of age to sign this agreement authorizing the patron to borrow electronic devices.
- Loan Period and Circulation Rules:
- Laptop kits – 90 Days, limit 1per card no renewal.
- Hotspots - 2 week loan, limit 1 per card, 1 renewal (if no hold requests).
- E-readers - 4 week loan, limit 1 per card, 1 renewal (if no hold requests).
- Return device to an SSCLibrary staff member when finished.
- If not returned, devices and accessories of the kit will be considered lost/stolen and the user will be billed for the full replacement cost: laptop kits - \$900, hotspots - \$50, e-readers - \$200. The Police Department may be notified.

Disclaimer:

- Borrowers are responsible for following the Computer and Internet Use Guidelines. For the most up to date version, visit SSCLibrary.org > About > Policy.
- Any liability or expense incurred or damage to the device, software, or borrower's data resulting from use or misuse is not the responsibility of the SSCLibrary.
- Connectivity is not guaranteed. Please be advised that wireless service varies by location.
- Documents and downloads: Documents are not permanently saved to the laptops. Some downloads are restricted. Any data you wish to save must be saved to a flash drive or other external storage device or emailed to yourself.
- Software may not be added to library devices and modifying library installed software is not allowed. Ask the Reference staff if you need assistance.

- Printing from Laptops can be done at the library using a flash drive or other USB device. Flash drives are available for purchase at the Circulation Desk. Patrons can request help from the Reference desk.
- Privacy policies or practices of e-book sellers, publishers, or associated third parties may not conform to the Library’s Privacy and Confidentiality Policy. SSCLibrary is not responsible for the privacy practices of commercial organizations associated with loaned electronic devices.
- Library staff has the right to reserve laptops or give extended time for educational computer classes, individual computer literacy instruction, online education, researching or employment searching.
- Devices will not be sent through interlibrary loan.
- Items may show on your account for up to one week after the kit is returned for review of kit contents and condition.

Borrower’s Signature: _____ Date: _____

Print Borrower’s Full Name: _____

Borrower’s Street Address: _____

- Adopted by the Southeast Steuben County Library
Board of Trustees on February 17, 2022

**SOUTHEAST STEUBEN COUNTY LIBRARY (SSC LIBRARY)
CHALLENGE TO LIBRARY MATERIALS POLICY**

Introduction:

It is an essential role of the public library to make all materials, including those of a controversial nature, freely available to all patrons. This can mean that the views expressed in a material may conflict with a community member’s beliefs or tastes. Having a policy to guide library employees and volunteers in dealing with community challenges to a material ensures each complaint is considered fairly and consistently and that every person in the library knows how to proceed.

Main:

SSC Library supports all members of its community by collecting and offering materials representing all viewpoints. However, it is not the role of the SSCLibrary to advocate for or endorse any particular idea, opinion, or point of view; nor will the SSCLibrary or any of its employees, volunteers, or trustees act in loco parentis (in place of a parent) to a library patron – either adult or minor.

The Board of Trustees recognizes the importance of providing a procedure whereby opinions from the public regarding materials selected can be voiced. A request for reconsideration must be made in writing using forms provided by the SSCLibrary. These forms are available upon request from the circulation desk and, upon completion, should be delivered to the circulation desk or mailed to SSCLibrary to the attention of the Library Director. Upon receipt of the signed form, the Library Director will convene a committee with the President of the Board of Trustees and two librarians not involved in the selection of the material. **Complaints may only be submitted by individuals or organizations residing within the SSC Library chartered service area.**

Within two weeks the committee shall:

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

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

Should the patron wish to appeal the decision, he/she may write to the President of the Board of Trustees to request a hearing by the Board. The Board will complete a review of the issue within 90 days and respond to the patron as soon as may be possible after such review. The Library Board places a limit on Challenges to Library Materials. The Library will only process a complaint form once every 36 months

(3 years) for a specific Title or Author considering all material formats (Format examples: book, eBook, audiobook, large print book, movie, or musical tracks). The Library Board Decision is final.

Any further appeal must be made to the Commissioner of Education in Albany, N. Y.

- Adopted by the Southeast Steuben County Library
Board of Trustees on February 17, 2022
Revised on December 21, 2023

SOUTHEAST STEUBEN COUNTY LIBRARY CREATION STATION MAKER AGREEMENT

Prior to using the SSCL's Creation Station, Makers must

- (a) complete a Maker Agreement form;
 - (b) verify: his/her identity with a valid form of ID, a photo ID or a library card.
- A Minor, anyone under age 14, without valid photo ID may verify his/her identity with a library card and valid ID of a parent/ legal guardian.
 - Makers may only use the Makerspace during Makerspace hours of operation.
 - Makers must "check in" with the staff member on duty, using their library card, and sign the guest book each time they use the SSCL Makerspace.
 - Makers must participate in mandatory safety trainings in order to use the computers, scanners, 3D Printer software, the laminator, the binding machine, the audio recording kit, the photo & video recording kits, the Cricut machine and the sewing machines; they may not use these tools until in-person "certification" training has been complete.
 - When using a tool that does not require certification, the Maker is certifying that he/she is capable of using that item in a safe and proper manner. SSCL Makerspace staff will make instructional material available upon request.
 - Young children are the responsibility of their parents or caregivers and may not be left unattended in the Creation Station.
 - Makers under age 14 must be with their parents or caregivers in the Creation Station at all times.
 - Makers under age 14 may not use the Creation Station without the supervision of a parent or guardian.
 - The SSCL provides the Maker with access to safety supplies in the Creation Station including a First Aid Kits and fire extinguisher.
 - The Maker agrees that the Southeast Steuben County Library is not responsible for any manufacturing defects in the quality of workmanship or materials inherent in any of the tools or equipment.

- The Maker agrees that if any tool or piece of equipment becomes unsafe or in a state of disrepair, he/she will immediately discontinue use of the tool/equipment and notify library staff.
- Makers must report any accident/incident that occurs on Creation Station premises to a staff member.
- Most tools are available to Makers on a first come, first serve basis, for use in the SSCL Creation Station and makerspaces.
- Items used in the Creation Station are to be returned to original their storage space, or to staff as applicable, in the same condition as they were issued, barring normal wear and tear.
- The Maker agrees to pay for the loss or damage to any items and further agrees to accept the Library staff's assessment of fair restitution for damage, dirtiness, delinquency and/or loss of items in part or total.
- The Maker agrees to take precautions to avoid causing unnecessary mess or damage in the Creation Station.
- The Maker agrees to clean up his/her workspace in the Creation Station following use.
- The Maker agrees to inform the Staff member in the case that they are unable to return a work surface, tool or equipment to its original state.
- The Maker acknowledges that the library is only able to provide consumable materials on a limited basis. The Maker agrees to avoid wasting consumable supplies and materials.
- Use of the SSCL Makerspace Creation Station is intended for discovery, learning, entertainment and prototyping purposes.
- Production of goods to be sold for profit is contrary to the library's mission and Southeast Steuben County Library Tobacco Use Policy will not occur in the Southeast Steuben County Library's Creation Station or Makerspaces.
- The production of dangerous items and weapons in the Creation Station or the library's makerspaces is prohibited.
- Only certified Makers may use the Creation Station.
- Makers must present their Creation Station certification card, a library card or a photo ID in order to use the Creation Station.

– Adopted by the Southeast Steuben County Library
Board of Trustees on August 20, 2015

– Revised by the Southeast Steuben County Library
Board of Trustees on March 21, 2019

SOUTHEAST STEUBEN COUNTY LIBRARY TOBACCO USE POLICY

The Southeast Steuben County Library is committed to protecting the health, welfare, and safety of the visitors and employees and/or volunteers by eliminating the use of tobacco products in and around its facility.

This policy upholds SSCL's dedication to the health of their community, the Public Health Law¹, Clean Indoor Air Act, and the amendment to public health law subdivision 6 that prohibits smoking on library property and in front of entrances or exits of any public library².

In accordance with this policy and NYS law, SSCL prohibits all tobacco use in the SSCL office building as well as its grounds. This restriction includes the use of all forms of smoking devices and smokeless tobacco products: cigarettes, cigars, pipes, e-cigarettes, snuff, snus, and chewing tobacco.

This policy applies to all visitors, employees, and volunteers.

*- Adopted August 15, 2019 by the
Southeast Steuben County Library Board of Trustees*

¹ Public Health Law Article 13-E, Regulation of Smoking and Vaping In Certain Public Areas.

² Signed into law December 2018, takes effect June 2019. This policy has been tailored to accommodate our property blueprint.

STATUTE OF LIMITATIONS ON LIBRARY FINES & FEES POLICY STATEMENT ON FINANCIAL WAIVER FOR PATRON DEBTS

Approved by the Directors Advisory Council of STLS

SOUTHEAST STEUBEN COUNTY LIBRARY AND ALL SOUTHERN TIER LIBRARY SYSTEM PATRONS STATUTE OF LIMITATION ON LIBRARY FINES AND FEES

New York State Civil Practice Laws and Rules are specific about an institution's ability to collect debt on an open ended account. These laws apply to library patron accounts and the debts they accrue

for overdue fines and lost material fees as well as other charges attached to their account for library specific services. The statute of limitations for these debts in New York State is six years.

In the interests of providing exceptional library services, allowing for a user-friendly database and ensuring unabridged access to library materials, Southern Tier Library System (STLS) will assist member libraries in complying with these statutes by automatically removing all debts incurred by a library patron within the library system's Integrated Library System (ILS). STLS will remove debts based on their encumbrance date. Any debts incurred after the six year statute of limitations will remain on the library patron's account based on local circulation rules of member libraries.

If all outstanding debts are removed from a library patron's account taking into consideration the six year statute of limitations, the library patron's account will be removed from the library system's Integrated Library System (ILS) rendering the patron's issued account number and library card unidentifiable. The library patron may register for a new library account and card at any member library within the Southern Tier Library System.

Removal of patron debts or accounts will take place semi-annually based on a schedule set by the library system in partnership with the Directors Advisory Council of STLS (DAC). The schedule will remain set unless the DAC recommends a revision based on member library needs. STLS will furnish a current schedule to member libraries anytime revisions occur.

Reference: New York State Civil Practice Laws and Rules – Section 213(2).

LIBRARY POLICY: PATRON CODE OF CONDUCT

No person shall engage in inappropriate conduct on the premises of the Library or when using Library facilities or participating in Library programs.

Inappropriate conduct shall include any individual or group activity which is disruptive to other persons lawfully using Library facilities, materials, premises or which is otherwise inconsistent with activities normally associated with a library, such as reading, studying, proper use of library materials, and other similar conduct.

The “premises” include indoor and outdoor areas of the Library property.

The “public area” of the Library means those portions of the facilities of the Southeast Steuben County Library which are open for public use.

The “facilities” include both the public and non-public areas of the Library.

General Conduct

Personal Items:

Personal items are the responsibility of patrons. Items should not be left unattended. The Library is not responsible for lost or stolen items.

Meeting Room Conduct:

Everyone using the Library’s meeting spaces is required to abide by this Patron Code of Conduct.

For additional information, please refer to Meeting Room Policy.

Inappropriate Conduct and Enforcement of Policy

The following conduct is not consistent with appropriate use of Library Services.

Staff is required to fill out an incident report on minor and major offenses.

Minor Offenses

- Using the Library as a place for extended sleep
- Excessive and disruptive conversations/discussions.
- All beverages must be covered and food must be eaten only in designated areas.
- Chairs must not be occupied by more than one person.

- Using materials for purposes other than reading, research, viewing or listening.
- Unauthorized canvassing, selling, soliciting, or engaging in any other commercial activity.
- Extensive staring at patrons or staff which tends to annoy or disturb.
- Smoking, vaping, chewing tobacco or gambling
- Littering or improper waste disposal
- Bringing in animals, except those trained as service animal. Animals must be under the control of their handler at all times. If not immediately apparent that the animal is a trained service animal, staff may ask the patron if the animal is required because of a disability and what work or task the animal has been trained to perform.*¹
- Leaving children unsupervised. (See the Unattended Children Policy.)
- Entering the Library without proper footwear or clothing, including a shirt.
- When advised, e.g. during a pandemic, face covering and physical distancing will be required. Only patrons with medical conditions that do not allow for face coverings are exempt. Other safety measures may be implemented.
- Cell phones and other devices must be muted. Audible use of cell phones is allowed only in designated areas.
- Using skates, skateboards, or scooters in the Library.
- Improper use of computers. (See the Computer Usage Policy.)
- Parking bicycles or scooters in non-designated areas
- Feet on furniture or walls
- Other activities (not listed in Major Offenses) which are inconsistent with activities such as reading, studying, use of library materials, and other similar conduct normally associated with the use of public library facilities.

*¹ A service animal is defined as any animal that has been individually trained to do work or perform tasks for an individual with a disability. The task(s) performed by the dog must be directly related to the person's disability. Including, but not limited to: guiding a visually impaired person, opening or carrying items for a person in a wheelchair, alerting a deaf or hard of hearing person to sounds, reminding someone to take their medication, detecting the onset of a seizure and ensuring the person's safety, alerting someone their blood sugar level is high or low, sensing the onset of an anxiety attack and helping to lessen its impact.

Treatment of Minor Offenses

- First infraction will result in a warning.
- Second infraction will result in removal from the Library premises for the day.
- Third and subsequent infractions may result in banning from the Library premises for not less than 7 days [and] no more than 6 months.

Major Offenses

- Stealing or damaging Library property. Removing protective covers from books, magazines, and other media with the intent to damage and/or steal Library property.
- Causing sounds which are unreasonable and highly disruptive of other persons using the Library facilities, including but not limited to, loud, prolonged, abusive, demeaning, indecent, profane or drunken conversation and/or behavior.
- Committing any crime, misdemeanor, or violation of a municipal ordinance.
- Behavior which is harassing or threatening in nature to Library patrons, staff, or volunteers. This includes following or stalking of patrons, staff, or volunteers.
- Fighting or challenging to fight.
- Drinking alcoholic beverages or using illegal substances while on the premises.
- Being under the influence of drugs or alcohol that precludes the individual's using the Library for its intended purposes.
- Knowingly entering, without permission, non-public areas of Library facilities.
- Defacing any Library property (Including desks, restrooms, walls etc.)

Treatment of Major Offenses

Any patron who violates these rules will be immediately removed from the building. The patron may be banned for a period of 6 to 12 months at the discretion of the Director/designee, depending on the nature and the seriousness of the offense which required removal, the extent of damage or disruption caused, any history of prior infractions of Library policies, and other relevant circumstances. A copy of all major offense banning will be given to the offending patron (when possible) and the Corning City Police Department. Repeat Offenders

Repeat Offenders

Any person who enters or remains on Library premises after having been notified by an authorized individual not to do so, and any person who enters or remains on the Library premises during the period in which he or she had been banned from the premises, will be subject to arrest and prosecution for trespassing. Such penalty shall not in any way bar or affect proceedings pursuant to the Policies and Procedures of the Library herein concerning the incident in question.

Appeals:

Any patron subjected to the specific enforcement of this policy may file a written complaint with the Director within 5 days of the Library action which is disputed by the patron. The Director will review any complaint made and, within 5 business days of receipt, provide a written response affirming or overturning the enforcement action, with the reasons therefor. If a patron requests that the Board review the Director's decision, the Director will provide the Board with all pertinent information regarding the complaint within 5 business days of the request. The Board will review the complaint at their next regularly scheduled meeting of the Board and will, within 5 business days of such meeting, provide a written response affirming or overturning the enforcement action, with the reasons therefor.

Copyright Statement:

The Copyright Law of the United States (title 17 of the U.S. Code) governs making of photocopies or other reproductions of copyright material. The person using library equipment is responsible for any infringement.

- Adopted September 19, 2002 by the Library Board of Trustees
- Revised by the Library Board of Trustees on April 11, 2013
- Revised by the Library Board of Trustees on June 18, 2020

Southeast Steuben County Library Banning Form:

When possible a copy of this form will be given to: The Patron, Library Director and Police department.

Date: _____

Time: _____

Staff Member: _____

Location of incident: _____

Date of occurrence: _____

Name of person/s involved: _____

Address/Phone: _____

Describe the offense: _____

Were the police contacted? _____

Officer's Name and Badge Number: _____

Patron Conduct Violation: (add here)

The patron is banned: (add start and end date)

Director/Assistant Director Signature: _____

Date: _____

SOUTHEAST STEUBEN COUNTY LIBRARY POLICY: UNATTENDED CHILDREN

The Southeast Steuben County Library welcomes library use by children. Staff members are available to assist children with library materials or services. The Library is not equipped – and it is not the Library’s role – to provide long- or short-term child care.

While in the Library, parents and caregivers are responsible for monitoring and regulating the behavior of their children. A responsible adult or caregiver must accompany children while they are using the Library.

In order to maintain a suitable environment for all of our library users, we ask that the rules of the Behavior Policy be observed, and that parents and caregivers be aware of the following policy concerning children in the Library.

- Children under the age of 9 must have a parent/caregiver at least 16 years of age in the same area of the Library as the child. If a child under nine is found unattended, or violates the rules of the Behavior Policy, the child and parent/caregiver may be asked to leave the Library.
- Children ages 9 and up may use the Library on their own. Parents, however, are still responsible for the actions and safety of their children. Children are subject to the same rules and consequences as other library users, including being asked to leave the Library. Please note: it is sometimes necessary for libraries to close due to unusual or emergency situations. All children should have the telephone number of someone to call in an emergency.
- Children may hurt themselves and others when they run or climb on library furniture or shelving. Please help prevent injuries by watching your children at all times.
- Repeated banging on keyboards damages the computers. Please keep all young children away from the computers.
- Your children are sharing the library with many other library users, some of whom need and expect a quiet library. Please be aware that the level of noise which parents are accustomed to may not be acceptable to others. Quiet voices are expected.
- The Library may not be used as day care.

- Due to staff size and the number of children in the Library, phone calls and messages will not be forwarded except in an emergency.
- Please be sure you know the library hours and promptly pick up your child before the library closes.

It may be necessary to notify appropriate law enforcement or child protective authorities if:

- an unattended child is being disruptive.
- a child is habitually left unattended for long periods of time.

If an unattended child is found in the library the following action will be taken:

- An attempt will be made by staff to reunite the child with the parent or caregiver within the library.
- If the parent or caregiver is not in the library, a staff member will try to obtain a contact phone number from the child.
- If the phone number is obtained from the child, the parent or caregiver will be called and a request will be made to pick up the child within 30 minutes.
- The child will be turned over to the Corning Police Dept. if he/she is not picked up within a reasonable amount of time not to exceed 30 minutes, and an incident report will be submitted.

**PARENTS AND CAREGIVERS, NOT LIBRARY STAFF, ARE RESPONSIBLE FOR THE ACTIONS
AND SAFETY OF CHILDREN VISITING THE LIBRARY.**

– Adopted September 19, 2002 by the Library Board of Trustees
– Revised by the Library Board of Trustees on April 11, 2013

SOUTHEAST STEUBEN COUNTY LIBRARY PUBLIC COMMENT POLICY

The Southeast Steuben County Library Board of Trustees incorporates an opportunity for Public Comment during its regular board meetings in accordance with New York State's Open Meetings Law. Residents of the Library's service area may use this time during meetings to verbally address the board. The Library Board reserves the right to determine the manner in how public comments are received to

maintain a fair, respectful, and well-managed meeting. The following Rules and Procedures apply to the Library's Public Comment section of the meeting Agenda:

Rules and Procedures for Public Comment

- Participants must sign in and identify community of residence
- Participants must be a resident of the SSCL service area
- Residents will be recognized in order of sign-in
- Residents will be allotted a maximum of 3-minutes to speak
- A resident can only speak once, and only use their 3-minutes to speak
- Residents must limit their comments to library-related matters
- A designated library trustee will preside over the meeting
- A designated trustee will introduce each resident and keep track of the time.
- The Library Board may limit the total amount of time allowed for Public Comment
- The Library Board may only listen to residents during Public Comment
- The Library Board may not address an issue, or answer questions during Public Comment
- The Library Board may not vote upon any issue raised during Public Comment unless specified on the agenda.

Adopted by the Southeast Steuben County Library
Board of Trustees on December 21, 2023

POLICY ON PETITIONS

The posting of petitions for patron signatures and solicitation of patrons to sign petitions are prohibited on library premises. Persons using the library facilities for such purposes will be asked to leave the library, or other appropriate action will be taken for disruptive situations. Library staff will remove and discard any petitions found on library premises.

The Southeast Steuben County Library reserves the right to petition its patrons in matters of library advocacy. Library administered petitions require prior board approval.

– Adopted by the Library Board of Trustees on May 17, 2001.
– Revised by the Library Board of Trustees on April 12, 2012.

PUBLIC BULLETIN BOARD AND PAMPHLET RACK POLICY

1. Items displayed are restricted to local cultural/educational events or announcements from local non-profit groups.
2. Events publicized should occur within 30 days.
3. The Library Director or designee must approve all posters, flyers, and other such materials. Final determination on the display of material will be determined by the library in keeping with the library's role as a source of community information. Please submit all materials to the Circulation desk. Items posted without approval will be removed.
4. The library may, at its discretion, retain copies of any materials posted or placed in the library for distribution.
5. Certain restrictions apply to the materials which are displayed. Disallowed materials are those that do not fit within the library's role as a source of community information, including, but not limited to:
 - Partisan Political Material
 - Petitions
 - Solicitations
 - Surveys
 - Materials Promoting a Particular Religion or Denomination
 - Items Posted Without Prior Approval
4. Acceptance of materials for display on the library's Public Bulletin Board or Pamphlet Rack(s) does not constitute library endorsement of the materials or the events or activities publicized. The library assumes no responsibility therein.

– Adopted by the Library Board of Trustees on April 12, 2012.

ACCESS TO SERVICES FOR OUR PATRONS WITH DISABILITIES

The Southeast Steuben County Library recognizes its responsibility to provide access to persons with disabilities. The Library seeks to have its services, facilities, and programs accessible.

The Southeast Steuben County Library will provide and maintain accommodations, or arrange for accommodations to be provided through the Southern Tier Library System or other agencies.

These accommodations may include but not be limited to:

- Material assistance for those with visual or physical handicaps in print, audio and computer peripherals
- Home delivery of library materials through Meals on Wheels or the Postal Service
- We welcome appropriate and qualified service animals and therapy dogs
- A wheelchair is available for in house use
- FM hearing assisted listening is available in the community room
- A qualified sign language interpreter can be provided upon advanced written request. An accommodations form must be filled out in advance for this service.

In order to request an accommodation for programming, please complete and submit an Accommodations Request Form. Accommodation forms can be found at the Circulation desk.

– Adopted by the Southeast Steuben County Library
Board of Trustees on October 13, 2011.

POLICY ON THE CONFIDENTIALITY OF LIBRARY RECORDS

In keeping with the Consolidated Laws of New York State (Civil Practice Laws and Rules, Sec. 4509) and the core values of librarianship, The Southeast Steuben County Library will hold all library records and inquiries confidential.

For people to make full and effective use of library resources, they must feel unconstrained by the possibility that others may become aware of the books they read, the materials they use or the questions they ask. Therefore, the Trustees of the Southeast Steuben County Library have adopted the following guidelines concerning disclosure.

Information regarding or including:

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

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

– Adopted by the Southeast Steuben County Library
Board of Trustees on February 18, 2016.