

Bylaws and Policies Corfu Public Library



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BYLAWS

Mission Statement The mission of the Corfu Public Library is to provide the community a welcoming environment where there is equal access to knowledge and technology to inspire learning and personal growth.

Preamble The Board of Trustees (hereinafter designated as the “Board”) of The Corfu Public Library, a corporation created under a charter granted under Section 253 of the New York State Education Law by the Board of Regents (or Secretary of State) of the State of New York, dated December 12, 2017, shall be governed by the laws of New York State, the regulations of the Commissioner of Education and by the following bylaws.

1. Name of the Organization

- a. The name of the organization shall be the Corfu Public Library.

2. Purpose

- a. The purpose of the organization is to provide superior library service to the residents, adults, and children of Pembroke Central School District.

3. Fiscal Year

- a. The fiscal year of the Corfu Public Library will begin July 1 and end June 30.

4. Board of Trustees

- a. The library shall be governed by a Board of Trustees. The Board of Trustees shall consist of between 5 and 15 trustees with the current number being 7 who are elected for terms of 3 years. Newly elected members will take office at the July meeting following the May election.
- b. Any adult, who is an American citizen, 18 years of age, and who resides within the borders of the Pembroke Central School District is eligible to serve as a Trustee.
- c. No Trustee should serve longer than two consecutive terms.
- d. In the event that a trustee cannot fulfill their elected term, a new Trustee will be appointed by the Board. A partial term will be put on the ballot at the next election. In the event that no candidates are elected to fulfill a term, the board may appoint a trustee.
- e. The Board may remove a Trustee for misconduct, incapacity, neglect of duty or refusal to carry into effect the library’s educational purpose as provided in Education Law 226; subdivision 8.
- f. One trustee equals one vote, irrespective of the office held.
- g. A majority vote of the whole board (including vacancies) is required to pass all motions.
- h. All actions of the Board shall be of the Board as a unit. No Board member shall

act on behalf of the Board, on any matter, without prior approval of the Board. No Board member by virtue of his/her office shall exercise any administrative responsibility with respect to the library nor, as an individual, command the services of any library employee.

5. Officers

- A. Election of Officers will take place every July, following the election of Trustees in May. These officers shall serve for a period of one year or until their successors shall have been duly elected.
- B. The Board of Trustees will function with the following officers:
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Finance Officer
- C. The duties of such officers shall be as follows:
 - a. The **President** shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.
 - b. The **Vice President**, in the event of the absence or disability of the President, or of a vacancy in that office, shall assume and perform the duties and functions of the President.
 - c. The **Secretary** shall keep a true and accurate record of all meetings of the Board, shall issue a notice of all regular and special meetings, and shall perform such other duties as are generally associated with that office.
 - d. The **Treasurer** will be appointed by the Board as an Independent operator and not an elected member of the Board. Under the provisions of Education Law 259 (1) (a) this independent officer reports to the board and is responsible for the receipt and disbursement of tax monies after Board approval. The duties of the Treasurer shall be to keep records of income and expense and provide an accounting to the Board of Trustees performing account functions, including but not limited to, claims auditing process.
 - e. The **Finance Officer** will act as the Board liaison between the Board and the Treasurer, aiding in communication, reporting, and budget creation and supervision.

6. Director

- A. The Board shall appoint a Director who shall be the chief executive officer of the library corporation and shall have charge of the administration of the library under the direction and review of the Board. The Director shall be responsible for the care of the buildings and requirements; for the employment and direction of the

staff; for the efficiency of the library's service to the public; and for the operation of the library under the financial conditions contained in the annual budget.

- B. The Director shall render and submit to the Board reports and recommendations of such policies and procedures; which, in the opinion of the Director, will improve efficiency and quality of library service. The Director shall attend all Board meetings except the portion of the meeting at which the director's appointment or salary is to be discussed or decided.

7. Committees

- A. Committees for specific purposes may be appointed by the President. Such committees shall serve until the completion of the work for which they were appointed.
- B. All committees shall make a progress report to the Board at each of its meetings.
- C. No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.
- D. The President shall be, ex officio, a member of all committees.
 - a. The Board of Trustees will have two standing committees:
 - i. Budget
 - ii. Personnel
 - b. Special committees will be convened as needed.
- E. Executive Committee
 - a. The officers of the Board shall constitute an Executive Committee which shall act on behalf of and at the direction of the Board between meetings. At least three members of the executive committee must be present to vote on official business. If three officers can not be present, a substitution by an additional board member will be allowed.

8. Meetings

- A. Regular board meetings are scheduled for 6:30 pm on the 3rd Wednesday of each month, except when that date falls on a national holiday (in which case the meeting will be moved to the following Wednesday).
- B. Public notification of board meetings will appear on the online calendar of the Batavia Daily News, on the library website, and at the library. The meeting schedule will also be posted at the East Pembroke Post Office and the Corfu Village Hall.
- C. Meeting minutes are available on the library website and by request.
- D. A special meeting of the Board may be called at any time by the President or upon the request of three members for a specific purpose. No business may be transacted at such special meeting except the stated business.
- E. The Annual Meeting shall be held in July of each year. The business transacted at this meeting shall include the election of new trustees and new officers.
- F. The operating and financial reports for the previous year shall be presented at the

- regular meeting in July.
- G. The preliminary budget for the subsequent calendar year, required for submission to the Pembroke Central School District voters, shall be presented at the regular meeting in April.
 - H. The final budget for the subsequent calendar year shall be presented for approval at the regular meeting in June.
 - I. A simple majority of the whole Board (including vacancies) shall constitute a quorum for the conduction of all business. A majority of the whole Board (including vacancies) is required for any motion to pass. If a quorum is not present at a regular meeting, the attending members may set a date for another meeting to be held within one week, and the presiding officer shall notify the absent members of this specially called meeting.
 - J. The order of business for regular meetings shall include but not be limited to the following items which shall be covered in the sequence shown unless circumstances make an altered order more efficient:
 - i. Call to order
 - ii. Adoption of agenda
 - iii. Approval of prior meeting minutes
 - iv. Period of public expression
 - v. Correspondence
 - vi. Treasurer’s report/finance officer’s report
 - vii. Director’s report
 - viii. Committee reports
 - ix. Old business
 - x. New business
 - xi. Adjournment
 - K. Resolution regarding Videoconferencing

Corfu Public Library

WHEREAS, by passing Chapter 56 of the Laws of 2022 (“Chapter 56”), the New York State Legislature amended Section 103 of the Open Meetings Law; and

WHEREAS, Chapter 56 adds Section 103-a of the Open Meetings Law, permitting the Corfu Public Library to authorize its members to attend meetings by videoconferencing under extraordinary circumstances; and

WHEREAS, Section 103-a(2)(a) requires the Corfu Public Library to adopt a resolution following a public hearing authorizing the limited use of videoconferencing under such circumstances; and

WHEREAS, Section 103-a(2) allows for hybrid meetings by requiring “that a minimum number of members are present to fulfill the public body’s quorum requirement in the same physical location or locations where the public can attend”; and

WHEREAS, Section 103-a(2)(c) requires that members be physically present at any such meeting “unless such member is unable to be physically present at any such meeting location due to extraordinary circumstances . . . including disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member’s physical attendance at such meeting”; and

WHEREAS, in accordance with Section 103-a(2)(d), any members attending by videoconference must, except during executive session, be “heard, seen and identified, while the meeting is being conducted, including but not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon”; and

WHEREAS, Section 103-a(2)(g) requires that any meeting where a member attends by videoconference be recorded, posted to the Corfu Public Library webpage within five business days, and transcribed upon request; and

WHEREAS, Section 103-a(2)(h) requires that members of the public be permitted to attend and participate, if authorized, in any meeting by videoconference when a member attends by videoconference.

BE IT RESOLVED, that the Corfu Public Library authorizes its members who experience an extraordinary circumstance, as described above and further defined by any rules or written procedures later adopted, to attend meetings by videoconference: (i) as long as a quorum of the members attend in-person at one or more locations open to the public; (ii) as long as the member can be seen, heard, and identified while the open portion of the meeting is being conducted; and (iii) as otherwise permitted under Chapter 56 of the Laws of 2022; and be it further

RESOLVED, that the Corfu Public Library shall create written procedures further governing its use of videoconferencing by its members in compliance with Chapter 56 of the Laws of 2022.

Procedures for Member Videoconferencing
Pursuant to Public Officers Law § 103-a

In compliance with Public Officers Law (POL) § 103-a(2)(a), the Corfu Public Library, following a public hearing, authorized by resolution on December 21, 2022 the use of videoconferencing as described in POL § 103-a.

The following procedures are hereby established to satisfy the requirement of POL § 103-a(2)(b) that any public body which in its discretion wishes to permit its members to participate in meetings by videoconferencing from private locations – under extraordinary circumstances – must establish written procedures governing member and public attendance.

1. Corfu Public Library members shall be physically present at any meeting of the Corfu Public Library unless such member is unable to be physically present at one of the designated public meeting locations due to extraordinary circumstances.
2. For purposes of these procedures, the term “extraordinary circumstances” includes disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member’s physical attendance at such a meeting.
3. If a member is unable to be physically present at one of the designated public meeting locations and wishes to participate by videoconferencing from a private location due to extraordinary circumstances, the member must notify the board president no later than four business days prior to the scheduled meeting in order for proper notice to the public to be given. If extraordinary circumstances present themselves on an emergent basis within four days of a meeting, the Corfu Public Library shall update its notice as soon as practicable to include that information. If it is not practicable for the Corfu Public Library to update its notice, the Corfu Public Library may reschedule its meeting.
4. If there is a quorum of members participating at a physical location(s) open to the public, the Corfu Public Library may properly convene a meeting. A member who is participating from a remote location that is not open to in-person physical attendance by the public shall not count toward a quorum of the Corfu Public Library but may participate and vote if there is a quorum of members at a physical location(s) open to the public.
5. Except in the case of executive sessions conducted pursuant to POL § 105, the Corfu Public Library shall ensure that its members can be heard, seen, and identified while the meeting is being conducted, including but not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon. This shall include the use of first and last name placards physically placed in front of the members or, for members participating by videoconferencing from private locations due to extraordinary circumstances, such members must ensure that their full first and last name appears on their videoconferencing screen.
6. The minutes of the meetings involving videoconferencing based on extraordinary circumstances pursuant to POL § 103-a shall include which, if any, members participated by videoconferencing from a private location due to such extraordinary circumstances.

7. The public notice for the meeting shall inform the public: (i) that extraordinary circumstances videoconferencing will (or may) be used, (ii) where the public can view and/or participate in such meeting, (iii) where required documents and records will be posted or available, and (iv) the physical location(s) for the meeting where the public can attend.

8. The Corfu Public Library shall provide that each open portion of any meeting conducted using extraordinary circumstances videoconferencing shall be recorded and such recordings posted or linked on the Corfu Public Library website within five business days following the meeting, and shall remain so available for a minimum of five years thereafter. Such recordings shall be transcribed upon request.

9. If members of the Corfu Public Library are authorized to participate by videoconferencing from a private location due to extraordinary circumstances, the Corfu Public Library shall provide the opportunity for members of the public to view such meeting by video, and to participate in proceedings by videoconference in real time where public comment or participation is authorized. The Corfu Public Library shall ensure that where extraordinary circumstances videoconferencing is used, it authorizes the same public participation or testimony as in person participation or testimony.

10. Open meetings of the Corfu Public Library conducted using extraordinary circumstances videoconferencing pursuant to the provisions of POL § 103-a shall utilize technology to permit access by members of the public with disabilities consistent with the 1990 Americans with Disabilities Act (ADA), as amended, and corresponding guidelines. For the purposes of this guideline, “disability” shall have the meaning defined in Executive Law § 292.

11. The in-person participation requirements of POL § 103-a(2)(c) shall not apply during a state disaster emergency declared by the governor pursuant to Executive Law § 28 or a local state of emergency proclaimed by the chief executive of a county, city, village or town pursuant to § 24 of the Executive Law if the Corfu Public Library determines that the circumstances necessitating the emergency declaration would affect or impair the ability of the Corfu Public Library to hold an in person meeting.

12. These procedures shall be posted on the Corfu Public Library website.

9. Amendments

- A. Amendments to these Bylaws may be proposed at any regular meeting and shall be voted upon at the next regular meeting. Written notice of the proposed amendment or amendments shall be sent to all absent members at least ten days prior to the voting session. A simple majority of the whole Board (including

vacancies) shall be sufficient for the adoption of an amendment.

- B. Any rule or resolution of the Board, whether contained in these Bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds of the members of the Board shall be present and two-thirds of those present shall so approve.

10. Procedure

- A. All procedures not specified herein shall be in accordance with Robert's Rules of Order, Revised.

Approved by the Corfu Public Library Board of Trustees

January 18, 2023

POLICIES

Circulation

Who May Use the Library

The library will serve all residents of the community and the public library system area. The use of the library may be denied for due cause. Such cause may be failure to return library materials or to pay penalties, destruction of library property, disturbance of other patrons, or any other illegal or disruptive conduct on library premises.

Services of the Library

The library provides materials and resources for information, entertainment, intellectual development, and enrichment of the people of the community. The library will endeavor to:

- Select, organize, and make available necessary books and materials.
- Provide guidance and assistance to patrons.
- Sponsor and implement programs, exhibits, displays, book lists, etc., which would appeal to children and adults. Cooperate with other community agencies and organizations.
- Secure information beyond its own resources when requested. (Using interlibrary loan and other resource sharing methods provided through the system and state.)
- Lend to other libraries upon request.
- Maintain a balance in its services to various age groups.
- Cooperate with, but not perform the functions of, school or other institutional libraries.
- Provide service during hours which best meet the needs of the community, including evening hours.
- Continuously review library services being offered.
- Use media and other public relations mechanisms to promote the full range of available library services.

Reference Services

The Corfu Public Library:

- Will provide information in the form of short answers to specific questions and guidance in locating material for patrons who appear in person, call on the telephone, or request information through correspondence;

- Will assist patrons in the use of the library and teach basic research methodology, when appropriate (this includes providing help in developing a research strategy and advice on whether a trip to the library would be worthwhile for individuals who telephone);
- Will provide bibliographic verification of items both in the library and not owned by the library and will assist patrons in obtaining materials through interlibrary loan, when appropriate;
- May refer library users to other agencies and libraries in pursuit of needed information;
- May use not only the library's resources in printed form, but consult appropriate digital resources as well as the regional resource library and other agencies by telephone in pursuit of information.

A. Customer Service

All patrons can expect:

- To find the library and facilities clean, tidy and in good repair.
- To find staff in visible locations available to assist them.
- To be treated courteously and respectfully.
- To receive knowledgeable and professional service.
- To have their privacy respected.
- To have open access to library resources.

B. Patron Confidentiality

Library records, which contain names and other personally identifying details regarding the users of the library, including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials, shall be confidential and shall only be disclosed upon request or consent of the user or pursuant to subpoena, court order, or where otherwise required by statute.

1. Law Enforcement Inquiry

If presented with a court order for confidential information, an employee should:

- A. Obtain identification of the agent or officer presenting the document; make a copy.
- B. Obtain a copy of the court order.
- C. Cooperate with the search and ensure that only the records identified in the court order are divulged and notify the Library Director.

C. Lending Rules

Registration

All borrowers must be registered and must have a valid local or system patron card to borrow library materials.

Identification is required. A driver's license or student ID is preferred, however, any other official ID or recent non-personal piece of mail may be acceptable.

Materials cannot be checked out until a library card is issued.

All library cards expire after 2 years. In order to renew a library card, patrons must produce identification and must clear all outstanding fines and bills.

Lost or forgotten cards

If a patron loses his/her library card, he should notify the library as soon as possible and request a replacement. The replacement fee is \$1.

All patrons, adult, and juvenile, are expected to bring their library cards with them if they intend to check out items.

Loan Periods

- Three weeks for books, audiobooks, and compact discs.
- Generally, reference books do not circulate. Upon request, some reference materials may be checked out overnight at the discretion of the director.
- Interlibrary loans are due the date indicated by the lending library.
- Books may be renewed once if there is not a waiting list for the title.
- Periodicals may be checked out for 2 weeks.
- Two weeks for DVDs.

There is no limit on the number of books a patron can borrow at one time. DVDs are limited to 8 per card at one time.

Reserves

Reserves may be placed by patrons either online, in person, or over the phone. Patrons will be notified by telephone when the materials are available. There is no charge to the patron for placing a reserve or for interlibrary loan services.

Fines and charges for overdue materials

No fines will be charged for overdue materials owned by the Corfu Public Library. Patrons will be charged for lost materials and patrons with lost material will be blocked from using library resources. Fines accrued before 10/22/21 may be forgiven at the request of the patron. Fines will still be collected for other libraries in the NIOGA system based on their policies.

Damaged materials

If materials are damaged so as to be judged by the library as being unsuitable for the collection, the patron must pay the replacement cost. A notice of these charges will be sent to the borrower.

Non-Resident Borrowing

Non-resident students who attend school within the library district will receive a one-year card upon producing evidence that they attend school in the district (such as a valid student ID).

Non-residents working in the school district are entitled to a one-year card upon furnishing a letter of proof of their employment from the school district on company letterhead. A new letter of proof of employment must be provided for a yearly renewal.

Non-residents who own property within the borders of the Pembroke Central School District are entitled to a card that is valid as long as they continue to own property in the district.

Other non-residents may be issued a card for a 3-month period with no charge.

D. Collection Management

The purpose of the Corfu Public Library is to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time. Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs. The collection development policy is used by the library staff in the selection, procurement, evaluation, and removal of library resources. The purpose of this policy is to position the library to assure its community, and relevant oversight authorities, that the library's collection management practices meet the needs of the community served by the library, uphold the library's mission, and comply with relevant laws and regulations. To

facilitate community understanding of the library's services, operations, and governance, this policy and its appendices shall be provided when a person or authority inquires or raises a concern related to Collection Management.

1. Selection: The Selection Criteria of the Library, as informed by the Long-Range Plan approved by the Trustees, are attached as Appendix "A." Selection Criteria are set by the Director. Selection Criteria are maintained to enable ease of amendment and flexibility with respect to evolving community needs. It is expected, but not required, that Selection Criteria as set forth in Appendix "A" may be updated more frequently than this Policy. Such revision does not require approval by the Board.

- a. Interlibrary Loan: Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection. In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Corfu Public Library agrees to lend its materials to other libraries through the same interlibrary loan network and to have its current holdings listed in a tool that is accessible online.
- b. Censorship: The Board of Trustees has adopted and declared that it shall adhere to and support:
 - i. ALA's Library Bill of Rights (see Appendix B)
 - ii. ALA's Freedom to Read Statement (see Appendix C)
 - iii. ALA's Freedom to View Statement (see Appendix D)
- c. Records management: records pertaining to Selection of Library Resources are kept for 0 years after no longer needed (see LGS-1 #600).

2. Procurement

- a. The Procurement of selected Library Resources by the Library is governed by the Library's Purchasing/Procurement policy.
- b. At all times, the Director and the Board distinguish between Selection and Procurement. "Selection" is how Library Materials are chosen; "Procurement" is how they are purchased using library funds (for example, Donated Materials are not procured).
- c. Records management: records pertaining to Procurement of Library Resources are kept for 1 year (see LGS-1 #599).

3. Evaluation

- a. Routine Evaluation: The Director is responsible for the routine

evaluation of library resources on an ongoing basis. Routine evaluation decisions are often affected through a process referred to as "Weeding" or deselection. See section 4: Removal.

- i. Records management: records pertaining to Routine Evaluation are kept for 0 years after no longer needed (see LGS-1 #600).
- b. Request for Reconsideration: The Corfu Public Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.
 - i. Responsibility for the selection of reading materials of children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children. Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft. Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. Patrons requesting that material be withdrawn from or restricted within the collection may complete a "Request for Reconsideration of Materials" form which is available in the library (see Appendix E). Any requests received will be placed on the agenda of the next regular meeting of the Corfu Public Library Board of Trustees. A committee of board members will then review the material as a whole, not judging the material by one part taken out of context, and make a determination of the appropriate action. A notification of their decision whether to retain or remove the material from the library or to recatalog it will be made in writing. Challenged materials will remain in circulation until such a time as a decision is made otherwise. Materials shall generally only be subject to revaluation under this subsection once every 5 years. For repeat requests within 5 years, unless the selection criteria have changed with respect to the subject materials, the prior determination shall be supplied.
 - ii. Records management: records pertaining to a Request for Reconsideration are kept for 6 years (see LGS-1 #601). In addition, also per the LGS-1 #601, because such records deal with serious constitutional issues and may have value for future research, the library shall appraise such records for historical significance prior to disposition.

4. Removal

- a. An up-to-date, attractive, and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the library director and is authorized by the Board of Trustees. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials. Prior to the discarding of used or surplus books or other such materials, the director will determine whether any are suitable for donation to a local not-for-profit organization or to offer to the general public. Any donations received in exchange for these materials shall be retained by the library and used to improve library services.
- b. Removal of damaged or technologically obsolete items: Upon finding that a library resource is too damaged to be useful or has become technologically obsolete to the point where it can no longer function in the manner intended, the item will be removed from the collection.
 - i. Records management: records pertaining to Removal of damaged or technologically obsolete items are kept for 0 years (see LGS-1 #600).
- c. Removal based on routine evaluation: Upon finding, after routine evaluation, that a library resource no longer meets the then-current Selection Criteria (see Appendix "A") of the Library, the item will be removed from the collection.
 - i. Records management: records pertaining to removal based on routine evaluation are kept for 0 years (see LGS-1 #600).
- d. Removal based on request for reconsideration: If a "Request for Reconsideration" form is properly submitted and the Board of Trustees determines that the library resource it pertains to should be removed from the collection, it will be removed from the collection and the catalog by the director (or their designee). All Requests for Reconsideration will be evaluated per the Library's Plan of Service, this policy, and the following excerpts from the American Library Association's Code of Ethics along with appendices [B](#), [C](#), and [D](#):
 - I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.*
 - II. We uphold the principles of intellectual freedom and resist all*

efforts to censor library resources.

VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.

VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.

- e. Decisions shall be communicated using the Appendices [F \(Resolution Pertaining to Request for Reconsideration\)](#) and [G \(Notice of Board Determination\)](#) with modifications as determined by the issuing authority.
 - i. Records management: records pertaining to removal based on Requests for Reconsideration are kept for 6 years (see LGS-1 #601) and may be kept longer based on a determination of operational or historic significance.

**Approved by the Corfu Public Library Board of Trustees
October 18, 2021**

Public Space

A. Accessibility/ADA Statement

The Corfu Public Library complies with the Disabilities Act of 1990, Public Law 101-336 (ADA), which prohibits discrimination on the basis of disability. The ADA as applied to cities, counties and other local governmental entities, requires that no qualified individual with a disability shall, on the basis of a disability, be denied the benefits of local government services, programs or activities. Requests for accommodations can be addressed to the library director by phone, email, or in person.

B. Exhibit/Posting

As an educational and cultural institution, the Corfu Public Library welcomes exhibits and displays of interest, information, and enlightenment to the community. Displays of handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited. The director shall accept or reject material offered for display based on its suitability and availability. The library assumes no responsibility for the preservation or protection, and no liability for possible damage or theft of any item displayed or exhibited. All items placed in the library are there at the owner's risk.

Bulletin board materials may be submitted for posting by community

organizations for civic, educational, or cultural purposes. Such organizations may submit literature publicizing a specific event. Limited space generally allows only short-term notices. The director must approve all postings and may prohibit postings which do not meet library standards. Library staff will place and remove postings promptly. Each item posted must be dated. The library will not be responsible for returning materials.

C. Incident Report Form

In the event of an incident where emergency services are summoned to the library, an Incident Report Form will be filled out by staff within 24 hours of the incident and submitted to the director (see [appendix H](#)).

D. Meeting Space

When not in use for library-sponsored programs, the meeting space in the Corfu Public Library is available for programs conducted by community groups whose aims are educational, cultural, intellectual, and/or for civic betterment. The fact that a group is permitted to use the space does not in any way constitute an endorsement of the group's policies or beliefs.

Rules of use:

- All meetings must be free and open to the public.
- Requests for use of the meeting space, as well as notifications of cancellations or change of meeting dates or times, shall be made to the Library Director who shall maintain a log of reservations.
- Use of the meeting space is permitted only within regular library hours. Programs should be planned so that the meeting space will be vacated 15 minutes before closing time.
- The meeting space may not be used for religious services, sales promotions, or for the benefit of private individuals or commercial concerns engaged in marketing goods or services. Sale of merchandise is prohibited other than at exhibits approved by the Board of Trustees.
- Political meetings are acceptable for the discussion of issues but not for campaign or candidate purposes or party caucuses.
- Groups of children or teenagers must be supervised by at least one adult.
- Light refreshments may, with prior approval, be permitted in designated meeting spaces. No alcoholic beverages may be served. Smoking is prohibited
- There is no charge for use of the meeting space.
- The reserving party is responsible to leave the room in the same condition as it was when they arrived.

- Meetings must be conducted in such a way as not to disturb regular library operations.
- Library personnel will not move or rearrange heavy furniture or equipment.
- The library will not provide storage space and assumes no responsibility for equipment or personal articles belonging to applicants or their guests.
- The reserving party accepts liability for damage to library equipment or loss of library property.
- The library reserves the right to monitor all meetings conducted on the premises to ensure compliance with these policies. Infringement of any policy shall be grounds for denial of future use of meeting space.

E. Patron Behavior/Code of Conduct

The staff of the Corfu Public Library and Board of Trustees is responsible for determining the rules for public behavior in the library that are necessary to ensure the following:

- Protect the rights of individuals to use the library property, materials, and services
- Protect the rights of library employees to conduct library business without interference
- Ensure the use of the facilities, materials, and services by the greatest number of individuals
- Preserve those materials and facilities from harm
- Ensure the safety of all library patrons and staff

The board has adopted the following rules for public behavior to maintain a constructive library environment. Library employees are authorized to bring to an individual's attention to any violation of these rules. Such an individual will be asked to change the problem behavior in order to conform to the rules. If the individual refuses to comply, the individual will be asked to leave library property. Failure to vacate library property will result in the notification of law enforcement. Furthermore, any individual who repeatedly violates library policy will be denied library access for a time period to be determined by the director and the Board of Trustees. The following will be posted prominently in the library.

Any misconduct that hinders the use of the library or library materials is prohibited. Such misconduct includes but is not limited to:

- Conducting illegal activities
- Loud or disruptive behavior, including profanity or offensive language

- Abusing library furniture, equipment, restrooms or materials
- Fighting on library property or harassing others either physically or verbally
- Tobacco use of any form including e-cigarettes
- Possession, sale, or use of alcoholic beverages, illegal substances or weapons on library property
- Soliciting funds, gambling, or panhandling, including distributing printed materials, signing petitions, or conducting surveys
- Using a personal device or library equipment at a level that can be heard by other patrons
- Not meeting standards for proper attire for the library which includes shoes and a shirt
- Eating/drinking at the computer stations
- Taking photographs, videos, or audio recordings of other patrons or staff without their permission

Questions about this policy or actions taken by library staff may be addressed to the library director or the board of trustees.

1. "First Amendment Audit" Public Library Response Policy & Protocol

Purpose

This "Policy & Protocol" will be used by the Corfu Public Library to address concerns related to non-employees photographing, recording and/or broadcasting/streaming images on library property (whether or not those conducting the stream or making the recording call it a "First Amendment Audit").

Policy

As a public library, the Corfu Public Library is obligated to ensure information access, patron privacy, and library service.

To help fulfill those obligations, it is the policy of the Corfu Public Library to honor state and federal law and policy with respect to photographing, recording, broadcasting, and streaming images of the premises, patrons, and employees while on library property (for the sake of clarity, all such activity is referred to in this document as "Recording").

The Library will allow all Recording consistent with its obligations and mission. The Library reserves the right at all times to refuse any Recording that will negatively impact safety, patron privacy, employee work conditions, and/or routine library operations.

Protocol

Whenever possible, individuals or media outlets who wish to engage in Recording should contact the Director to arrange, at least two business days in advance, how such Recording can be done without risking a breach of the library's ethics, its obligation to safeguard patron privacy, and to ensure a respectful environment for library employees. This may be done by calling or emailing the library director. When contacting the Library with this need, please be ready to discuss what content is needed, and how to adapt that need to the library's ethical and operational priorities, if necessary.

Individuals or media outlets who wish to engage in Recording on a more immediate basis, please contact the Director, or their designee working at the time, **as soon as possible**. This may be done by calling the library or emailing the Director. Just like recording with more notice, those with urgent requests should be ready to discuss what access will meet your needs, and to adapt your needs to the library's ethical and operational priorities, including not being able to grant a same-day request.

For individuals or media outlets who wish to engage in Recording without notifying the library in advance, please know that any Recording activity that risks negatively impacting safety, patron privacy, employee work conditions, and/or routine library operations, or a violation of our Patron Behavior/Code of Conduct Policy and/or Patron Confidentiality Policy, will result in a requirement to cease Recording.

As with any other ongoing potential violation of Library policy, any individuals or media outlets who, after being asked to stop engaging in Recording, do not cease Recording, will be told to leave Library property, pending further action under any applicable policy.

Recording with Permission in the Library (non-commercial)

Requests to Record in the Library for non-commercial purposes, including journalism from credentialed journalists, will be confirmed with this permission whenever time allows:

Thank you for working with the Library to explore recording/streaming/broadcasting in our space ("Recording"). As you know, any Recording in the Library must be conducted safely, without risking a breach of the library's ethics, with attention to its obligation to safeguard patron privacy, and in a way that respects our employees and doesn't disrupt routine operations. To ensure these safeguards, we met on DATE, and agreed that you could record in [AREA] during the hours of [TIMESPAN]. You confirmed that the end project will be a non-commercial recording (commercial recordings are subject to additional requirements, including insurance). Thank you so much for your cooperation.

Recording with Permission in the Library (Commercial)

Requests to Record in the Library for commercial purposes (movies, advertisements, documentaries) will be confirmed by a contract, based on the project, and may include insurance requirements and indemnification.

"First Amendment Audits", harassing behavior, and other unannounced Recording

The Library recognizes and honors that as a public entity, the public has a right to access information about the Library. This includes being subject to the Freedom of Information Law ("FOIL") and the Open Meetings Law ("OML"). To that end, the Library's policies and board materials are on our website, and the public may attend our meetings as required by law.

Further, the Library recognizes and honors that not all journalists are credentialed by formal media outlets, and the public has the right to know about the operations of the Library.

However, the Library's board of trustees also has the right to set the hours and conditions needed to operate the library, and this includes barring any activity that would impact safety, patron privacy, employee work conditions, and/or routine library operations, or a violation of a library policy. To that end, this policy, protocol, permission language, response script, and posted notice will be used to promote requests for access to Record on the premises, and to address any unauthorized Recording on the premises that risks mission and obligations.

Template Response Script to address unauthorized Recording that presents a risk:

FIRST: Identify and confirm what is at risk: [select at least one: *safety, patron privacy, employee work conditions, and/or routine library operations*]

SECOND: *"I work at the library. We are concerned that your activity is risking [select: safety, patron privacy, employee work conditions, and/or routine library operations]. We do have a process for recording in the library without risking a violation, would you like to be connected to the person who can help with that?"*

If they say "no" or refuse":

"Since this activity is a violation of our policy, I have to ask you to leave, pending further action under the applicable policy."

If they say "no" or refuse":

Initiate action based on Patron Behavior/Code of Conduct Policy.

DO NOT argue, but DO point to the posted notice put up per the Policy.

[Template] Posted Notice:

Recording in/streaming from the Library:

To ensure patron confidentiality and protect routine operations, **recording patrons or patron service areas is forbidden during normal hours of operation.**

However, any person who wishes to record, photograph, stream, or broadcast images from the library, for any purpose, is welcome to contact the Library at (585) 599-3321 to help make that happen.

The Library reserves the right at all times to refuse any on-site recording, photography, or streaming/broadcast that could negatively impact safety, patron privacy, employee work conditions, and/or routine library operations.

F. Patron Complaints

While the Corfu Public Library endeavors to provide quality library services, we recognize that occasionally, patrons may wish to raise a complaint pertaining to an issue which interferes with their use and enjoyment of the Library.

A patron may raise his or her complaint on an informal, verbal basis with the library's staff. In the event that the patron elects not to do so, or that the complaint is not satisfactorily resolved, the patron may submit a written complaint to the Board of Trustees or address the Board at one of its monthly meetings.

The Board will promptly review all complaints presented to it, provide a verbal and/or a written response to the complainant, and take any further remedial action warranted by the particular circumstances.

The decision of the Board of Trustees with respect to a complaint shall be final.

G. Programming

A program is a planned interaction between the library staff and the program participants for the purpose of promoting library materials, facilities, or services, as well as offering the community an informational, entertaining, or cultural experience.

Programming includes such activities as storytimes, films and activities, summer library programs for children, and book or author discussion groups for adults.

The board, in conjunction with the library director, will establish a budget and goals for programming to facilitate the effective implementation of this service.

H. Service Animals

The Corfu Public Library recognizes the importance of service animals to individuals with disabilities. The following policy has been established to ensure that people with disabilities who require the use of a service animal as a reasonable accommodation are provided equal access to the library's programs and facilities by receiving the benefit of the work or tasks performed by such animals. Set forth below are specific requirements and guidelines concerning the appropriate use of and protocols associated with service animals. The Corfu

Public Library reserves the right to amend this policy as circumstances require.

Definition of a Service Animal

In New York, service animals are defined as dogs and miniature horses that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with a mental illness to take prescribed medications, calming a person with post-traumatic stress disorder, or performing other duties. Service animals are working animals, not pets. The task that an animal has been trained to provide must be directly related to the person's disability. New York and the Americans with Disabilities Act (ADA) do not recognize animals whose sole function is to provide comfort, emotional support or to make a person feel safe, as "service animals."

Access for Service Animals

The Corfu Public Library generally allows service animals in its buildings when the animal is accompanied by an individual with a disability who indicates the service animal is trained to provide and does provide, a specific service to them that is directly related to their disability. Library personnel is NOT permitted to ask about a patron's disability or request documentation. Instead, library personnel is permitted under the law to inquire (1) if the animal is required because of a disability, and (2) what work the animal has been trained to perform.

Removal of Service Animals

In accordance with applicable laws, the Corfu Public Library may exclude a service animal under the following conditions:

- the animal is not housebroken;
- the animal is not under the owner's immediate control;
- the facility cannot accommodate the animal due to type, size, and/or weight; or
- the animal poses a direct threat to the health or safety of others that cannot be eliminated or reduced to an acceptable level by reasonable modifications to other policies, practices, and procedures

Identification

It is recommended that the animal wear some sort of commonly recognized identification symbol, identifying the animal as a working animal, but not disclosing a disability.

Animal Conduct and Control

To the extent possible, (1) the animal should be on a leash when not providing a needed service to the handler; (2) the handler should be in full control of the animal; and (3) the animal should be unobtrusive to other individuals in the library environment.

Handlers are responsible for any damage or injuries caused by their animals and must take appropriate precautions to prevent property damage or injury. The cost of care, arrangements, and responsibilities for the well-being of a service animal are the sole responsibility of the handler at all times.

Cleaning up after the animal is the sole responsibility of the handler and must be addressed immediately. In the event the handler is not physically able to clean up after the animal, it is then the responsibility of the handler to hire someone capable of cleaning up after the animal.

I. Tutoring

The Corfu Public Library permits tutoring in the library during regular operating hours under the following conditions:

- Children under the age of 18 are the responsibility of the tutor while on library property until released to a parent or guardian.
- Paid tutors may not indicate the library as their place of business or a sponsor of their activities and may not solicit business in the library.
- Tutors and students must bring their own supplies.

The library does not assume liability or responsibility for the work or activities of tutors using the library. Space is available on a first-come, first served basis.

J. Unattended Children

The Corfu Public Library is dedicated to providing a warm and welcoming environment for people of all ages. It is for the safety of each child that the library has adopted this Safe Child Policy.

Parents/caregivers are responsible for the supervision, safety, and behavior of their children in the library. Library staff cannot monitor the safety and behavior of children using the library. Parents/caregivers must be advised that the library is a public space and library staff cannot prevent children from interacting or leaving the library with persons who are not appropriate caregivers.

A parent/caregiver is required to accompany any child under the age of ten who is attending a library program.

The library is not responsible for children without a ride at closing. If a child remains at the library fifteen minutes after closing time, staff will notify the Corfu Police Department or Genesee County Sheriff's Department for assistance. The library strongly recommends that each child carry the phone number of a parent/caregiver. It is important to note that the library may close unexpectedly due to a power outage or inclement weather and children will need a ride home, as library staff cannot transport any child.

K. Vulnerable Adults

The Corfu Public Library strives to provide a warm, welcoming and safe environment for all community members. The library is particularly concerned for the safety of vulnerable adults, individuals over the age of 18 who have mental or physical challenges to a degree that significantly impairs their ability to provide adequately for his/her own care or manage his/her own behavior without assistance, in and around the library. A parent/guardian or caregiver 18 years of age or older must be responsible for monitoring the activities and managing the behavior of vulnerable adults during their library visits. Staff cannot be expected to monitor or prevent vulnerable adults from leaving the building/grounds or to assume responsibility for monitoring their behavior.

Vulnerable adults who are unable to care for themselves must be attended and have adequate supervision at all times. Staff will attempt to contact a parent/guardian or caregiver when a vulnerable adult's health or safety is in doubt, whose behavior disturbs other library users, whose actions violate the library's Code of Conduct, and/or whose parent/guardian or caregiver is not present at closing time.

Every reasonable effort will be made by the staff to assist the vulnerable adult in contacting the appropriate adult. If no responsible adult is reached, or the vulnerable adult is not picked up within 15 minutes of library closing, staff may

notify law enforcement.

**Approved by the Corfu Public Library Board of Trustees
March 21, 2022**

Technology

A. Library Equipment Usage

1. Computers

Computers are available to patrons on a first-come, first-served basis. There is no charge for use of the computers or WiFi. Library staff is available for general assistance in using the computer. However, staff is not expected to train patrons in the use of application programs.

2. Fax Machine/Photocopier

A photocopy and fax machine is available, with staff assistance, to patrons at the rate of \$1.00 per page. The fax machine can send and receive facsimiles. Copy machine users are advised that there are restrictions on copyrighted materials. Any violation of copyright is the responsibility of the patron.

3. Printers

A printer is available. Printer paper will cost \$.20 per sheet and must be paid for at the conclusion of the session.

4. Devices

Patrons are welcome to bring their own devices to use in the library. The library is not responsible for loss, theft, or damage of patron devices. The library does not have devices to loan for use outside of the library.

B. Internet Use

The Corfu Public Library provides access to the Internet as a means to enhance the information and learning opportunities for the citizens of the library's service area. The Board of Trustees has established the Internet use policy to ensure appropriate and effective use of this resource.

Access to the Internet is available to all patrons; however, this service may be restricted at any time for use not consistent with the guidelines. Parents of minor children must assume responsibility for their children's use of the library's Internet service.

Expectations:

Users should be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws and can lead to prosecution. The user will be held responsible for his/her actions using the Internet. Users are expected to abide by the policies below which include generally accepted rules of network etiquette. Unacceptable uses of the service will result in the suspension or revocation of Internet use privileges.

Warnings

The Internet is a decentralized, unmoderated global network; the Corfu Public Library has no control over the content found there. The library will not censor access to material nor protect users from offensive information, and it is not responsible for the availability and accuracy of the information found on the Internet. The library cannot assure that data or files downloaded by users are virus-free. The library is not responsible for damage to equipment or data on a user's personal computer from the use of data downloaded from the library's Internet service.

The use of the Internet and e-mail is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the proper authorities.

Guidelines

- Users may use the Internet for research and the acquisition of information to address their educational, vocational, cultural, and recreational needs
- Users may use the Internet for the receipt and transmission of electronic mail (e-mail); the library is unable to manage email accounts for any organizations or individuals
- Users will respect and uphold copyright laws and all other applicable laws and regulations; they will not use it for illegal purposes
- Users will respect the rights and privacy of others by not accessing private files belonging to others
- Users shall not create and/or distribute computer viruses over the Internet
- Users shall not deliberately or willfully cause damage to computer equipment, programs, or parameters
- If there are patrons waiting to use a computer, a 60-minute time

limit will be enforced.

C. Wireless Use

Non-secure WiFi is available for patrons who bring their own device.

D. Website

The Corfu Public Library maintains corfulibrary.org in order to make information about the library available on the internet.

**Approved by the Corfu Public Library Board of Trustees
October 21, 2019**

Board of Trustees

A. Code of Ethics/Conduct

- Trustees shall observe ethical standards with 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 or a conflict of interest exists.
- 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 open meetings and 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.

B. Conflict of Interest

The Corfu Public Library Board of Trustees resolves that its members must diligently avoid any conflict between the library's interests and any personal, professional, or business interests. It is incumbent upon any trustee to disqualify him/herself immediately whenever the appearance of a conflict of interest exists. No member of the Board of Trustees, the Treasurer, Library Director, and staff, or any member of their immediate families shall exclusively benefit from any transaction made by or on behalf of the Corfu Public Library.

C. Continuing Education

The Corfu Public Library Board of Trustees affirms its belief in the value of trustee education as a method of enhancing an individual trustee's ability to effectively formulate policy and govern library affairs. In the event that a trustee would like to be reimbursed for expenses related to trustee education, reimbursement is subject to formal approval in advance by the board. Receipts must be submitted for all travel and expense reimbursements.

D. Meeting Procedures

Meetings of Corfu Public Library Board of Trustees, in accordance with the Open

Meetings Law, shall be open to observers to encourage communication with those interested in library activity. Observers should recognize that the board is under no obligation to brief observers on matters before the board, take questions from observers, or include an observer in a board discussion except during the period of public expression as detailed below. However, observers may participate in discussions if invited to do so by the board president.

Observers are not permitted when a board meets in executive session to discuss issues concerning personnel or sensitive policy matters. The president can call for the board to meet in executive session either prior to a meeting or at any time during a meeting if an issue warrants a confidential discussion.

1. Public Expression

Any community member wishing to address the board may do so during the period of public expression which is held during each board meeting. Any person, or group, who wishes to speak is asked to register upon arrival and indicate group affiliation and to limit comments and general information to five minutes. Any person, or group, who wishes to place a topic on the official agenda of the board is asked to contact the Director at least one week in advance of the meeting.

E. Removal of a Trustee

If a board member violates any of the following, the board member in question may be evaluated by the Board of Trustees to determine suitability to continue on in their role:

- Three consecutive meetings missed
- Four unexcused absences in a 12 month period
- Lack of active participation in board meetings or trustee responsibilities as set forth by library policies or the trustee handbook

If a board member foresees an absence, they should contact the board president as soon as possible. The removal of board members from office will be decided by a majority vote of the Board of Trustees.

**Approved by the Corfu Public Library Board of Trustees
October 21, 2019**

Administrative

A. Business Continuity Plan

The Corfu Public Library endeavors to provide service to the community for many years to come. With that end in mind, personnel and trustees should strive to build a resilient and sustainable organization that can handle unplanned disasters. Plans should be made for core functions of the library to continue in alternative fashions in the event of a disruptive disaster. Preventative measures will be taken when possible to avoid such circumstances.

The physical building, including infrastructure, fittings, furniture, and shelving as well as library materials and equipment are liable to damage in the case of

- Flood
- Fire
- Structural collapse
- Infestation and contamination
- Malicious damage
- Theft in the event of a disaster, library personnel should take immediate action to ensure the safety of patrons and then notify the director and board president who will assess the damage. Special care should be taken to salvage irreplaceable archives and special collections when possible.

B. Inclement Weather/Closing

At times, emergencies such as severe weather, fires or power failures, can disrupt library operations. In extreme cases, these circumstances may cause the library to close. The Corfu Public Library follows the actions of the Pembroke Central School District and will be closed when the schools are closed. Outside of school hours or when there are circumstances relevant specifically to the library, the decision to close will be made by the Library Director or, if the director is unavailable, a staff member on duty and an officer of the Board of Trustees. A telephone-calling tree is used to inform all scheduled employees of a closing or late opening in a timely manner. The time off from scheduled work will be paid.

C. Public Access to Records (FOIL)

As a public entity in New York State, the Corfu Public Library is subject to and complies with the Freedom of Information Law (Public Officer Law, Article 6, Section 8470). The library director acts as the Records Access Officer and is responsible for coordinating the library's response to requests in a timely manner. Requests should be made to the director via email or in writing and should reasonably describe the records being requested (i.e. indicate dates, titles, file designations, or any other information necessary to help library staff locate the

requested records). No reason for the request needs to be provided. Upon receipt of a request, the library has 5 business days to grant or deny the requestor, if more time is needed, to acknowledge the receipt of the request in writing and indicate an approximate date by which they will respond, usually not more than 20 additional business days.

The library director will maintain a reasonably detailed current list by subject matter of all records in its possession, whether or not records are available pursuant to subdivision two of Section eighty-seven of the Public Officers Law. The subject matter list shall be sufficiently detailed to permit identification of the category of the record sought. The subject matter list shall be updated annually and shall appear in the appendix of this document (See [Appendix I](#)).

Any person has the right to inspect public library records at no charge. Requests for paper copies will be charged at a rate of 20 cents per page. If a request is made for a large number of records, such that it will take more than 2 hours to prepare, extract, or generate data, the library may charge for the employee's time. The library may, in accordance with the law, deny access to records or portions thereof that are specifically exempted from disclosure by state or federal statute, that if disclosed would constitute an unwarranted invasion of personal privacy, or that are otherwise excluded from FOIL requests pursuant to the law. A denial of access to records shall be stated in writing giving the reason therefor and advising the requester of the right to appeal the decision.

D. Public Relations/Social Media

Public relations goals of the Corfu Public Library are:

- to promote a good understanding of the library's objectives and services among governing officials, civic leaders, and the general public;
- to promote active participation in the varied services offered by the library to people of all ages.

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

The director will be expected to make presentations and to participate in community activities to promote library services. A reasonable amount of library time will be allowed for preparation and speaking. Materials to be used by the

press, radio, or television will be approved by the director.

The board will establish a publications budget to cover costs related to printing, publication, supplies and miscellaneous needs related to the public relations effort.

The Corfu Public Library also uses social media as a way to reach out to its users and community. Social media allows the Library to meet users where they are, and give staff and public a convenient way to interact and share information, ideas, and opinions on a range of topics related to the Library's mission, collections, and services.

The Corfu Public Library welcomes comments on our social networking sites. The library does not discriminate against any views. Nevertheless, the library may monitor any user-generated content as it chooses and reserves the right to remove content for any reason whatever, without consent.

Library staff may take photos of attendees at public events. These may be posted on library maintained websites, social media accounts, or included in press releases. Library staff will notify parents/guardians before identifiable pictures of minors are used publicly. If a library patron does not wish himself/herself or his/her child photographed or videotaped, the patron must notify the library staff to that effect.

In addition, the Corfu Public Library reserves the right to edit or modify any postings or comments for space or content, while retaining the intent of the original post.

E. Records Retention

To fulfill our mission, Corfu Public Library prepares and maintains information pertaining to library operations and maintenance. This policy is designed to ensure that library records are retained as long as needed and that they are promptly disposed of after they are no longer needed. This policy is in accordance with the New York State Library Trustees Organization and New York State Education Department guidelines and recommendations.

1. Regulations

In order to legally dispose of unneeded records, it is the policy of the Corfu Public Library to follow the New York State Education Department Records Retention and Disposition Schedule MI-1 issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, as modified for

applicability to CPL per this policy.

The purpose of the modified Schedule MI-1 is to:

1. ensure that records are retained as long as needed for administrative, legal and fiscal purposes.
2. ensure that state and federal record retention requirements are met.
3. ensure that record series with enduring historical and other research value are identified and retained permanently.
4. encourage and facilitate the systematic disposal of unneeded records.

The library will follow the modified MI-1 schedule included in this policy and will review any future revisions and re-issuances thereof for applicability to CPL. The library director is responsible for the proper retention and disposition of all library records in accordance with this policy and the New York State Education Department Records Retention and Disposition Schedule MI-1 for school district public libraries. Schedule MI-1 may be viewed online at:
http://www.archives.nysed.gov/records/retention_mi-1

In accordance with this policy, the following procedures will be followed:

- a. Those records that are described in New York State Education Department Records Retention and Disposition Schedule MI-1 may only be disposed of after they have met the minimum retention periods described therein.
- b. Only those records that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods may be disposed of.
- c. The records the library maintains which are not described in New York State Education Department Records Retention and Disposition Schedule MI-1 may be disposed of after a period of no less than three months.
- d. Note that the catalog of holdings and loan records are maintained by the Niagara, Orleans, Genesee Library System (NIOGA), who is responsible for the retention and disposition of that data.

In addition to schedule MI-1, the following schedule shall be followed for the Corfu Public Library's fiscal and meeting minutes records:

- 1) Orders and invoices shall be kept for one (1) year.
- 2) General ledgers shall be kept permanently.
- 3) All other types of financial records shall be kept for seven (7) years.
- 4) All library board meeting minutes shall be kept permanently.

The CPL Board of Trustees Treasurer is responsible for maintaining and disposing of financial records.

The CPL Board of Trustees Secretary is responsible for maintaining board meeting minutes.

Type of Record	Responsible Party	Retention Period
Incorporation, chartering and registration records	CPL Secretary	Permanent
Informational copies of records prepared by and received from the public library system, including but not limited to directories, minutes, budgets and reports	Library Director	After superseded or obsolete
Records documenting the selection of books and other library materials	Library Director	After no longer needed
Library material censorship and complaint records, including evaluations by staff, patrons' complaints and record of final decision: NOTE: Appraise these records for historical significance prior to disposition. Some library censorship records deal with serious constitutional issues and may have value for future research.	CPL Secretary	6 years after last entry

**Approved by the Corfu Public Library Board of Trustees
March 21, 2022**

Financial Controls

A. Audit/Review Schedule

The Corfu Public Library will retain the services of a certified public accountant who will provide advice and consultation to the Board of Trustees and the director.

The accountant will also perform an annual review. Fifteen days after receipt by the Board of Trustees, the review and report shall be made available, through the director, to anyone who wishes to view it.

Every year, the finance officer and/or board president will conduct a mini internal audit by selecting a few bills at random and verifying that supporting documents for those purchases can be produced.

Every 3 years, the library will have an independent review conducted by an outside agency. This shall be done in accordance with generally accepted accounting principles and in conformity with the requirements of the New York State Office of the Comptroller.

B. Claims Audit Process

Itemized bills for services along with any relevant invoices, receiving slips, and other relevant documentation will be retained for the purposes of an annual review or audit along with evidence of authorization to pay said claim. Generally, the following payments will be approved in advance by board resolution:

- Salaries
- Utilities
- Planned costs as outlined in the yearly budget

The finance officer or board president will pre-approve bills, including credit card statements, by initialing bills either electronically or physically before they are paid by the treasurer. The treasurer will send the check register to the finance officer or board president for electronic or physical signature before sending checks. Invoices are to be listed and approved at monthly meetings of the board. The list will include payee, amount, budget line, and check number.

C. Credit Card

The Corfu Public Library may issue a credit card or cards in its name for use by designated employees or board members for library-related expenses. The maximum credit card limit shall be \$1,000. All original receipts of a credit purchase must be submitted to the treasurer.

Only those library personnel designated by the board shall be authorized for use of the library credit card.

Expenses incurred on each credit card shall be paid in such a manner as to avoid interest charges.

D. Disposition of Surplus Property

Library property may only be sold with the prior approval of the Board of Trustees. Sale of items with a value of more than \$500 will be sold using a closed bid system. The net proceeds from the sale of library property will be used at the discretion of the board.

Library property that is surplus, obsolete, or unusable including but not limited to furniture, books, and computers as well as items which could not otherwise be sold, may be disposed of at the discretion of the director in any legal manner.

E. Friends Group Memo of Understanding

The Board of Trustees of the Corfu Public Library looks upon Friends of the Corfu Public Library as an extremely worthwhile community organization which greatly benefits the library. The Friends of the Corfu Public Library is a volunteer group organized to benefit our library by raising extra funds, sponsoring programs, cultural events, and exhibits, and raising community awareness of the library. In particular, a friends group is often heavily involved in fundraising for the library and oversees periodic book sales. Friends groups serve at the pleasure of the Library Board of Trustees, which is the only body with the legal authority to set policy for the development of the library.

The Board of Trustees acknowledges that the Friends of the Library is an organization separate and apart from the Corfu Public Library and that the Friends of the Library has its own membership, goals, and purposes. As a distinct and separate group, neither the Friends of the Library as an organization nor any member or participant thereof may assume any liability or take or authorize any act on behalf of the Corfu Public Library. Operating expenses of the Corfu Public Library are provided through the allocation of tax monies which are reviewed by an independent internal auditor. Friends' funds and library funds shall not be commingled or integrated, except that gifts from Friends may be accepted by the library, whereupon said gifts shall become solely the funds of the library but shall be expended for the specific purpose for which the gift or donation has been made by the Friends.

Complete advance information regarding all Friends of the Corfu Public Library projects and public relations programs on behalf of the Corfu Public Library shall be provided to the library director and the Board of Trustees. The Board of Trustees acknowledges that it does not supervise the public relations programs of the Friends of the Library, but the

Board reserves the right not to participate in any public relations project or program. Projects and public relations programs adopted by the Friends shall not be part of the budget of or funded by the Corfu Public Library.

F. Fund Balance & Reserve Funds

In order to ensure financial stability and continuity of financial operations as well as to protect against emergencies, the Corfu Public Library will maintain a fund balance. This will be separate from the operating budget which includes all expenditures necessary to meet the daily operations of the library. The minimum amount of the fund balance shall be no less than 33% of the current operating budget. When the amount falls below this level, efforts will be made to defer spending until the target amount is reached. These funds shall be deposited in a separate interest-bearing account. Reserves may be used for emergency purposes or to offset cash flow on a temporary basis but should be replenished as soon as possible.

G. Fundraising/Gift

The library accepts gifts of books and other materials, including any items left at the library during closed hours, with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information the director can dispose of them as he/she sees fit. The same criteria of selection which are applied to purchased materials are applied to gifts. Memorial gifts of books or money are also accepted with suitable bookplates placed in the book. Specific memorial books can be ordered for the library on request of a patron if the request meets the criteria established by the Board. It is desirable for gifts or for specific titles to be offered after consultation with the library director. Book selection will be made by the director if no specific book is requested. The Corfu Public Library encourages and appreciates gifts and donations.

By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donor.

H. Investments

It is the policy of the library to invest funds in a manner that will maximize the security of the principal while providing balanced growth of the principal and income to satisfy cash flow demands using methods which persons of prudence, discretion, and intelligence might exercise in the management of their own affairs in order to provide the best return. All investments will conform to applicable laws and regulations governing the investment of public funds.

I. Inventory/Fixed Assets

The Corfu Public Library does not capitalize fixed assets below a threshold of \$5,000. Institutional books are kept on a cash basis as required in reports for the New York State Education Department. Capital costs are treated as expenses in the year in which they are incurred unless they are over \$5,000 and have a useful life of more than one year. If an expenditure meets both of these criteria, it will be recorded as an asset and then depreciate over its useful life which agrees with the matching principle.

J. Online Banking & Wire Transfers

The Corfu Public Library uses M & T bank for the purposes of online banking. The accountant will serve as the account administrator with authorization for transfers, stopping payment on a check, and printing/viewing statements. Investing of funds will require the authorization of the Treasurer and one Board member, including execution of wire transfers of funds to effect such investments.

K. Cash-on-Hand

The Corfu Public Library will maintain Cash-on-Hand, beginning with a balance of \$50, which will be used to make change for cash receipts when collecting fines and fees. This cash will not be used to disburse funds. A handwritten receipt will be recorded for each transaction in a 3-part receipt book. One copy will be placed in a lock box along with the cash, one copy will be provided to the patron, and the third will be kept in the receipt book. Each month, the library director will verify the amount of cash collected to the individual cash receipts, prepare the bank deposit, and deposit any balance over \$50. A summary of receipts will be initialed by the finance officer each month.

L. Purchasing/Procurement

Purchases under \$2,000 for which the amount budgeted in the annual budget shall not be exceeded will be made at the discretion of the director. If additional purchases are necessary for which there are not sufficient budget appropriations or, if any individual purchase is over \$2,000, the board must approve expenditures.

- Under \$2,000: discretion of the director
- \$2,001-\$5,000: 3 documented verbal quotes or state contract, county contract, or preferred source
- \$5,001-\$19,999: minimum of three written quotes or state contract
- Over \$20,000: formal bid process approved by the Board of Trustees

M. Travel & Conference

Professional employees are expected to keep informed of developments in libraries, the profession, and the field of information science. All full-time and/or professional employees are encouraged to take advantage of approved, job-related seminars, workshops, and courses offered through libraries and other institutions. The Board of

Trustees will budget for employee attendance at job-related seminars, workshops, and conferences directly pertinent to the professional development of the employee. The Board will be authorized to allow professional staff to attend such programs at the expense of the library, including but not limited to tuition and reasonable reimbursement of travel and necessary expenses.

N. Check Signers

The following people shall have the authority to sign checks on behalf of the Corfu Public Library:

- Treasurer
- President
- Vice President
- Finance Officer
- Payroll Clerk

O. Capital Fund

The Corfu Public Library shall maintain a capital fund for special one-time, unusual activities such as construction, renovation, or major equipment purchases. End-of-year surplus from the operating fund shall be transferred into the capital fund for future use.

Approved by the Corfu Public Library Board of Trustees
Revised 07/19/2021

Personnel

The employees of the Corfu Public Library are public employees and as such are subject to Civil Service. The library complies with New York State Civil Service Law and if a conflict occurs between this policy and the law, the law shall take precedence.

Employee Status

The library workweek is 35 hours.

The library director is a part-time employee with a 28-hour workweek. The Board of Trustees recognizes that managing the library requires flexibility, and at times adjustments to hours may be appropriate.

Part-time employees work 19 hours or less per week. The library director must approve any overtime work.

Payday

Payroll period spans two weeks from Tuesday to Monday with payment on Tuesday. Employees are required to maintain an accurate record of all time worked using the form provided.

Management Policy

- The library board shall select, appoint, and when necessary for valid reasons, dismiss the director of the library.
- The board shall establish all other positions and all wage and benefit levels for all library staff.
- The library board shall provide an effective orientation for new directors to assure that the director understands a) the policies and processes related to the daily operation of the library, b) reporting and budgetary requirements that assure accountability and compliance with the law, c) the expectations of the board in regard to administrative processes and protocol, particularly as they relate to conducting effective and efficient board meetings, and d) rules and requirements for state certification and any assistance which is provided by the library to acquire and maintain appropriate certification.
- The library board shall conduct annual appraisals of the library director's performance, at which time personal and management goals can be discussed and

negotiated.

Administrative Policy

- The person appointed as library director shall be charged with the sole administration of the library.
- The director shall be responsible to the library board in matters pertaining to and concerning the library; be present at monthly board meetings and prepare and present such reports and meeting documents as requested.
- The director shall maintain financial records in an efficient manner; present periodic reports to the library board and to the municipal governing body; prepare the draft of the annual budget to be presented to the library board, and assist trustees with the presentation of the adopted request for an appropriation to the municipal governing body.
- The director shall hold regular meetings with staff and/or volunteers for training and interpreting board policy.
- The director will be responsible for preparing annual performance assessments for library staff and volunteers.
- The director shall have the responsibility for collection development for all materials in the library; this includes selection, ordering, processing, weeding, and inventory of the collections according to the guidelines in the policy.
- The director will recommend changes in or additions to library policies as needed.
- The director will perform preparatory work to assist the board with regular library planning.

A. Attendance/Leave

Salaried employees may be granted unpaid leave as follows:

- Up to 12 weeks for maternity/paternity.
- Up to 4 weeks for bereavement.
- Up to 12 weeks for serious health problems for which medical certification has been provided.

The Board of Trustees will consider each case on its individual merits.

Each employee will be given 4 paid days off days per year. For the purposes of this policy, a day is one shift. Paid days off will be replenished at the start of the calendar year. They will be tracked on employee time sheets. Paid days off that are unused by an employee over the course of the year will not carry over to the next calendar year. The first 4 shifts an employee takes off will use paid

time off. New hires are prorated 1 day per quarter based on start date.

Part-time employees may also request unpaid leave by submitting each request in writing to the library director who will in turn forward such request to the Board of Trustees for consideration. Each case will be considered on its individual merits. A leave for the director must be approved by the library board.

In some instances, it may be necessary to deny requests for leaves of absence. Leaves are a privilege and can be granted only if the best interests of the library can be maintained.

Bereavement Leave

Library employees are eligible for three (3) days bereavement leave without loss of pay or sick leave credit in the event of the death in the immediate family, defined as spouse, children, brother, sister, or parents of either the employee or the employee's spouse.

Military Leave

Library employees who are duly enrolled members of the National Guard, State Guard, or any other organized reserve component of the Armed Forces of the United States shall be allowed a military leave of absence which has been ordered. The leave, under normal circumstances, will not exceed fourteen (14) days excluding Sundays and legal holidays. A copy of the order requiring attendance at military training sites shall accompany all requests for a military leave.

The library can assure no loss of wages if the employee wishes to turn all earnings from the training period into the library board.

Time Off Policy

The library will be closed for holidays as approved by the board. The Director is paid their regular hourly rate of pay for holiday closings and time off. Part-time employees are paid their regular hourly rate of pay for holiday closings which takes place during the employee's scheduled work hours.

The director shall receive 10 days of paid vacation leave each calendar year after the first year; 15 days after 5 years, and 20 days after 10 years. The Director is encouraged to take paid leave days in the year in which they are earned. The maximum cumulative is 5 paid leave days total.

Accumulated paid leave days are forfeited upon termination or resignation of employment. During the first and last years of employment, paid leave days shall be prorated.

B. Code of Conduct

Library employees significantly influence or control the selection, organization, preservation, and dissemination of information.

In a political system grounded in an informed citizenry, library employees are explicitly committed to intellectual freedom and the freedom of access to information. They have a special obligation to ensure the free flow of information and ideas to present and future generations.

Employees of the Corfu Public Library will:

- Provide prompt, accurate, and friendly service
- Treat all library users with equal respect and consideration
- Consider every question valid
- Provide information expressing various viewpoints
- Be committed to intellectual freedom, encouraging the exchange of ideas and information and resisting all efforts to censor library resources
- Foster and support teamwork, cooperation and involvement to all levels of the organization
- Treat co-workers with respect and honesty and work as a team with the library board in support of the library's goals
- Respect and protect the privacy of library patrons to the fullest extent permissible by law
- Distinguish clearly, in actions and statements, between personal philosophy and attitudes and those of the library
- Avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the library
- Give two weeks notice before vacating a position except in the case of illness or family emergency

C. Computer/Internet/Email/Social Media Use

Library equipment including computer hardware and software should generally be used for library business only, with the exceptions noted below. Employees may not copy or use library purchased/leased software contrary to the provisions of any license agreement. Employees should follow computer maintenance, software updating procedures, and use caution in opening the email and downloading files in order to avoid computer viruses which have the potential to cause damage to the library and system computer networks.

The library provides internet access to its employees to assist and facilitate business communications and work-related research. These services are for legitimate business use only in the course of an employee's assigned duties, with the exception that employees may access the internet including personal email and social media for non-business use on personal time, so long as all other provisions of this policy are followed. All materials, information, and software created, transmitted, downloaded or stored on the library's computer system are the property of the library and may be accessed by authorized personnel. The library reserves the right to monitor employee use of the Internet at any time. Employees should not consider their Internet usage or e-mail communications to be private when using library computers, software, or email accounts.

D. Continuing Education

The library is committed to having a trained and educated workforce. Staff members are urged to improve their skills in librarianship, and, with the permission of the library director, to attend library conferences and other professional meetings.

The library will make every effort to arrange schedules to permit staff members wishing to take further study to continue working at the library. As time allows, staff members may be asked to attend continuing education workshops. The director, staff, and trustees attending continuing education opportunities to aid the library shall be allowed expenses at the discretion of the library board according to the amount appropriated in the budget for such. The director, staff, and trustees are encouraged to attend and participate in continuing education activities.

E. Discipline/Termination

An employee of the Corfu Public Library may be dismissed for any action or behavior that causes the library's image or operation to be diminished. This includes but is not limited to incompetence, misconduct, inattention to assigned duties, or unapproved absences from work.

Normally termination would be a final step which would follow:

1. a substandard performance appraisal,
2. verbal and/or written warnings,
3. suspension, and/or
4. extended probation.

Complete and clear records will be maintained of all disciplinary processes for the protection of the employee and the library.

The Library wants each employee to be successful in his/her job and will work with employees to eliminate deficiencies.

While notice of intent to terminate can be expected, the Corfu Public Library reserves the right to dismiss an employee without notice in cases involving gross misconduct including any of the following:

1. Criminal activity.
2. Insubordination.
3. Failure to follow safety policy or procedures.
4. Dishonesty.
5. Rudeness or lack of cooperation with employees, customers, or vendors.
6. Theft of company property or the personal property of others.
7. Falsifying or altering library records including employment application, time sheets or medical documents.
8. Altercations, fighting, threatening, or intimidating others.
9. Violation of the library's policy against discrimination and harassment
10. Retaliating against any employee who makes a complaint or participates in an investigation relating to the library's policy against discrimination and harassment.
11. Being under the influence of, using, possessing or selling alcohol or illegal controlled substances on library property or while conducting business for the library.
12. Gambling on library property or while conducting library business.
13. Sleeping during working hours.
14. Possessing a firearm or other dangerous weapons on library property or while conducting library business.
15. Being convicted of a crime that indicates unfitness for the job or raises a threat to the safety or well-being of library employees.
16. Disclosing company confidential or proprietary information to unauthorized persons.
17. Not following the documented policies of the library.

If budget cuts necessitate a reduction in staffing levels, the library director will determine which positions can be cut to create the least negative effect on library services, and submit a plan to the library's Board of Trustees for approval before implementation.

F. Equal Employment Opportunity

It is the policy of the Corfu Public Library to provide an equal employment

opportunity for all qualified persons. Equal employment opportunity shall be according to the provisions of State and Federal laws and regulations.

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the Corfu Public Library will be based on merit, qualifications, and abilities. The library does not discriminate in employment opportunities or practices on the basis of race, color, creed, sex, national origin, age, disability, sexual orientation, military or veteran status, citizenship status, ethnicity, marital status or any other characteristic protected by Federal Equal Employment Opportunity and NYS Human Rights laws.

The library will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of the library director or the Personnel Committee. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of discrimination will be subject to disciplinary action, up to and including termination of employment.

G. Evaluation Procedure

The library director will conduct performance evaluations annually. The purpose of these evaluations is to provide feedback, clarify employee duties and identify areas for growth.

The Board of Trustees will annually evaluate the library director's administration of the library.

H. Grievance Procedure

It is the intent of the Corfu Public Library that every employee shall have the opportunity to express concerns relating to the physical surroundings in which the employee works, procedures and conditions of the specific position, relationships with fellow workers or supervisors, and library rules as they apply to staff. A concern or grievance should follow the procedure below:

- If possible, discuss the problem with the director. In the case of the director having a concern, this should be discussed with the board president.
- If the director is part of the concern, or if the library director would like to address an issue that involves the board president, the concern/grievance should be submitted in writing for the library board. The

concern/grievance should be delivered to a member of the board who will make the board president aware there is a concern at hand. The issue will be presented to the full board

- during an executive session at the next board meeting or at a special board meeting if the matter is urgent.
- The board's representative will respond to the employee within five (5) days of the board meeting at which the issue is discussed, either providing a determination, solution, or a strategy for how the board will address the issue over time.

I. Harassment

Harassment by word or deed of any employee or patron will not be tolerated. Behavior that is offensive, intimidating or abusive in nature is prohibited. An employee who feels that she or he is a victim of any form of harassment must file a written complaint with the Library Director or Personnel Committee. All complaints will be treated with confidentiality and no punitive action will be taken against any employee because he or she files a harassment complaint.

J. Jury Duty

In the event a library employee is called for jury duty, the library will release them and assure no loss of wages. If fees and expenses paid to jurors do not equal or exceed wages normally paid by the library, documentation of these fees can be turned in to the library board and the employee will be paid the difference to equal their regular wage.

K. Nepotism

It is the library's belief that employees should be hired based on their skills and experience. Nepotism is defined as giving or showing a hiring preference to a family member of a current employee. If the family member would like to apply for a job, he/she are welcome to do so through the usual hiring process. The library does not give one applicant more weight over another because of a familial relationship with a current employee.

L. Orientation

During the first week on the job, every new employee will receive a general orientation to the library. During that time, the employee and his/her supervisor will develop an individualized training timeline based on the job requirements, experience, and education needs for a particular position. Initial orientation and training are the responsibility of the director or director designate. A new library director will receive an orientation from the outgoing library director when

possible.

M. Outside Employment

Subject to other policies, the library has no objection to an employee holding another job (in addition to his/her employment with the library), as long as he/she can effectively meet the performance standards of his/her position with the library. However, all employees will be held to the same scheduling demands and standards of performance. Exceptions will not be made for those who hold outside jobs.

N. Personnel Records Access

Staff and patron information is confidential and should not be discussed with any person or persons outside the library. Copying, removing, allowing unauthorized access to documents, information, files or mailing lists, or any form of distribution of patron information is not allowed. Any breach of this confidentiality requirement is grounds for termination. Periodically, the library may receive requests from employees or others not employed by the library requesting information from an employee's personnel file. Personal information maintained about an employee shall be made available for inspection only at the employee's request, except for information requested through a subpoena. Employees may contact the library director to arrange for an inspection of their own personnel records.

A personnel file may contain documents including, but not limited to, the following:

- Personal services form to hire, change status, retire, or terminate employment
- Personal data form listing personal, educational, and other information related to the employee
- Payroll authorization agreement for automatic deposits, pay increases
- Federal W-4 and State G-4 withholding forms
- Form I-9
- Garnishments, tax levy, subpoenas, court-ordered documentation
- Letters of offer, acceptance, commendation, resignation
- Performance reviews, written reprimands
- Employment application, resume/curriculum vitae

O. Probationary Period

Employees may be terminated for substandard work without notice during a 3-month probationary period.

P. Recruitment/Hiring

The library director is appointed by and responsible to the library board. The director recommends new employees to the board. The library board approves and hires all employees.

Vacancy announcements shall be published by posting announcements in the library, online, and in the local news. Such postings will specify the title and salary of the positions; the nature of the work to be performed; the minimum essential requirements of the position; the time and place to apply; the closing date for receiving applications; and other pertinent information. Where appropriate, civil service procedures will be applied during the selection process.

Q. Salary/Benefits

Part-time employees are paid minimum wage. The library director's salary and benefits shall be set and reviewed each year by the Board of Trustees at the time of the director's annual performance review.

R. Volunteers

The Corfu Public Library recognizes that volunteers are a valuable resource for the library. Volunteers enhance, rather than replace, adequate staffing. Library volunteers are coordinated by the director and volunteers under the age of 18 must have parental permission. Volunteers may be interviewed to determine interest, availability, and experience.

Volunteers are bound by the rules contained in all library policies and guidelines, especially those that relate to patron privacy and confidentiality. The Corfu Public library has the right to terminate a volunteer's working association with the library at any time for any reason.

In addition, the library accepts volunteers required to perform community service as well as students required to perform service for specific programs at the discretion of the director.

S. Whistleblower Protection

In order to protect the integrity and reputation of the Corfu Public Library, the identity of any individual that reports a possible violation of abuse, waste or fraud concerning any library activity will be kept confidential. Individuals may question or report to the library director through conversation or in written form. When inappropriate to question or report to the library director, individuals are directed

to contact the Board of Trustees.

Furthermore, any individual, volunteer, employee, director or trustee who reports a suspected action taken by or within the library that is illegal, fraudulent or in violation of library policy shall not experience any retaliation, harassment or discrimination for their action.

Any report given to the director will be presented to the Board of Trustees where it will be determined if further action is necessary. The individual who reported the claim will be given prompt notification of the board's decision.

Approved by the Corfu Public Library Board of Trustees

Dated: January 18, 2023

Safety

A. Emergency Plan

Avoidance/Preparation

- Library staff will properly secure the building at closing time.
- Staff should be able to locate and use the building's fire extinguishers.
- The fire extinguishers shall be inspected on a yearly basis.
- All staff should be informed to call 911 in any situation that requires immediate assistance from the fire department, police or medical emergency.
- Entrance and exit paths should be kept clear of any potential hazards.
- Staff will alert the library director to any building maintenance issues, i.e. leaks, running water, or broken glass, etc.
- A supply of garbage bags, paper towels, and latex gloves will be located onsite.
- The Board of Trustees will conduct an annual walk-through of the building to evaluate the building and record/make plans to remedy any hazardous conditions.
- A list of contact numbers will be posted at the circulation desk for staff members.

Health Emergencies

Staff members should exercise caution when administering first aid to any patron or individual due to the safety risks to the injured individual and the potential liability of the staff member. Without specialized training, it is not recommended that any staff members undertake serious first aid measures and should proceed by keeping the individual comfortable and protected from any further hazards. Staff should utilize their own judgment when providing care to any patron or individual. 911 should be called immediately in the event of any serious emergency.

Bomb Threat Protocol

Keep the caller on the line for as long as possible. Ask the caller to repeat the message and attempt to accurately record the caller's statement. If the caller does not indicate the location or time of the bomb, ask for this information. Please pay particular attention to any background noises to indicate where the call could be originating from, i.e. motor running, background music, etc. Listen closely to the voice (male/female), voice quality (calm/excited), accent, and speech impediments. Immediately after the caller hangs up, clear the building and call 911.

Water Damage

Notify the library director or board president of the situation. In the winter, turn

heat to 50 degrees. Open doors and windows if the air outside is cool and dry but not freezing. If electricity is functional, use fans to expel humid air from the building. Wear rubber gloves and remove any materials from the floor. To prevent damage from mold or mildew, do not turn up the heat.

Vandalism

Notify the library director or board president of the situation. Take a visual assessment of the damage. Document any damage but do not touch anything in the area until directed by the director or trustee. The library director or board member will notify the police.

1. Disaster Recovery

In the event of a disaster, the Corfu Public Library will seek out grants through library relief funds specifically aimed to aid in disaster recovery. Such grants help libraries revitalize and replace vital materials destroyed through disasters such as fires and floods.

2. Active Shooter Procedures

In the event of an active shooter situation, library staff will make every reasonable effort to move patrons to a safe location, lock the door, and call for emergency assistance.

B. Fire Safety

The staff member that discovers the fire will begin evacuation procedures by calmly announcing that there is a fire in the library and everyone must immediately leave the building.

- Alarm: staff call 911 to alert the fire department.
- Confine: if possible, staff member to close interior doors to contain the fire. Evacuate: staff members to assist patrons at the closest exit depending upon the location of the fire.

C. Workplace Safety

The library cannot by itself create a safe and healthy environment. It needs the efforts of all of its employees. The library's goal is to avoid accidents altogether, but to achieve this goal employees must make a conscious effort to be aware of safety and health hazards at all times.

The following are a limited number of basic precautions.

1. Observe all smoking restrictions.
2. Make sure that the aisles in work areas are free of debris.
3. Close cabinet doors and drawers when not in use.
4. Observe good lifting practices.
5. Employees should report all injuries, no matter how slight, immediately to

their supervisor.

6. Employees should report all unsafe conditions or practices immediately to their supervisor.

All federal and state OSHA safety requirements must be complied with. In the event that any employee is unsure of the rules or has taken on a new responsibility, he/she should contact the supervisor for additional training.

D. Pandemic Policy

- The Corfu Public Library may temporarily close or limit services in response to a public health emergency such as an epidemic or pandemic. The library will adhere to all local, state, and federal mandates and Executive Orders when making determinations regarding library operations during a pandemic. In the event the governor declares a public health emergency involving a communicable disease, the following continuation of operations will be followed to ensure the safety of the staff and members of the community.
- The library director is an essential position as someone must be available to answer questions from the public, communicate with the public about changes to the library schedule and services, assist patrons in accessing online services remotely, check on the condition of the library building, empty the book drop periodically, etc. In the event that the director is unable to complete these duties, a clerk may fill in.
- During an emergency such as a pandemic, the library director is granted the authority to deviate from approved policies if necessary to ensure the health and safety of patrons and staff members in between meetings of the board of trustees or when circumstances prevent the trustees from meeting. Some steps that the director may take include closing the library early or not opening, cancelling programs, setting limits on how long patrons may stay, and modifying staff hours. Any such decisions will be communicated to the board of trustees immediately.
- When a change in open hours occurs unexpectedly, scheduled staff members shall receive no loss in pay. Staff may be expected to work from home, not exceeding their regularly scheduled hours. In the event that a member of the staff needs a mobile hotspot, computing device, software application, transfer of library phone line to a cell phone, or other item to facilitate remote work, a.k.a. telework, requests may be made to the board to procure such items.
- Leave policies will follow the U.S. Department of Labor guidelines. For Covid-19, this includes the Families First Coronavirus Response Act: Employee Paid Leave Rights guidelines ([tinyurl.com/USDOLFFCRA](https://www.dhs.gov/e-asset-protection-program)). Although this act expired on December 31, 2020, workers who did not use their leave entitlement under the FFCRA in 2020 may use this one-time leave provision as long as COVID-19 is considered a public-health emergency. Additional leave requests

will be at the discretion of the board of trustees as stated in the library's Attendance/Leave policy.

- Staff will be cross-trained on essential tasks of the library so that services can continue in the event of illness among staff members. For tasks in which cross training is not possible, procedures will be documented so that a continuation of services may be achieved.
- Furniture will be removed to ensure social distancing. The number of people in the library may be limited to ensure social distancing.
- Story times and other library programs will be suspended and/or moved online in accordance with state and local guidelines on gatherings. Programs may continue in person at the discretion of the library director only if they can be run safely, meeting all of the local, state, and federal guidelines and recommendations.
- Masks and gloves will be available to staff and patrons. The director will be responsible for maintaining a 6 month supply of these items. If preferred, employees and patrons may provide their own masks, as long as they meet [CDC guidelines](#). Additional PPE such as face shields or eye protection may be provided to employees upon request. PPE will be stored in a location that is easily accessible. The director will be responsible for training staff in the proper use, removal, and disposal of personal protective equipment.
- High touch points including but not limited to lightswitches, bathrooms, railings, door knobs, telephones, keyboards, and counters will be disinfected daily at minimum and between patrons when possible. The library will provide disinfectant, hand sanitizer, and other items as needed including but not limited to plexiglass barriers.
- Any employee who has symptoms of COVID-19 or learns of an exposure to COVID-19 should notify the library director, leave the library (if symptoms develop or notification happens while at work), and follow the guidelines of the local health department including but not limited to requirements for testing and contact tracing. Employees will maintain a contact log with employee hours documented to assist with tracing in the event of an exposure on library grounds. Common work spaces and shared equipment will be disinfected. In the event that an employee needs emergency housing in order to contain the spread of the disease (i.e. cannot quarantine at home safely without risk of spreading to others in the household), the employee should contact the local health department for help in identifying emergency housing sites.
- In the event that the library is closed for an extended period of time, the director will continue to see to critical needs of the facility (building checks, clearing the book drop, paying bills, etc.).
- The director will communicate updates to both the staff and the public. In the event of closure or a reduction of hours/services, the public will be notified via

the library’s website, newsletter, and social media. Notices will be posted on the doors of the library.

- Digital reference, assistance with online materials, and other remote services will continue to be provided by the director and, at the director’s discretion, by other staff as needed.
- All reasonable efforts will be made to safely accommodate the needs of people in the community who rely on library resources.
- Library materials will be quarantined and/or disinfected under the guidelines of the Institute of Museum and Library Services (<https://www.ims.gov/coronavirus-covid-19-updates>).
- Services will be phased back in as soon as safely possible and in accordance with local health conditions and all government recommendations. The reimplementation will respond to changing conditions and therefore may not be linear. Staff shifts will be staggered when possible to reduce contact.
- In the event of an extended closure, overdue charges will be waived.

**Approved by the Corfu Public Library Board of Trustees
Revised February 22, 2021**

E. Sexual Harrassment Policy

The Corfu Public 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 Corfu Public 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 Corfu Public Library. Employees can also file a complaint with a government agency or in court under federal, state or local antidiscrimination laws.

Policy:

1. Corfu Public 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 Corfu Public Library. In the remainder of this document, the term “employees” refers to this collective group.

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 or expression, familial status, predisposing genetic characteristics, and criminal history.

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. Corfu Public Library will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of Corfu Public 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-employees² working in the workplace who believe they have been subject to such retaliation should inform a supervisor, manager, or the board president. 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 Corfu Public 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. Corfu Public 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. Corfu Public 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. Corfu Public Library will provide all employees a complaint form (see appendix J) for employees to report harassment and file complaints.

² A non-employee is someone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in the workplace. Protected non-employees include persons commonly referred to as independent contractors, "gig" workers and temporary workers. Also included are persons providing equipment repair, cleaning services or any other services provided pursuant to a contract with the employer.

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 board of trustees.
8. This policy applies to all employees, paid or unpaid interns, and non-employees, such as contractors, subcontractors, vendors, consultants or anyone providing services in the workplace, and all must follow and uphold this policy. This policy must be provided to all employees 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 is unlawful when it subjects an individual to inferior terms, conditions, or privileges of employment. Harassment need not be severe or pervasive to be unlawful, and can be any harassing conduct that consists of more than petty slights or trivial inconveniences. 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:

- 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.
- 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.
- Sexually oriented gestures, noises, remarks or jokes, or comments about a person’s sexuality or sexual experience, which create a hostile work environment.
- 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.
- 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.
- Hostile actions taken against an individual because of that individual’s sex, sexual orientation, gender identity and the status of being transgender, such as:

- o Interfering with, destroying or damaging a person’s workstation, tools or equipment, or otherwise interfering with the individual’s ability to perform the job;
- o Sabotaging an individual’s work;
- o 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. Corfu Public 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 board of trustees. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager or the board of trustees.

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 board of trustees.

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. Corfu Public 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:

- Upon receipt of complaint, the board of trustees will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If complaint is verbal, encourage the individual to complete the "Complaint Form" in writing. If he or she refuses, prepare a Complaint Form based on the verbal reporting.
- If documents, emails or phone records are relevant to the investigation, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses;
- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
 - A list of all documents reviewed, along with a detailed summary of relevant documents;

- o A list of names of those interviewed, along with a detailed summary of their statements;
 - o A timeline of events;
 - o A summary of prior relevant incidents, reported or unreported; and
 - o The basis for the decision and final resolution of the complaint, together with any corrective action(s).
- Keep the written documentation and associated documents in a secure and confidential location.
 - Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
 - Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

Legal Protections And External Remedies

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

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

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

State Human Rights Law (HRL)

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

Complaints with DHR may be filed any time **within one year (three years beginning Aug. 12, 2020)** 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 Corfu Public Library does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

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

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

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

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, 22 Reade Street, 1st Floor, New York, New York; call 311 or (212) 306-7450; or visit www.nyc.gov/html/cchr/html/home/home.shtml.

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.

Revision of Library Policies

The preceding statements of Corfu Public Library's policies shall be subject to review and revision at least every five years by the Library Board. Individual policies will be reviewed or added as needed.

Any proposed changes to the current by-laws will be discussed and voted on at the next scheduled meeting.

Approved by the Corfu Public Library Board of Trustees

Dated: October 21, 2019

Appendices

A. Selection Criteria

- Individual merit of each item
- Popular appeal/demand
- Suitability of material for the clientele
- Existing library holdings
- Budget

Reviews are a major source of information about new materials

- The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title that is in demand. Consideration is, therefore, given to requests from library patrons and books discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

Local History

- Materials relating to the history of local communities, townships, organizations, or families residing in the charter area of the Corfu Public Library may be purchased or accepted as gifts regardless of reviews or other considerations specified in the selection criteria. Some items in the local history collection may be non-circulating.

Corfu Public Library Strategic/Long Range Plan 2021-2026

<https://www.corfulibrary.org/docs/Strategic%20Plan.pdf>

	<h1>Corfu Public Library</h1> <p>STRATEGIC PLAN 2021-2026</p> <p>The vision of the Corfu Public Library: To meet the information needs of the community as we grow into the future.</p>	<p>7 Maple Avenue Corfu, NY 14036 (585) 599-3321 corfulibrary.org</p>
<p>GOAL 1</p>	<p>Empower exploration of the library for growth and enjoyment through print, programs, and technology.</p> <ul style="list-style-type: none"> • Offer additional high interest programs for the community bi-annually. • Hold one "Virtual Visitor" and one traditional library card sign up annually. • Promote and provide support for Hoopla, Overdrive, and other services as needed. 	
<p>GOAL 2</p>	<p>Build connections with youth, young adults, and seniors to cultivate confidence with technology and familiarize them with all that is available.</p> <ul style="list-style-type: none"> • Invite local senior groups to attend technology help sessions. • Continue outreach to the schools via sign up drive and Hoopla introduction. • Hold programs for adults in areas of interest to them (i.e. arts, entertainment, popular culture). 	
<p>GOAL 3</p>	<p>Inspire library visits and borrowing of materials by providing relevant programs, attractive and accessible collections, and useful services.</p> <ul style="list-style-type: none"> • Conduct periodic statistical review of print collections and make changes in the display of materials based on analysis. • Utilize social media to promote library services. • Provide services such as copying, faxing, printing, scanning, and notarizing. 	
<p>GOAL 4</p>	<p>Provide a safe, welcoming environment that is accessible and inviting to the community.</p> <ul style="list-style-type: none"> • Offer flexible outdoor space for patron use and programming. • Offer flexible community meeting space for various sized groups (tutoring, larger meetings) through multipurpose furniture such as mobile tables and chairs with improved technology capabilities for meeting room use. • Establish a maintenance schedule to help ensure the longevity of the building and its equipment as well as prioritize plans for updates to the interior and exterior of the building. 	

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B. ALA's Library Bill of Rights

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

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be prescribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 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.

C. ALA's 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 towards 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. Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.
3. *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.*
4. Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.
5. *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.*

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

7. 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.

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

9. 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.

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

11. 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.

12. It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society, individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

13. *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.*

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

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather than 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.

A Joint Statement by:

American Library Association Association of American Publishers *Subsequently endorsed by:*
 American Booksellers for Free Expression The Association of American University Presses The
 Children's Book Council Freedom to Read Foundation National Association of College Stores
 National Coalition Against Censorship National Council of Teachers of English The Thomas
 Jefferson Center for the Protection of Free Expression

D. ALA's Freedom to View Statement

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 ensure 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.

E. Request for Reconsideration of Materials

The Board of Trustees of the Corfu Public Library has delegated the responsibility for selection and evaluation of library resources to the library director and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in those procedures. If you wish to formally request reconsideration of library resources, please return the completed form to the Director of the Corfu Public Library. This Request for Reconsideration is governed by the Library's Collection Management Policy and the Library's current procedures for Selection.

Name _____

Date _____

Address _____

Phone number _____

Library card number _____

Who do you represent? (Check one) Yourself? Organization? If so, which organization? _____

1. Type of resource on which you are commenting:

Book Video Display Magazine Library Program

Audio Recording Newspaper

Electronic information/network Other _____

2. Title of resource _____

3. Author/Producer _____

4. What brought this resource to your attention?

5. Have you examined the entire resource?

6. What is the basis of your concern? Check all that apply:

Does not meet current selection criteria

Improperly cataloged (please note specific issue) _____

Does not fall within needs of the community

7. What concerns you about the resource? (use additional pages if necessary)

8. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

Signature _____

Instructions and process:

- Please only list one work per form
- Please submit this form by either emailing it to the library director or mailing it to 7 Maple Avenue, Corfu, NY 14036
- You will receive a response in writing that indicates either:
 - a) your request has been evaluated and no change is required;
 - OR
 - b) your request has been evaluated and the selection or cataloging of the item will be changed, which shall be briefly described in the reply.
- Any material under review will remain in circulation until such time as the library determines it must be removed.
- All Requests for Reconsideration will be evaluated per the Library's Plan of Service, policies, and the American Library Association's Code of Ethics.
- **The Board of Trustees' determination is final.**

Appendix F: Resolution Pertaining to Request for Reconsideration

Text of resolution once decision has been reached:

WHEREAS the Board received a request for reconsideration from **NAME OF REQUEST-MAKER**; and

WHEREAS the Board has evaluated the request by applying the factors in the Library's Collection Management Policy, its Long-Range Plan of Service, and the Code of Ethics of the American Library Association;

BE IT RESOLVED that the request is **[granted, and the item it pertains to is to be removed by the Director per library policy within 5 business days, and the Board shall notify the Request-Maker of this decision within 5 calendar days] OR [denied, and the Board shall notify the Request-Maker of this determination within 5 calendar days]** as provided by the Library's Collection Management Policy; and

BE IT FURTHER RESOLVED that this Board re-affirms its commitment to New York State Constitution, the United States Constitution, and the American Library Association Code of Ethics, as adopted by the New York Library Association.

AYES:

NAYS:

ABSTAIN:

Appendix G: Notice of Board Determination

Request for Reconsideration of Library Resource
Notice of Board Determination of Appeal of Decision made on DATE
Regarding TITLE, AUTHOR/PRODUCER

RE: Notice of Library Board of Trustees' Determination

Dear NAME:

The board of trustees of the Corfu Public Library received your request on DATE. On DATE, the board met to consider your request.

In evaluating your request, the board applied the Library's Collection Management Policy, its Long-Range Plan of Service, and the Code of Ethics of the American Library Association.

Based on that criteria, the board has determined that [the Library Resource was properly included in the Library's collection] *OR* [the Library Resource was not properly included in the Library's collection, and will be removed/re-cataloged].

Thank you for entrusting the board of trustees with your concerns. The Corfu Public Library strives to meet the needs of everyone in the community, and this requires careful attention to the needs of all, and the many factors governing selection of library materials.

Your understanding of, and input into, that process is appreciated.

Sincerely,

NAME
President,
Corfu Public Library Board of Trustees

Appendix H: Incident Report Form

Name of reporting staff _____

Name and address of patron(s) involved in the incident:

Location of incident:

Date and time of incident:

Describe the incident in detail:

List of witnesses:

Please provide details of which emergency services responded, including names of officers if possible, and how the incident was handled:

What follow up, if any, is needed?

What action(s) should the library take to prevent a recurrence of a similar incident?

Reporting Staff Signature _____

Date _____

Appendix I: Subject Matter List

The following documents and records will be filed or maintained by the library as outlined in the records retention policy:

- Library Board minutes.
- Bid specifications.
- Opened Bids.
- Purchase orders and contracts.
- Records of library receipts and expenditures, including checks.
- Lists of employees and their remuneration.
- Library policies of any kind or nature.
- Library regulations.
- Staff minutes.
- Insurance policies.
- Audits, either internal or external.

Appendix J: Sexual Harrassment Complaint Form

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

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to the library director or the president of the board of trustees, in person or via email. 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:

Title:

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.