

Dormann Library

Policy Manual

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Mission Statement

To provide free and equitable access to educational materials and experiences that promote lifelong learning, creativity, and connection in our community.

Vision Statement

The Dormann Library strives to be the safe and welcoming hub of our diverse and thriving community by providing a center for information and discovery through innovative programming, robust collections, and responsive services.

By-Laws

Board of Trustees

Mission Statement

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Preamble

The Board of Trustees (hereinafter referred to as the “Board”) of the Dormann Library, located in the Village of Bath, County of Steuben, State of New York, which was incorporated with the Secretary of State pursuant to the General Business Laws of New York on August 13, 1869 and which incorporation/charter has been thereafter amended from time to time, most recently May 20, 2008 to change the number of Trustees from nine (9) to be not less than nine (9) nor more than fifteen (15), shall be governed by the laws of New York State, the regulations of the Commissioner of Education, and by the following By-Laws.

BY-LAWS

1. Name of the Organization

- a. The name of the organization shall be the Dormann Library.

2. Purpose

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

3. Fiscal Year

- a. The fiscal year of the library shall be from January 1 through December 31.

4. Board of Trustees

- a. The library shall be governed by a Board of Trustees. The Board shall consist of not less than nine nor more than fifteen members; the exact number of trustees to be set by resolution of the Board, which will be filed with the New York State Education Department and which is currently eleven (11). The term of office of trustees shall be three years and shall be limited to three successive terms.
- b. Eligibility for the Board of Trustees shall be limited to adults residing, owning property, or working within the geographical limits of the library district.

- c. Absence from three consecutive meetings shall constitute automatic dismissal from the Board unless the Board defers this dismissal by majority vote. The president shall inform the absent Board Members in writing that he/she is no longer on the Board. If dismissal is deferred by Board action the president shall inform the absent Board Member in writing the conditions of this deferral.
- d. Any vacancy in the office of any trustee will be filled by a Board appointment until the next annual election of trustees, at which time a person will be elected for the balance of the unexpired term.
- e. Each trustee shall have one vote, irrespective of office held.
- f. A Trustee must be present at a meeting to have his/her vote counted E-mail voting may be used if there are time constraints on important issues. The results will be duly noted in the Minutes of the next regularly held Board Meeting.
- g. All action 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. The officers of the Board shall be a president, a vice president, a secretary, and a treasurer elected annually by the Board at the annual meeting. These officers shall serve for a period of one year or until their successors shall have been duly elected.
- b. The duties of such officers shall be as follows:

i. President

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.

ii. Vice President

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.

iii. Secretary

The secretary shall keep a true and accurate record of all meetings of the Board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with that office.

iv. Treasurer

The treasurer shall be the disbursing officer of the Board and shall perform such duties as generally devolve upon the office. In the absence or inability of the treasurer, duties shall be performed by such other members of the Board as the Board may designate.

v. Other Officers

The Board may create such other officer positions and fill them by election as from time to time are necessary to accomplish the duties of the Board, e.g. assistant secretary, assistant treasurer, etc.

- c. Vacancies among the officers shall be filled at an election at a regular meeting and a majority vote of the trustees present shall be necessary for an election.

6. Director

- a. The Board shall appoint a qualified library director who shall be the executive officer of the policies of the Board and shall have charge of the administration of the library under the direction and review of the Board. The director shall be responsible for the care of the buildings and equipment; for the employment and direction of the staff; for the efficiency of the library's service to the public; and for the operation of the library under the financial conditions contained in the annual budget. The director shall render and submit to the Board reports and recommendations of such policies and procedures, which, in the opinion of the director, will improve 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. The director shall have the right to speak on all matters under discussion at Board meetings but shall not have the right to vote thereon.

7. Committees

- a. The following will be standing committees: public relations, personnel, building, budget and finance, and legal. These committees shall have all the usual powers associated with such committees.
- b. A nominating committee shall be appointed by the president in September of each year.
 - 1. The nominating committee shall compile a list of qualified nominees for open Board seats to present the rest of the Board for approval at the regular December Board meeting. Newly elected members will take office at the regular Board meeting that follows the annual reorganizational meeting in January.
 - 2. The nominating committee will also present a slate of officers for the coming year for approval at the annual reorganizational meeting in January. Additional nominations for officers may be made from the floor.
- c. The Budget and Finance committee shall create and present a preliminary budget for the subsequent calendar year at the regular meeting in January. The final budget for the subsequent calendar year shall be presented for approval at the regular meeting in February.
- d. Committees with a specific purpose may be appointed by the president with the approval of the Board. Such committees shall serve until the completion of the work for which they were appointed. Non-board

members may be appointed to such committees to bring special capabilities for the resolution of problems confronting the committee.

- e. All committees shall make a progress report to the Board at each of its meetings.
- f. No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

Duties and Responsibilities of Dormann Library Standing Committees

Building Committee

The primary purpose of the Building Committee is to recommend needed action to the Board of Trustees for all items relative to the maintenance and repair of the physical portion of the library buildings and grounds.

This committee will assist in determining needed maintenance and repairs and how best to accomplish the needed work, either through volunteer services of the committee members, paid library maintenance personnel, or an outside contractor. If work is to be done by an outside contractor, the committee will assist in soliciting and reviewing quotes/bids for this work.

In all cases, the committee will act in an advisory capacity only, making recommendations to the Board and Library Director for approval.

Budget and Finance Committee

The primary purpose of the Budget and Finance Committee is to gather financial information and, working with the Library Director, prepare and recommend an annual budget for vote by the Board of Trustees.

The committee will monitor investments and make recommendations to the Board of Trustees regarding diversification of assets, investment policy and/or guidelines, and management of investments.

The committee will make recommendations to the Board of Trustees regarding engagement of a Certified Public Accountant or CPA firm to perform annual review of audit of financial statements.

The committee will perform other tasks and/or duties as assigned by the Board of Trustees.

Legal Committee

The Legal Committee is responsible for:

- Reviewing/renewing the lease with the Steuben County Historical Society.
- Working with the Finance Committee in regards to the tax levy vote.

Personnel Committee

The Personnel Committee is responsible for:

- Recognizing library staff during National Library Week in April.
- Reviewing, with the library director for board approval:
 - personnel job descriptions.
 - personnel policies.
 - staff salaries.

- Reviewing grievances appealed from the ruling of the director.
- Conducting an annual performance evaluation of the library director.
- Performing other tasks and/or duties as assigned by the Board of Trustees.

Public Relations Committee

The Public Relations Committee should participate in such activities as: Community Activities Council, Spirit of Christmas, Dairy Festival, and Book Barn activities.

Take an active roll in providing information for tax increases, provide media announcements for special events, planning, marketing, promoting and damage control (i.e. bad PR).

Invite other community members to help the committee as needed to develop, explore and partner for the promotion of the library and its initiatives.

The Library Director will ask for help from the committee when needed.

Approved by the Board of Trustees May 15, 2012

1200 Trustees

1200.1 Code of Ethics Approved 4/19/2011

ALTA Voice of America's Library Trustees & Advocates

ETHICS STATEMENT FOR PUBLIC LIBRARY TRUSTEES

- Trustees in the capacity of trust upon them, shall observe ethical standards with absolute truth, integrity and honor.
- Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the situation.
- It is incumbent upon any trustee to disqualify himself/herself immediately whenever the appearance 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 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.

Adopted by the Board of Directors of the American Library Trustee Association, July, 1985.

Adopted by the Board of Directors of the Public Library Association, July, 1985.

Amended by the Board of Directors of the American Library Trustee Association, July, 1988.

Approval of the amendment by the Board of Directors of the Public Library Association, January, 1989.

8. Meetings

- a. Regular meetings shall be held each month at dates and times to be established by the Board. Meetings shall be open to the public except when individual personnel issues are being discussed. A reminder notice of all meetings may be mailed / emailed by the Director to each member at least five days before the meeting. All meetings will be held in accordance with the Open Meetings Law of the State of New York.
- b. Special meetings shall be held at the call of the president or upon request of three members for a specific purpose. No business may be transacted at such special meetings except for the stated business.
- c. The annual reorganizational meeting shall be held in January of each year. The business transacted at this meeting shall include the election of officers, the seating of new members of the Board of Trustees, and setting of the schedule of Board meetings for the coming year.
- d. The operating and financial reports for the previous year shall be presented at the regular meeting in January.
- e. A simple majority of the existing Board shall constitute a quorum for the conducting of business. 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.
- f. The order of business shall be as follows:
 - i. Call to Order
 - ii. Pledge of Allegiance
 - iii. Adoption of the Agenda
 - iv. Approval of prior meeting minutes
 - v. Period for Public Expression
 - vi. Correspondence
 - vii. Personnel Actions Report
 - viii. Treasurer's Report
 - ix. Director's Report
 - x. Committee Reports
 - Building Committee
 - Budget and Finance
 - Legal
 - Personnel
 - Public Relations
 - xi. Old Business
 - xii. Period for Public Expression
 - xiii. Adjournment

9. Amendments

- a. These by-laws may be repealed, amended, or added to by a majority vote of the whole Board at a regular meeting. Such action may be taken, however, only after the substance of the proposed repeal,

amendment, or addition has been presented in writing at a prior regular or special meeting and notice thereof has been given in the notice of the meeting at which it is to be considered.

- b. Any rule or resolution of the Board, whether contained in these By-Laws 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 which two-thirds of the members of the Board shall be present and two-thirds of those present shall so approve.

10. Procedures

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

Approved by The Dormann Library Board of Trustees, dated March 16, 2011.

These By-Laws supersede and replace in their entirety those By-Laws adopted in November 2002 and all amendments thereto.

Amended February 19, 2013

Revised May 15, 2018

ALTA

Voice of America's Library Trustees & Advocates

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Priorities, Goals, & Actions

Period for development: January 2022 – December 2023

Period of assessment and iteration: 2024

I. Convene Diverse Groups

Goal: To sustain current internal programming efforts and over time identify targeted groups and methods for expanding services. To provide our robust suite of services to as many people as possible, including those not currently served.

Measurement:

Action Step 1 – Continue and reinstate programming post-pandemic.

Complete by July 2022

Leader: Director/Youth & Family Services Coordinator/Early Literacy Coordinator

- Programs to be re-instituted/maintained:
 - Adult Crafters
 - Artist of the Month
 - Discovery Kids StoryTime
 - Finger Lakes Community Health
 - Puzzlers
 - Tail Waggin’ Tutors

Action Step 2 –Convene at least three groups not currently served.

Complete by July 2023

Leader: Director/Youth and Services Coordinator

- Possible programs:
 - Teens
 - “Adulting” Classes
 - Babysitting Certification classes
 - Dungeons and Dragons
 - Manga Monday
 - Teen Advisory Board
 - College Prep/Financial Aid workshops

- o Couples
 - Date Nights at the library
 - Date Night babysitting (fundraiser?)
 - Trivia
- o Men
 - Euchre
 - Men's Nights
- o Homeschoolers
- o Artists
- o Unemployed
 - Workforce

II. Build Community Involvement/Partnerships

Goal: To expand educational opportunity and improve community.

Measurement:

Action Step 1 – Rebuild outreach services post-pandemic.

Complete by December 2022

Leader: Director/Youth & Family Services Coordinator/Early Literacy Coordinator

- o Programs to be maintained/reinstated/grown:
 - o Dairy Festival
 - o Family Resource Center
 - o HeadStart
 - o Jail
 - o JSYRC
 - o Science and Discovery Center
 - o Spirit of Christmas
 - o St. Mary's Day Care
 - o Strong Kids – Safe Kids

Action Step 2 – Seek new community partners/Program opportunities.

Complete by December 2023

Leader: Director/Youth & Family Services Coordinator/Early Literacy Coordinator

- o Area for possible expansion:
 - o 4-H
 - o Bath Historical Society
 - o Catholic Charities
 - o Chamber of Commerce
 - o Cornell Cooperative Extension
 - o Corning Community College
 - o Curtiss Museum/Boating Museum
 - o Farmer's Market
 - o Finger Lakes SPCA
 - o Haverling art classes

- o New distillery opening in the old Ward's
- o Nursing Homes
- o Office for the Aging
- o Orchestra of the Southern Finger Lakes
- o ProAction
- o Pulteney Place
- o Red Cross
- o Snap-Ed (CCE)
- o Steuben County Fair
- o Workforce

Action Step 3 – Develop a plan to collaborate with a community partner at least once per quarter.

Complete by January 2023

Leader: Director/Youth & Family Services Coordinator/Early Literacy Coordinator

III. Assess Facility Use and Growth

Goal: To use the main library, annex and café in the most efficient and effective way.

Measurement:

Action Step 1 – Establish a yearly routine and monthly checklists for evaluating facility and grounds maintenance.

Complete by March 2022

Leader: Building Committee Chairman (Trustee)

Action Step 2 – Conduct assessments of facility use and suitability with focus on the annex.

Complete by August 2022

Leader: Director/Trustees

Action Step 3 – Move into the annex.

Complete by August 2022

Leader: Director

Action Step 4 – Reassess the café business plan.

Complete by March 2023

Leader: Trustee

- Volunteer staffed
- Walk-up window
- New items: Chat-a-Whyle sticky buns and soup

IV. Assess Staff Structure

Goal: To assemble and support a well-trained and efficient staff.

Measurement:

Action Step 1 – Research staff structure at libraries of comparable size.

Complete by July 2022

Leader: Director/Trustees

- Rewrite job descriptions/realign responsibilities.

Action Step 2 – Budget to appropriately compensate staff based on job responsibilities.

Complete by November 2022

Leader: Trustees/Director

Action Step 3 - Establish a detailed plan to train new staff and cross-train current staff.

Complete by December 2022

Leader: Director

V. Grow Reliable Group of Volunteers

Goal: To increase the base from which to pull for volunteers who can be involved in programming, fundraising, library projects, and office work, targeting both men and women.

Measurement:

Action Step 1 – Create a Volunteer Handbook, Schedule, Tasks, Recruitment and Training Plan

Complete by July 2022

Leader: Director/Volunteer

Action Step 2 – Recruit Adult and Teen Volunteers

Complete by September 2022

Leader: Director/Friends

- Possible sources:
 - 4-H
 - Americorps
 - Haverling community service
 - Rotary Interact
 - SCSEP
 - Teen Advisory

Action Step 3 – Establish Friends Group

Complete by July 2023

Leader: Director/Volunteers

Library Policies

The American Library Association's Library Bill of Rights was adopted and used as a guide in developing the Dormann Library policies found in this handbook.

Library Bill of Rights Adopted 10/19/2010

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

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

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

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

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

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

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

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.

100 Facility Use

Approved 1/18/2011 Amended 10/15/2013 Reviewed 2/20/2018

100.1 Telephone Use

The telephone at the Circulation Desk is for library business. In an emergency, it is recommended that the staff member on duty make the call and explain the nature of the emergency. The public should be tactfully discouraged from calling the library to locate family members or friends, except in case of emergency. The telephone is for reference and other library business use.

100.2 Equipment Use

Xerox Machine

Photocopies cost \$.25 per page for black and white and \$.50 per page for color.

Fax pages cost \$.50 per page sent or received. Confirmation page is free.

Scanned pages cost \$.25 per page.

100.3 Hours of Operation

Monday	10:00 AM – 6:00 PM
Tuesday	10:00 AM – 6:00 PM
Wednesday	10:00 AM – 6:00 PM
Thursday	10:00 AM – 6:00 PM
Friday	10:00 AM – 6:00 PM
Saturday	10:00 AM – 2:00 PM

100.4 Emergency Closing

If weather and/or road conditions are bad, the Director may make the decision to close the library. If Bath School District is closed for weather, the library is automatically closed. The Director will notify STLS and WVIN Radio regarding the closing.

100.5 Posting of Petitions Policy

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

100.6 Displays/Exhibits

The bulletin board and all potential display areas in the library are designated for community use by non-profit organizations. All flyers must be stamped "Approved" by a staff member before posting.

Distribution by the library of free literature as supplied by other organizations and agencies is limited to display space as designated by the Director.

200 Library Use

11/16/2010 Reviewed 2/20/2018

200.1 Behavior in the Library – Patron *Adopted by the Board of Trustees December 17, 2019*

All library users are expected to respect the rights of others as posted. Posted rules are as follows:

We appreciate your help in keeping this community space clean, safe and family friendly.

You can expect our staff to be helpful, courteous and knowledgeable.

We expect our patrons to respect each other, library staff, and property.

A wide variety of activities are encouraged in our building, including some activities that produce noise. Library users are welcome to converse, play and collaborate at a volume that is respectful to other library users.

Children under 12 are welcome with the supervision of a parent or guardian.

Interfering with other patron's use of the library or with the library personnel's duties will result in a request to leave the library. If the patron continues to be a disruption, they may, at the Director's (or the Director's Designee's) discretion, be banned from the library. The length of time of the ban will be determined based upon the severity of the behavior.

Banning/Trespassing Notice (Appendix A).

To ensure that all people who use and work at the Dormann Library can do so in a comfortable and safe environment, the Dormann Library reserves the right to determine what is considered to be disruptive or inappropriate behavior by the patrons in the Library. In order to ensure that every patron has the opportunity to enjoy the benefits of the Library, patrons visiting or using the Library's facilities or services must comply with the Dormann Library Policy, Behavior in the Library – Patrons while on the Library's premises.

Dangerous, destructive or illegal conduct, including but not limited to the following, will not be tolerated:

- Physical abuse or assault, including fighting or challenging others to fight;
- Engaging in intimidating or harassing behaviors, including following or stalking other patrons or Library staff, staring fixedly or leering at others, or attempting to peer under another patron's or staff member's clothing;
- Making violent or threatening statements to others;
- Damaging, destroying, stealing, or otherwise vandalizing Library property.

Any patron engaging in one or more of the above behaviors will be instructed to leave the library immediately and may have his or her Library privileges suspended for a period of up to one (1) year depending on the severity of the violation. In addition, law enforcement may be called and appropriate legal action may follow.

The following behaviors are also prohibited:

- Using harassing, obscene, abusive, or insulting language or gestures;
- Leaving children under the age of ten (10) unattended by a parent, guardian, or caregiver;
- Annoying other patrons by talking, gesturing, or otherwise interfering with their ability to read, study, contemplate, or use the Library;
- Interfering with Library staff's performance of their duties;
- Entering the library with animals other than service animals authorized by law;
- Entering the Library with bicycles, shopping carts, or other bulky items excluding items necessary to assist individuals with disabilities;
- Using roller skates, scooters, skateboards, or other similar devices inside the Library;
- Using tobacco products anywhere on Library property;
- Possessing, consuming, exchanging, selling, or being under the influence of alcohol or illegal drugs inside or outside the library building;
- Lying on the floor or sleeping;
- Using the public restrooms in any manner that is not usual or customary, including laundering or bathing;
- Failing to wear appropriate clothing and shoes;
- Making loud or unreasonable noise, including but not limited to the use of electronic equipment or mobile telephones at a volume that disturbs others. Ringer volume should be set to silent or vibrate;
- Carrying weapons of any type;
- Petitioning, soliciting, or selling merchandise or services including distribution of handbills or flyers without the permission of the Library Director;
- Loitering outside the library;
- Adults loitering in the children's area without a child;
- Refusal to follow reasonable direction from Library staff, including but not limited to leaving the Library during normal closing procedures or following a suspension of Library privileges or refusing to evacuate during an emergency.

Engaging in any of the above behaviors may result in one or more of the following consequences, depending on the severity of the violation:

- Initial warning, given copy of Behavior in the Library – Patron
- Library privilege suspended for one day.
- Library privileges suspended for seven days.
- Library privileges suspended for up to one year. **Depending on the severity, suspension time may be determined at the discretion of the Library Director.**

Patrons who are suspended from the library for a period exceeding one day may petition to have their suspension reviewed by the Director.

Please inform Library staff if you observe anyone behaving in a suspicious or inappropriate manner.

The Library Director will keep a confidential file of information on incidents in which a form has been filed. The purpose of the file is to track any serious problems that are reported by the staff. It will be used to document incidents of unacceptable behavior and to track problems of a reoccurring nature.

200.1a Grievance Policy

Patron may file a written request to Director, Dormann Library, 101 W. Morris St., Bath, NY 14810, to reconsider a ban. Their written request shall set forth their reasons for reconsideration of the ban. If the Director upholds the ban, the patron may appeal to the Board of Trustees within 10 days after he/she receives the determination. Such notice shall be filed with: both the Library Director and the Library Board President, c/o Dormann Library; 101 W. Morris St., Bath, NY 14810. The Board shall hold a hearing within 30 days after the notice has been filed. The appellant shall be notified at least 10 days before the hearing.

At the hearing, the appellant may be represented by counsel, may present evidence, and may call and examine witnesses and cross-examine witnesses of the other party. The Board President shall preside and staff shall record all of the proceedings on tape. Within 30 days of the completion of the hearing, the Board shall issue a written decision stating the reasons therefore. The Board shall have the power to affirm or reverse the written determination or to remand it to the Director or designee with instructions for reconsideration. The decision, except for remand, shall be a final determination for the purposes of judicial review.

200.2 Circulation

Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. (From the Library Bill of Rights)

Books, magazines and audio CD's may be borrowed for four weeks and renewed, if necessary. New books may be borrowed for two weeks. Videos may be borrowed for seven days, seven videos per card, and renewed, if necessary. Library staff reserves the right to revoke borrowing privileges. If a patron has five overdues or overdues of more than six weeks, borrowing privileges may be suspended. Lost or damaged items will be assessed replacement charge. If a patron has a bill of more than \$20, borrowing privileges will be suspended. The Dormann Library does not charge overdue fines.

200.3 Overdue (Notice to Patrons)

Patrons should make sure they know when their library materials are due and return them on time. They may place library material in the book drop after hours. If necessary, they may call the library (or use STARCAT) to renew library material.

Overdue material: Patron will receive a telephone call or email for the 1st (2 weeks) and 2nd (4 weeks) notices. If after six weeks the item(s) are still not returned, they will receive a bill for the replacement cost. If they have more than five items overdue, they may lose all library privileges not only at the Dormann Library but any public library in the Southern Tier Library System.

200.4 Interlibrary Loan

Patrons must have a library card in good standing to borrow material from other libraries. When material arrives, patrons will be notified and all items should be picked up promptly. Material left more than seven days will be returned to the lending library.

200.5 Patron Registration

Patrons must fill out the **Southern Tier Library System Borrower Application (Appendix)** form to receive a library card. Children of any age may get a library card. A parent or guardian must fill out the registration form for children under the age of 16 and sign it to indicate that he/she will be responsible for all materials checked out on the child's card. There is a \$1.00 replacement fee for lost or damaged card.

200.6 Confidentiality of Records

Approved 12/21/2010

All records are absolutely confidential. Staff may NOT give out a patron's name, address, telephone number, or any other information found in the database or on the registration card.

Staff is not allowed to reveal what a patron has on loan to anyone other than the patron. Staff will not give out information such as who has a library card, who has a particular book, who is on a hold list, who owes money, etc. Confidentiality of records is the law.

(See Appendix E)

300 Collection Development

Approved 11/20/2012 Reviewed 2/20/2018

300.1 Materials Selection

The library sets as its major goals in materials selection: to inform, enrich, and empower all residents of the library's service district (Bath Central School District/Southern Tier Library System).

The phrase "library materials" as it occurs in this policy has the widest possible meaning. Included are such materials as books, magazines, movies, audio books, games, Library of Things items and video games. Ultimate responsibility for materials selection rests with the Director, who operates within the framework of this selection policy adopted by the Library Board.

The library seeks to select those books and other library materials that will inform, entertain, and contribute to the enrichment of mind and spirit. The Library Board subscribes to the American Library Association's Library Bill of Rights, **Freedom to Read (Appendix C)** and **Freedom to View (Appendix D)** statements as a basis for selection. The Library Director, Youth Services Coordinator and Early Literacy Coordinator will select individual books and materials taking into consideration the needs of the community, the state of the collection, the merit of the item, the availability of the library materials in the area, and the amount of money in the budget.

Selection of materials by the Library does not mean endorsement of the contents or views expressed in those materials. The collection as a whole will be sufficiently diverse to promote no causes, to further no movements, and to endorse no viewpoints.

300.2 Weeding Approved 11/20/2012

The Library continually withdraws items from the collection, basing its policy on the elimination of outdated materials, materials no longer of interest or in demand, unneeded duplicates, and worn or mutilated material and using CREW Guidelines. Frequency of circulation, community interest, and availability of newer or more valid materials are prime considerations. Items dealing with local history are an exception, as are certain classics and award-winning children's books. Fiction that was once popular but no longer in demand, and non-fiction books that are no longer useful, are withdrawn from the collection.

Withdrawn books are donated to the Book Barn for book sales. Withdrawn books will be marked as such. The proceeds from such sales are used for the benefit of the Library. Books that are not sold will be disposed of at the discretion of the Library Board.

300.3 Donations

The Dormann Library is pleased to accept gifts from the community. Gifts are gratefully and willingly accepted as long as no restriction is placed upon their use.

Acceptance of books and other library materials will be determined by the library director on the basis of their suitability to the library's purposes and needs in accordance with the library's stated materials selection policy. Items that are not added to the collection (those that are duplicates, outdated, in poor condition, etc.) will be disposed of through the library book sale or other means. Items that are accepted will be incorporated into the collection.

At any given time, book donations may be refused because of lack of storage space or shelving.

Monetary gifts will be used for the purpose specified by the donor. Non-monetary gifts other than books may be accepted but with the understanding that the library is free to use them as needed. Acceptance of, use of, or disposal of all gift materials will be determined by the Library Director or designated agent. The library has the right to sell donated materials or to discard any gifts in poor physical condition (e.g. brittle paper, water or mildew damage, torn and/or missing pages). Donors may request a tax donation letter from the library; however gift values will not be appraised for income tax purposes.

300.4 Procedure for Challenges to Library Material

Approved 4/19/2011

The library seeks to provide materials and information presenting all points of view on current and historical issues. If any person or group wishes to challenge a selection they must fill out a **Request for Reconsideration of Library Material form (Appendix B), available on our website** . This form will be reviewed by the Director and a response will be sent to the complainant. If the matter warrants, it will also be brought before the Library Board of Trustees.

500 Computer Use

Approved 3/20/2012 Reviewed 2/20/2018

500.1 Wireless Access

Wireless Internet access (Wi-Fi) is provided free of charge by Dormann Library for patrons who have the

required hardware and software needed for this service. Use of this service is governed by Dormann Library's Internet Use Policy. (Appendix)

Connecting to the Library's Wireless Network

- You must have a device equipped with wireless capability.
- Using your device's network utilities, look for the wireless network named "Dormann".
- The "Dormann" wireless network DOES require a password to connect. Please ask for help at the Circulation Desk.
- All Wi-Fi users should have up-to-date antivirus software installed on their devices.

Limitations and Disclaimers Regarding Wireless Access

- As with most public Wi-Fi networks, Dormann Library's wireless network is not secure. Any information transmitted (including credit card numbers, passwords, and other sensitive information) could potentially be intercepted by another computer user.
- Library staff is not able to provide technical assistance and no guarantee can be provided that you will be able to make a wireless connection.
- The Library assumes no responsibility for the safety of equipment or for laptop configurations, security, or data files resulting from connection to the Library's network.
- Printing access is available via the Wi-Fi network.
- The library assumes no responsibility for damage to or loss of equipment; users must keep their equipment with them at all times.
- The library filters all Internet access. This filter blocks those sites that violate the Federal Children's Internet Protection Act and/or Dormann Library's Internet Use Policy.
- Any attempt to circumvent library procedures or any unauthorized attempt to access or manipulate library equipment, will result in permanent disconnection from the library's Wi-Fi network.

If you do not agree to the above terms, please disable your wireless connection or turn off your device.

500.1 A Internet Use Policy

Use of the Library's computers is your agreement with the terms and conditions of this policy.

- In accordance with Dormann Library's mission statement, the Library endeavors to develop collections, resources and services that meet the informational, educational and recreational needs of the Bath community. The Internet is a global collection of computer networks that connects thousands of computers all over the world. Internet access is available on all public terminals for all users of the Dormann Library.
- The Library offers pointers or links to a wide range of useful and interesting sites through its home page. Some internet sites may contain controversial or offensive material. The Library has no control over the information available on the Internet and, therefore, cannot be held responsible for its content, accuracy or currency. Patrons agree to hold Dormann Library harmless and indemnify it against any and all claims or liabilities, directly or indirectly, relating to their use of the Internet computer.
- Users are encouraged to take advantage of the Internet and to exercise good judgment and discretion in their use of it. The Library firmly believes that the valuable information available on the Internet far

outweighs the possibility that users may come across material that is inconsistent with the goals of the Library. However, the Library staff reserves the right to prohibit material that in their judgment is inappropriate for viewing in a public area.

- As with other Library materials, parents are responsible for their children's use of the Internet through the Library's connection. Parents are encouraged to supervise their children's Internet sessions. Parents of children who have not reached age 16 must acknowledge, in writing, their reading and understanding of the Library's Acceptable Use Policy and authorize their child's use of the Internet computers. Children who are not yet 8 years old must have a responsible adult sit with them when using an Internet computer.
- Use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of this privilege. Examples of inappropriate use include, but are not limited to, the following:
 - Violation of computer system integrity;
 - Unauthorized tampering with computer hardware or software;
 - Storage of data to anything other than a personal drive;
 - Violation of software license agreements or copyright laws;
 - Violation of another user's privacy.

Illegal acts involving Library computing resources may also be subject to prosecution by local, state or federal authorities.

- The Library staff will assist patrons with Internet use as time permits but cannot offer personal instruction. Library staff are always available to help patrons locate information about the Internet. Patrons must be 16 to use the public computers in the adult area. Printing is available at a nominal cost per page.
- Patrons may save files to their own device. The Library is not responsible for damages to patron devices or for any loss of data, damage or liability that may occur from the patron's use of the Library's computers. The Library is also not responsible for the unavailability of resources on the Internet computers due to technical difficulties.

500.2 Computer Use ***Approved 2/21/2012 Amended 2/18/2014***

Patrons must sign in at the Circulation Desk.

Computers are available for 30-minute sessions (time may be extended if there is no one waiting.)

Patrons wishing to print will be charged \$.25 per page (\$.50 for color).

Children under the age of 12 must be accompanied by an adult when using the computers.

Any person under the age of 18 must have an Acceptable Use Policy agreement form (**Appendix M**) on file at the Library to use the Internet.

A patron's failure to honor these rules may result in revocation of computer privileges.

Move to appendix 500.3 AUP ***Approved 2/21/2012***

As a computer user, I agree to follow the Acceptable Use Policy in all of my work with computers while a patron at the Dormann Library.

- **I recognize that all computer users have the same right to use the equipment.**
- **I will not save on or alter in any other way the program disk or the hard drive (C drive.) The disks are library property and must not be altered.**
- **I will not attempt to gain unauthorized access to system programs or other computer equipment.**

- I will not use computer systems to disturb or harass other computer users or to send unwanted email.
- I will not download programs onto ANY physical drives of any Library computer.
- I will not violate the property rights and copyrights in data and computer programs.
- I will not use the network for slanderous, abusive, intimidating, vulgar, profane, pornographic, or otherwise offensive messages.
- I will promptly disclose to the library staff any message I receive that is inappropriate or makes me feel uncomfortable.

Violations of the Acceptable Use Policy described above will be dealt with as provided by law. Violators will lose computer privileges at Dormann Library.

The library makes no guarantee that the functions or services will be error-free or without defect. The library will not be responsible for any damages you may suffer, including but not limited to loss of data or interruptions of services. The library is not responsible for the accuracy or quality of the information obtained through or stored on the system. The Library will not be responsible for financial obligations arising through the unauthorized use of the system.

Dormann Library
101 West Morris Street
Bath, NY 14810
(607)776-4613

Dear Parents/Guardians:

We at Dormann Library are proud of our computer network. Use of computers and educational software enhances the learning process and helps each child to be more productive and creative. Computer technology helps develop communication skills and provides excellent learning experiences to prepare children for their future.

The library staff will attempt to monitor Internet activities to the best of our ability. It is important, however, that both you and your child understand that the Internet is a public place where strangers meet, and unlike the U.S. mail, many people that you do not know read your messages. It is very important that these messages be written appropriately. They should not contain any profanity, obscene comments, sexually explicit material, or expressions of bigotry, racism, or hate. Also, they should not contain personal information that you would not want a stranger to have such as your name, address, or telephone number.

With this educational opportunity also comes responsibility. It is important that you and your child read the Acceptable Use Policy (AUP) and discuss it together. The use of inappropriate material will result in the loss of privilege to use this educational tool. Parents, remember that you are legally responsible for your child's actions.

Please take time to sit down with your child to read and discuss the Acceptable Use Policy for the Dormann Library computer network, then sign and return the attached statement to the library. A copy of the Acceptable Use Policy is enclosed for you to keep.

Purpose

In keeping with the Library's mission to offer a welcoming place for community interactions, the Dormann Library Community Room is available for use by community groups for informational, educational or cultural meetings and programs when not needed for library purposes. Use of this room does not imply endorsement by the library staff or Trustees of the viewpoints presented.

Policy

The Library Board encourages the widest possible use of this conference room by government agencies and nonprofit community groups as long as this use does not interfere with the normal functions of the library.

No group will be guaranteed exclusive right to a specific day or meeting time.

Occupancy is limited by local code and library usage.

State law and the Board of Trustees prohibit smoking anywhere on library property.

The Library Director and/or Board of Trustees reserve the right to deny any use request.

The person making the request must complete the application form and pay all applicable fees:

Not for Profits that are open to the public and do not charge for their meeting: \$0
Not for Profits that are not open to the public and/or charge for their meeting: \$15 per hour
For Profits: \$30 per hour
If they are bringing food or beverages (except water), there is a \$15 cleaning charge.

That person (or his/her representative) will be responsible for monitoring for compliance of acceptable behavior, be responsible for clean-up, report any damage and make sure the room/library is secure, if after hours.

If a key is obtained, it shall be the responsibility of the one making the reservation and should be returned the following day, or may be left in a designated spot on departure.

Room set-up and return to pre-meeting status is the responsibility of the meeting group. Any damage or excessive cleaning will be charged to the group.

NO supplies are provided. Any supplies brought in must be properly disposed of or removed. A garbage receptacle will be provided.

Parking is available but the group should use no more than 20 parking spaces. IF MORE THAN 20 PARKING SPACES ARE NEEDED, PARKING ACROSS THE STREET BY THE RAILROAD TRACKS SHOULD BE UTILIZED.

(Application Form Appendix N)

Fiscal Responsibility Policy**General Purpose**

It is the policy of the Dormann Library that public office not be used for personal gain, and that Board members and the Director are to remain objective in their duties and responsive to the needs of the public they serve. Accordingly, the Director and Board members must maintain the highest commitment to their responsibilities as stewards of the Library.

Funds

The Dormann Library Board defines all district funds as "Public Funds." This includes, but is not limited to, all sums actually received in cash or negotiable instruments from all sources, whether or not the money has ever been deposited into a Library account. Any money controlled by the Library, including gifts, fees and all funds received from any source, are considered "public funds" and are governed by this policy.

Personal Use of Library Assets

Neither the Director nor any Board member will use or permit the use of Library funds, vehicles, equipment, telephones, materials or property for their own personal benefit or profit. Neither the Director nor a Board member will ask or require a Library employee to perform services for the personal benefit or profit of a Board member or the Director. The Director and all Board members will safeguard Library property, equipment, moneys and assets against unauthorized use or removal, as well as from loss due to criminal act or breach of trust.

Policy Enforcement:

All Library employees, the Director and Board members are bound by this policy.

Any alleged violation of this policy by Library staff shall be investigated by the Director. If actual violation is determined, the Director shall impose sanction appropriate to the degree of violation, up to and including termination. Any employee impacted by an action under this policy may appeal to the Board, as allowed by the district's general employee policy.

Any alleged violation of this policy by the Director shall be investigated by the Board, or by a committee appointed by the Board for this purpose. If actual violation is determined, the Board shall impose sanction appropriate to the degree of violation, up to and including termination.

Any alleged violation by a Board member shall be investigated by the remaining Board members. If actual violation is determined, the Board may impose sanction as warranted, up to and including requesting the resignation of the Board member. At the option of the Board, and in accordance with KRS 65.007, the fiscal court may be requested to instigate removal proceedings for any Board member found in violation.

The Library reserves the option of reporting any significant violation of this policy to appropriate law enforcement agencies for investigation and possible prosecution.

700.1 Segregation of Duties

No one person should control or perform all key aspects of a transaction or financial event. Segregation of duties is an important internal control activity that helps detect errors in a timely manner and deters improper activities. Internal controls instituted by the Library will assist the Board in maintaining adequate fiscal oversight of the expenditure of funds.

Circulation Desk Cash-in-Drawer

Staff start the day with \$30.00 in cash which is kept in a bag in the locked cash drawer.

All money taken in at the circulation desk is noted on a Daily Cash Form by the staff member receiving it. At the end of each day, a designated staff member verifies the report and locks the report in the cash drawer with the days receipts.

Every Monday, the Director prepares and makes the bank deposit from the last week's receipts. The deposit slip is stapled to all the Director's Cash Form for that week. These forms are then filed.

Café Cash-in-Drawer

Staff start the day with \$40.00 in cash which is kept locked in the café locker (one key for café staff and one key for the Library Director).

All daily sales are recorded on the cash register tape.

All money taken in is kept in the cash register until the evening staff member closes out for the day. Two reports are generated - an X report that gives the daily totals and a Z report that gives grand totals. After the \$40.00 needed for the morning opening is placed in a separate bank bag, the money left should match the total on the X report. Staff members initial the X report to indicate they have checked the total cash/checks against the tape. The number of customers for that day is also noted. All cash/checks and the tape are then placed in a baggie and put in a separate bank bag. Both bags are then locked in the café locker.

Every Monday, the Director prepares and makes the bank deposit from the previous week's receipts. The café deposit slip is stapled to the daily cash register receipts and the Director's Cash Form, then filed.

All deposits are recorded in QuickBooks.

A bank bag with \$110.00 in change/bills is kept in the Director's desk so staff can make change, as needed. The Library Director verifies the balance each Monday.

Treasurer's Responsibilities

1. Monitor fiscal operations of the library.
2. Work with Library Director, staff and Board to assure financial records and accounting methods are complete and accurate.
3. Provide oversight to ensure Library resources are managed in an economical and efficient manner.
4. Ensure that a system of internal control exists to safeguard the assets of the Library.
5. Recommend financial policies to the Board.

6. Work with the Library Director to make regular financial reports to the Board.
7. Assist the Library Director in preparing annual budget and present it to the Board for approval.
8. Review the annual audit and answer Board member's questions regarding the audit.
9. Help guide Board actions with respect to organizational fiscal priorities.

700.2 Gifts

The Dormann Library welcomes gifts of books, materials, and monetary donations but reserves the right to decline gifts or donations if they do not fall within the guidelines for acceptance as set by the Board of Trustees.

Guidelines for Acceptance of Gifts

Gifts on which the donor places restrictions or special conditions will not be accepted by the Library, unless those restrictions or conditions are specifically accepted by the Board of Trustees. Restrictions that pertain to existing library programs can be accepted by the Library Director.

Gift items will be formally acknowledged, if the donor wishes. The Library will not appraise or estimate the value of gift donations. The responsibility of such assessment lies with the owner.

The Director will be authorized to request the donor to sign a waiver form relinquishing ownership.

Types of Gifts

Books or other material

The library welcomes gifts of books and other materials with the understanding that they will be evaluated in accordance with the same criteria applied to purchased materials.

Such factors as duplication, lack of sufficient community interest, processing costs, or inadequate shelf space may prevent their addition to the collection or permanent retention.

Some items such as highly technical materials or those with limited interest may be accepted as gifts if they meet the library's present need.

Donations of collections in total, specifically designated for library use, will be subject to approval by the Director and the Board of Trustees. As with other titles, acceptance will be based on usefulness to the collection, potential expense involved, and space available.

In addition, materials or equipment added to the collection or accepted for library use become the sole property of the Dormann Library to use or dispose of as it sees fit.

Monetary Gifts

Cash gifts will be accepted and used for general library purposes. When the Library receives a cash gift for memorial or other special purposes, the selection will be made by the Director in consultation with the Board of Trustees as appropriate, with consideration given to the donor's wishes.

Stocks or bonds will be accepted and will be utilized at the discretion of the Board of Trustees.

Endowments will be accepted and will be utilized at the discretion of the Board of Trustees.

Other Gifts

Personal property, art objects, portraits, antiques and collectibles may be accepted at the discretion of the Library Director or the Board of Trustees with the understanding that they may be sold, given away, or otherwise disposed of. Any proceeds derived from such disposal may be used by the Library in a way consistent with the intent of the original gift.

Real property can only be accepted with consent of the majority of the Board.

Gifts to Trustees and Employees

No Trustee or employee may directly or indirectly solicit any gift, or accept or receive any gift having a value of seventy-five (\$75.00) or more whether in the form of money, service, loan, travel, entertainment, hospitality, thing or promise, or in any other form under circumstances in which it could reasonably be inferred that the gift was intended to influence him or her in the performance of his or her official duties.

700.3 Investments

Investment Objectives

The investment objectives of the Fund are to:

- Provide an “operating contribution” annually to the Dormann Library’s operating budget.
- Achieve a rate of return that, over time, will maintain its “purchasing power” after inflation, fees, and contributions to the operating budget.
- Ensure preservation of capital and provide a total rate of return (appreciation plus current income) which equals or exceeds over each rolling 3-year period the combined inflation rate and “operating contribution”.

Overall Guidelines

1. The Finance Committee, under the leadership of the Treasurer, will select funds with a proven track record of investment excellence in their respective investment styles.
2. Investment will be primarily in marketable securities: common and preferred stock, governmental and corporate bonds, and short term investments. Investments may include mutual and/or index funds as well as bond funds.
3. The Endowment fund will not utilize any leverage in its investments.
4. Investment results are expected to compare favorably with broad market indices and competitive measurement standards over full market cycles.
5. The Endowment Fund’s performance will be reviewed not less than annually by the Finance Committee.

6. The Finance Committee will review these guidelines annually and propose them for approval by the Board of Trustees.
7. The Finance Committee must approve any temporary exceptions with notification to the Board of Trustees.

Specific Investment Criteria

Equity Securities

1. The equity investments will seek to achieve a diversified portfolio and may include portions in growth stocks, index funds, value funds, and small cap funds, etc. both domestically and overseas.

Fixed Income Securities

1. Securities or mutual funds will be U.S. treasury, U.S. Agency and non-governmental investment grade issues rated “BBB” or better. However, only 10% will be below an “A” rating.
2. With the exception of U.S. Treasury and U.S. Agency securities, no more than 5% of the Fixed Income holdings may be invested with any single issuer, and such holding may not exceed 5% of an Issuer’s outstanding debt.
3. The duration of the portfolio’s assets will be limited to not more than seven (7) years.

Short-term and Other Investments

Real Estate Related

1. The real estate investments of the Fund may include REITS and other pooled Funds.

Short Term (Cash Equivalent) Investments

2. All securities will have the highest ratings by Moody’s and/or Standard and Poor.

Other Investments

1. Subject to approval of Finance Committee and the Board of Trustees.

Restrictions and Performance

List of Restrictions

1. “The Dormann Library Family Members” (e.g. Trustees, Friends, etc.) shall not be employed in the Investment management of the Endowment’s funds.
2. No investment is permitted by managers in their own securities or securities of their affiliates.

Performance Measurement

1. Measured and reviewed quarterly using various standard indices. Attention will be placed on measurement over 3 to 5 year periods with recognition of the prevailing investment environment.
2. Absolute rate of return will be compared with the investment objectives as defined above.
3. Relative rate of return:
Total portfolio rate of return compared with CPI as a measure of inflation.

Finance Committee Responsibilities

1. Monthly written reports to the Boards on performance results.
2. Annual reports sharing investment results for the most recent 1 year, 3 years, and 5 years, and:
Any changes investment strategy or philosophy
Investment outlook and strategy

The Dormann Library Board of Trustees Responsibilities

1. The Board of Trustees will review and approve annually the Finance Committee’s recommendations.
2. Review annually the endowment portfolio structure and results.
3. The Finance Committee will report changes in the Fund’s investments to the Board of Trustees.
4. Annually the Board of Trustees will review and accept or decline the amount available for distribution to each calendar year’s operating budget.

700.4 Fundraising

Use of Library Space for Fundraising and Raffles

The Dormann Library is a public resource and an active center for the community. Groups wishing to use Library space in order to conduct raffles or other fundraising activities must adhere to the following policy.

Only Bath civic groups can use the Library to conduct raffles or other fundraising activities. Bath civic groups are defined as groups directly connected to the Bath Village government, or that are directly and exclusively associated with the Bath Village community (e.g. the SPCA, the Steuben County Historical Society).

The Dormann Library Board of Trustees will be the arbiter of what constitutes a “civic group” for purposes of this policy.

All requests to use the Library for fundraising activities and raffles are subject to the approval of the Board of Trustees, and this policy can be amended at anytime. Those requesting use of library space should be aware that the Board meets in public session on the third Tuesday of each month except July and August.

The Dormann Library will limit the number of fundraising activities (including raffles and collection jars) as follows:

A. No more than one collection jar or sale of raffle tickets will be held on Library premises at any one time.

B. Preference for fundraising activities will be on a first-come, first-served basis.

The length of time for the fundraising event will be approved by the Board of Trustees.

Library staff will keep money for the fundraiser sales separate from library funds at the Circulation Desk.

If students under 16 years of age are fundraising in the library building or on the sidewalk, an adult from the organization needs to be present.

700.5 Credit Card Policy

The purpose of the credit card policy of the Dormann Library is to facilitate purchases for the library.

The Director will be responsible for compliance with the credit card policy.

The Director may use the credit card only for goods or services for the official business of the Dormann Library. Documentation detailing the goods and services purchased must be attached to the credit card statement.

The Director is responsible for the protection of the credit card and will immediately notify the Treasurer and the issuing agency if the card is lost or stolen. The Library will use disciplinary measures consistent with current law for unauthorized use. Any benefits derived from the use of the credit card will be the property of the Library.

The balance due on the credit card account will be paid within the balance period indicated on the monthly statement. The Dormann Library accepts full responsibility for the debt incurred on the credit card.

Only credit cards that have no annual or monthly fees will be used.

The Director must immediately surrender the credit card upon leaving the employ of the library.

Credit Card Guidelines

Card Use

A credit card will only be issued to the Board President, the Library Director, and one designated staff member. It will be honored for Library Business by any vendor or merchant who accepts the card. The card has an authorized maximum spending limit of \$5,000.00. Purchases made via the credit card must comply with the

Library's Financial Policy and Purchasing Policies. This card in no way changes such policies. It merely provides a method for making certain payments. Violations of the Library Credit Card Policies and Guidelines may result in revocation of user privileges and termination of employment. Anyone who has inappropriately used the credit card will be required to reimburse the Dormann Library for all costs associated with such improper use.

Transaction Procedure

All credit card transactions can be performed in person, over the phone, on the Internet (secure sites only), or through the mail. When the credit card is used, please follow the Guidelines below.

Tell the merchant that payment will be made with the Library's credit card and that it is a non-taxable purchase. If it is a phone, Internet, or mail order, give the merchant the card number and expiration date. If you are making the purchase in person present the card to the merchant.

Retain all receipts and credit card slips.

Tax Exemption

You must notify the vendor or merchant that the credit card transaction should be tax exempt. A copy of the Library's tax exempt status should be presented to the vendor if documentation is requested for tax and audit purposes.

Items That Can Be Purchased With the Credit Card

the credit card may be used for any of the following:

Travel expenses

Conference registration fees

Library materials, equipment, supplies, contracted services and operating expenses.

Credit Card Security

The credit card must be kept secure at all times.

Use By Someone Other Than the Cardholder

The only person entitled to use the credit card is the Director whose name appears on the face of the card or someone authorized by the Director.

Lost or Stolen Card

If the credit card is lost or stolen, the Library Director must notify the Treasurer and the issuing agency immediately.

Library Director's Responsibility

The Director is responsible for ensuring activity and account information is noted on the credit card statement for each line of entry. The Library Director will use the credit card in compliance with the Library's Finance and Purchasing Policies and retain all sales slips/register receipts. These receipts must be reconciled against the monthly credit card statement.

700.6 – Lifelong Learning Fund Policy

Introduction

The Dormann Library (Library) supports the Steuben County population by providing library services to the Bath area and surrounding communities. The Library is a non-profit, tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code. This policy will establish and set forth the responsibilities for a Lifelong Learning Fund Committee (Committee) which will operate as a standing committee of the Library and be responsible for investment and spending strategies in furtherance of the mission of the Library consistent with the terms set forth herein.

A Lifelong Learning Fund Manager will be appointed by the Library Board of Trustees to assist the Committee in meeting its investment goals and to provide monthly reports to the Committee.

Statement of Purpose

The Committee shall have the overall responsibility for the operation and administration of the Lifelong Learning Fund portfolio. This long term investment fund shall be categorized as a designated investment account in the Library's Financial Statements. The members of the Committee will be fiduciaries of the portfolio with respect to all responsibilities allocated to them. The members will discharge their duties solely on behalf of the Library's mission in accordance with its specific terms.

The goal of the Committee is to assure that Lifelong Learning Fund assets are appropriately invested to achieve the long term goals and objectives of the Library so as to ensure that the Library has the financial resources to support its programs. The Committee shall work with the Library in fundraising efforts to increase the Fund's capital so as to assist the Library with the funding of various projects and programs. This policy may be changed at any time by the Committee, with the approval of the Library Board of Trustees, and shall be reviewed by the Committee at least once per year.

Committee Membership

The Committee will consist of no fewer than eight (8) and no more than twelve (12) members to be selected by the Library Board of Trustees. The Committee shall designate one person to act as Chair, and another member to act as co-Chair in the event that the Chair is not able to fulfill his or her duties. The Committee shall also designate a person to act as Secretary to take minutes of the meetings and assist in disseminating information to the rest of the Committee. The Chair shall, in consultation with other Committee members, set the agenda and preside at the meetings. A quorum for the transaction of business at any meeting of the Committee shall consist of at least 50% of regular Committee members. Decisions shall be made by a majority of those present at the meeting.

Members of the Committee shall serve at the pleasure of the Library Board of Trustees. The Committee, with the approval of the Library Board of Trustees, may designate certain members or former members of the Committee to be "Members Emeritus". Members Emeritus may not vote but may attend meetings and contribute to the discussions, although their presence shall not count towards the calculation of a quorum.

Investment Goals

1. To preserve capital by maintaining high quality investments which will weather unfavorable investment climates and to maximize long term growth.
2. To adjust the asset mix based upon expected rates of return to reduce overall risk.
3. Total rate of return should exceed inflation plus 3% over the long run.

Duties and Responsibilities of Committee

1. Will meet at least three (3) times each year, or more at the discretion of the Committee, to review the portfolio.
2. Will continually supervise the Lifelong Learning Fund assets in order to meet investment goals through active portfolio management and to review the portfolio to ensure compliance with the Library's investment policy statement and guidelines.
3. Will review the Committee policy to assure that it continues to be consistent with the Library's current needs and long term goals and objectives.
4. Will provide to the Library Board of Trustees a quarterly summary of the Lifelong Learning Fund.
5. Will meet with the Lifelong Learning Fund Manager to:

- a. Discuss and define the overall investment policy;
 - b. Discuss the needs of the Library as it pertains to the current asset mix;
 - c. Discuss the main trends of the equity and fixed income markets;
 - d. Discuss the changes in the portfolio and reasons behind those changes;
 - e. Provide performance figures for the Lifelong Learning Fund
6. Evaluate the performance of Lifelong Learning Funds on an annual basis with respect to the achievement of the investment goals.
 7. Evaluate the overall performance of the Lifelong Learning Fund Manager on an annual basis and provide to the Library Board of Trustees the results of such evaluation.
 8. Seek out donors for the Library, organize fundraisers and take other steps to raise special project money to be provided to the Library Board of Trustees to meet a particular need as set forth by the Library Board of Trustees.
 9. If the asset mix, as set forth below, is found to have been out of compliance for three (3) consecutive months during the Library Board of Trustees' review, the Committee shall re-balance the asset mix to achieve compliance.

Asset Mix

The asset mix of the Lifelong Learning Fund shall at no time be more than 50%-70% in the equity sector and no more than 30%-50% in the fixed income sector. From time to time, as general economic indicators dictate, a portion of the equity sector may be moved into the cash equivalent sector for the preservation of principal.

Cash Equivalent Sector

Certificates of Deposit or money markets shall be insured and negotiable.

Fixed Income Sector

No more than 10% of the fixed income sector, at market value, shall be invested in any one issuer. Any issue of the United States of America, and its agencies, which are backed by the full faith and credit of the government, are exempt from any limitations. United States government agencies which are not full faith and credit of the government are restricted to 20% of the portfolio. At least 60% of the fixed income sector must be investment grade. Fixed income securities shall never be lower than "A" as rated by Standard and Poor's or Moody's Bond Service and no issue can have a rating below "BBB" at the time of purchase.

Equity Sector

No more than 10% of the equity sector, at market value, shall be invested in any one issuer with all convertible issues classified as equity purchases. Up to 25% of investments in the equity sector can be international investments (mutual funds) and all investment in this sector must be blue chip stocks. **Well diversified Exchange Traded Funds (ETF's) are not subject to the 10% Issuer Limitation, Minimum Bond Rating or restrictions on Derivatives and Mortgages.**

Prohibited Transactions

1. No investments in private placements, fixed income or equity or individual common stock.
2. No investments in any securities of parties of interest.
3. No investments in mortgages, tax shelters or deferred annuities.
4. No investments in derivatives or like instruments.
5. No investments in options or margin purchases (excluding covered rights).

6. No investments in securities conflicting with the Library's mission.

Guidelines for Use of Endowment Funds (Spending Policy)

The Lifelong Learning Fund is an important source of stability and funding for the Library's needs. To protect the principal of the fund, while providing for the operations of the Library, these guidelines are being implemented:

1. Funds available for disbursement each year may be up to 75% of the earned income (interest and dividends) less expenses of the fund (such as management fees). Funds may be disbursed to the Library Director and reported to the Library Board of Trustees on a quarterly basis, or upon a specific request by the Library Board of Trustees for a special project or need.
2. This revenue should be used to supplement, not supplant, other funding received. It should not be used for expenditures covered by the agreed upon budget (ie: personnel expenditures). In addition, it should not be used for items eligible for State aid.
3. In allocating these funds, it is important that they be used to encourage and improve library services, not only to maintain them.
4. All donor restrictions will be honored to the extent that the restrictions are not in violation of Library policy.
5. When deemed necessary by a two-thirds vote of the entire Library Board of Trustees, disbursements from the fund in excess of the distribution may be made.

800 Book Barn Approved 2/15/2011

Material weeded from the library collection and gift books which will not be added to the library collection will be put in the Book Barn for sale. Activities of the Book Barn will be supervised by a member of the library Board of Trustees. All proceeds will go into the general library fund and be used to purchase new material for the library.

900 Records Retention Approved 10/16/012

900.1 Retention

Association Libraries. These libraries are "established and controlled ... by a group of private individuals operating as an association" and are not created by governmental actions. Some association libraries may have "Public Library" in their title, but are nonetheless not units of any local government. The currently about 375 association libraries, as defined in Section 255.3, Education Law (quoted above), are not required to use a State Archives' schedule to dispose of records. The New York, Brooklyn, and Queens Borough Public Libraries are also considered to be association libraries. These include a few non-chartered libraries and "reading centers."

900.2 Destruction

The records of the Library will be retained and disposed of in accordance with the schedules published in Records Retention and Disposition Schedule MU-1 by the University of the State of New York and The State Education Department.

The Library Director shall serve as the Records Management Officer for the Library in order to insure compliance with the Records Retention and Disposition Schedule MU-1.

The Library Director shall serve as the Records Access Officer for the Library in order to insure compliance with the Freedom of Information Law.

MOVE TO TABLE BELOW

Incorporation, chartering and registration records:

Retention: Permanent

Directory of Public Library System and member libraries, prepared by public library system (member library's copy)

Retention: 0 after superseded or obsolete

Borrowing or loaning records, including interlibrary loan:

Retention: 0 after no longer needed

Catalog of holdings

a. Manuscript or published catalog:

Retention: Permanent

b. Continuously updated catalog:

Retention: 0 after superseded or obsolete

Individual title purchase requisition which has been filled or found to be unfillable:

Retention: 1 year

Records documenting selection of books and other library materials:

Retention: 0 after no longer needed

Library material censorship and complaint records, including evaluations by staff, patrons' complaints and record of final decision:

Retention: 6 years after last entry

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.

Patron registration for use of rare, valuable or restricted non-circulating materials:

Retention: 6 years

Confidentiality

Chapter 112, Laws of 1988, provides that any library records that personally identify users of libraries shall be confidential. Any questions regarding access to these records should be directed to the [NYS Committee of Open Government](#)

Business Records and Documents

While public libraries currently are not under Sarbanes-Oxley, the law provides guidance on minimum retention requirements that the Mid-Hudson Library System recommends libraries follow. The Sarbanes-Oxley Act addresses the destruction of business records and documents and turns intentional document destruction into a process that must be carefully monitored by the Treasurer of the Board of Trustees.

Type of Document	Minimum Requirement
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank Reconciliations	2 years
Bank statements	3 years
Checks (for important payments and purchases)	Permanently
Contracts, mortgages, notes and leases (expired)	7 years
Contracts, mortgages, notes and leases (still in effect)	Permanently
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years

Deeds, mortgages, and bills of sale	Permanently
Depreciation Schedules	Permanently
Duplicate deposit slips	2 years
Employment applications	3 years
Expense Analyses/expense distribution schedules	7 years
Year End Financial Statements	Permanently
Insurance Policies (expired)	3 years
Insurance records, current accident reports, claims, policies, etc.	Permanently
Internal audit reports	3 years
Inventories of products, materials, and supplies	7 years
Invoices (to customers, from vendors)	7 years
Minute books, bylaws and charter	Permanently
Patents and related papers	Permanently
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years
Retirement and pension records	Permanently
Tax returns and worksheets	Permanently
Timesheets	7 years
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 years

This policy does not constitute a contract of employment which is at the will of the employer.

1000.1 Salary Payment

1. Salary and hourly wage rates are recommended to the Personnel Committee by the Director. The Personnel Committee refers them to the Budget and Finance Committee which then refers them to the Board for approval.
2. Pay increases will be based on longevity, additional responsibilities, increase in skills, performance evaluation and recommendations by the Director, subject to available funding.
3. Payment will be once a week on Friday or the previous business day if it falls on a holiday.

1000.2 Work Week

1. Full-time staff will be defined as an employee who works 20 hours per week or more.
2. Part-time staff are those employees who work up to 20 hours per week.
3. Employees are expected to report to work when scheduled and be “in place” at the scheduled time. In an emergency, any employee who cannot be at work when scheduled must notify the Director or Director’s Designee as soon as possible.
4. Employees working a six hour shift are entitled to take a half-hour lunch break. Employees working an 8-hour shift are entitled to take an hour lunch break. This should be scheduled so that the main desk will be covered.
5. In any four-hour work period, an employee is allowed a 10-minute break.

Library Hours

Monday	10:00AM – 6:00PM
Tuesday	10:00AM – 6:00 PM
Wednesday	10:00AM – 6:00PM
Thursday	10:00AM – 6:00PM
Friday	10:00AM – 6:00 PM
Saturday	10:00AM – 2:00 PM

1000.3 Holidays

The following are days that the library is closed for holidays:

- New Year’s Eve Day
- New Year’s Day
- Martin Luther King Day
- Presidents’ Day
- Memorial Day
- Independence Day (July 4)
- Labor Day
- Indigenous People’s Day
- Veteran’s Day
- Thanksgiving Day and the day after
- Christmas Eve Day
- Christmas Day and the day after

Full time staff will be compensated when the holiday falls on their normally scheduled work day.

1000.4 Paid Leave (Leave Request Form Appendix F)

1. Paid Leave can be used for vacation, sick days, or personal time.

2. Permanent (regularly scheduled) employees, long-term substitutes and permanent contractors are granted Paid Leave hours as follows:

Part A

New employees begin accruing hours each month after 3 months of employment based on the number of hours worked in one week. The following January 1st, a yearly total is added to the Paid Leave balance rather than an accrual each month. See Appendix J for Paid Leave Record. If working hours increase or decrease, the balance is adjusted accordingly. See Appendix K for hours accrued per hours worked.

Part B

Employees also accrue the following based on anniversary of employment:

- One work week equivalent* after one year of employment.
- Two work week equivalent after two years of employment
- Three work week equivalent after five years of employment
- Four work week equivalent after 15 years of employment

*Work week equivalent equals the number of hours an employee works in one week.

3. A maximum of thirty (30) hours of unused accrued leave may be carried over to the next year.
4. An employee may donate accrued hours to another employee.
5. Employees who have been absent from work for three or more consecutive work days because of illness or injury may be required to provide a medical statement from a licensed health care provider which affirms their ability to resume assigned job responsibilities.
6. Employees separated in good standing will receive pay for all earned, unused Paid Leave.

1000.6 Jury Duty

Full-time staff will receive regular pay less jury compensation.

1000.7 Leave Without Pay

1. Leave without pay must have the Director’s approval and notification to the Board.
2. Such leave may be requested only for a short term.

1000.8 Staff Privileges

1. Staff may purchase books through the library at the library discount.

1000.9 Development and Training

1. It is important that all library staff are well trained for their jobs. Initial orientation training will be carried out by a designated staff member.
2. Staff are encouraged to ask questions and continue their training, as the skills and knowledge needed to be an effective employee change.
3. The Director is encouraged to attend the NYLA Conference and any other relevant professional training conferences and meetings as budget allows.
4. Staff may be asked by the Director to attend meetings or training sessions.
5. Mileage will be paid at the current federal rate per mile for library related travel.

1000.10 Performance Evaluation

Employees will be evaluated at least once a year. The purpose of the evaluation is to observe and evaluate the progress of each employee. The evaluation will be reviewed and discussed with the employee. The employee must sign the evaluation as acknowledgement that they have read it and may make comments. This does not indicate agreement with or approval of the evaluation. The evaluation will be kept in a personnel file. All files will be confidential. The employee may review his/her own file in the presence of the Director. The Director may provide copies of an employee's personnel file at the employee's request. At no point may the employee remove material from it (**Employee Performance Review Appendix I**)

1000.11 Staff Obligations

1. Staff are expected to be friendly and treat all patrons with courtesy and dignity.
2. All staff are expect to familiarize themselves as much as possible with the resources of the library collection so that patrons may be well served.
3. Staff members are expected to treat each other with courtesy and cooperation.
4. Personal calls and visitors during working hours should be limited to emergencies.
5. Dress should be safe, appropriate and not be disruptive or interfere with the educational process. Some examples of inappropriate dress are shorts, plunging necklines, see through clothing, and torn clothing. Footwear that is a safety hazard will not be allowed. These examples are not intended to be a complete list and final determination will be made by the library director.
6. There will be no smoking anywhere on library grounds and no illegal drugs or alcohol use on premises (**Code of Ethics of the American Library Association appendix J**)

1000.12 Resignation of Employment

1. Notification of resignation should be given in writing two weeks in advance.

1000.12 Termination of Employment

1. Staff who are not performing their duties, who have unexplained absences, or chronic absenteeism, will be dismissed.

1000.13 Grievance Procedures Approved 9/21/2010

Prior to the initiation of a formal grievance, the employee shall meet with the Director to discuss the dispute in an attempt to resolve the problem informally.

If the employee does not feel that the issue is resolved, he/she may begin a formal process according to the following steps:

Step 1: The employee will complete and personally submit the approved grievance form 1-10 A to the Library Director requesting a conference with the Director to discuss the nature of the grievance and the action or remedy sought. This must be done within five (5) business days of the date on which the event became known to the employee or of the most recent occurrence of a continuing practice giving rise to the grievance. The conference must be held within three (3) days of the date of the employee's request consistent with the work schedule of the employee and the director. After the conference between the employee and the director is completed, the Director shall provide the employee with a written summary of the conference and its outcome within five (5) business days of the conference.

Step 2: If the employee is not satisfied after reviewing the Library Director's written decision, he/she may appeal to the Personnel Committee of the Library Board of Trustees. To request a hearing with the Personnel Committee the employee shall complete the approved employee response form 2-10A and submit it to the Chairperson of the Personnel Committee within five (5) business days of the Director's decision. The written request for a hearing shall include all written documentation from the earlier stages of the grievance procedure. The Personnel Committee shall then schedule a hearing within five (5) business days of the written request, unless otherwise extended by agreement or because of illness. The employee, the Library Director, and any other witness(es)

relevant to the issue shall attend the hearing. The Personnel Committee shall render its decision in writing within five (5) business days.

Step 3: If the employee is not satisfied with the decision of the Personnel Committee, the employee may appeal the decision to the Board of Trustees for a final decision. To do so, the employee must complete the employee request for hearing form 3-10A and submit it to the President of the Board of Trustees within five (5) business days from the date of the Personnel Committee's written response. Along with form 3-10A the employee must submit the original written grievance and the Library Director's written response, as well as the written decision of the Personnel Committee. The employee shall be given the opportunity to be heard by the Board. The Board shall then render its decision in writing to the employee within ten (10) days. **Grievance Forms Appendix O**

1000.14 Job Descriptions Appendix K Approved 11/16/2010 Amended 2/15/2011 Amended 5/15/2018

1100 Copyright Adopted 11/20/2012

The Dormann Library recognizes the rights of the holders of copyright and will not knowingly allow violation of the law either by staff or by the public.

The Dormann Library recognizes the rights of patrons to use materials and will inform patrons about the limits which the law places on reproduction and performance of such works.

The Dormann Library shall consider Fair Use Doctrine (Title 17 United States Code, Section 107) when evaluating patron and staff use of materials for the purposes of copyright, including those used for library programs.

Unless copyright has been waived on a website such as Creative Commons

Any use of computer printing, photocopying or reproductions that infringes use of copyrighted works is subject to civil remedies and criminal penalties provided by Federal Law. The person using library equipment is liable for any infringement.

The Dormann Library assumes no legal responsibility for enforcement of copyright.

The Dormann Library assumes neither liability nor responsibility for patrons' actions.

1200.2 Conflict of Interest Approved 6/21/2011

appendix

Officers, Board Members and Employees

No Board member or committee member of the Dormann Library shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation on the Board. Other than compensation, no employee shall derive any personal profit or gain, directly or indirectly, by reason of his or her employment by the Dormann Library except through activities that may facilitate professional advancement or contribute to the profession such as publications and professional service and have been fully disclosed to the Board.

Each individual shall disclose to the Board any personal interest which he or she may have in any matter pending before the Board and shall refrain from participation in any decision on such matter.

Members of the Dormann Library Board, committees, and staff shall refrain from obtaining any list of library patrons that result in personal benefit.

Statement of Associations

This is to certify that I, except as described on the reverse of this sheet, am not now nor at any time during the past year have been:

A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party doing business with the Dormann Library that has resulted or could result in personal benefit to me.

Any exceptions to the above are stated on the reverse of this sheet with a full description of the transactions, whether direct or indirect, which I have (or have had during the past year) with persons or organizations having transactions with the Dormann Library.

Annual Statements

Each Trustee, principal officer, member of a committee and staff with board delegated powers, shall annually sign a statement which affirms that such person (a) has received a copy of the Conflict of Interest Policy, (b) has read and understands that the Dormann Library is a charitable organization and that in order to maintain its Federal tax exemption, it must engage primarily in activities which accomplish one or more of its tax exempt purposes.

Signature _____ Date _____

Printed Name _____

Dormann Library Position _____

1300 Ancillary Support Adopted 2/18/2011

1300.1 Volunteer Policy

Definitions:

A *volunteer* shall be considered as any individual, 16 years or older, who assists with work done at the Dormann Library, without remuneration. Exceptions to the age requirement may be made by the Library Director.

A *student intern* shall be considered as any middle school, high school or college student who performs volunteer work. Individual Boy/Girl Scouts working on advanced awards are also classified as student interns.

Role of Volunteers

Volunteers are an essential part of the Dormann Library's service to customers. Volunteers generally provide

support services to staff and/or work on special projects. Because we rely upon our volunteers to help provide service, it is essential that a volunteer make a real commitment to the library.

Selection of Volunteers

A **volunteer application** and interview must be completed before anyone can serve as a volunteer at the library. Volunteers are selected based upon their qualifications and the needs of the library at any given time. While we appreciate every person who wishes to volunteer at the library, opportunities for voluntary work are limited. A criminal background check may be required, depending on the nature of the volunteer position for which the applicant is applying.

Volunteer Service

The library does not compensate volunteers for time spent or expense incurred. Volunteers are expected to complete the training program for the particular function and to take directions from the supervisor who is responsible for their work.

Volunteer service should be sufficient in scope and duration to justify the investment of staff time in training and managing the volunteers.

Volunteers may be removed by that supervisor if the work performance is not satisfactory after discussion with the library director.

Volunteers are bound by all library policies.

Service volunteers are recognized by the public as representatives of the library and shall be guided by the same work and behavior codes as employees. They serve with the status of "at-will" and are not employees.

Each volunteer shall have a specific paid staff member to whom he or she reports and with whom to discuss problems.

Volunteers may not have access to staff-only areas without direct supervision.

Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information which they may be exposed to while serving as a volunteer whether this information involves single members of staff, volunteers, patrons, or other persons, or involves the overall business of the library. Failure to maintain confidentiality may result in immediate termination of the volunteer and/or other corrective action

Volunteer Job Description

Requirements

Willingness to work within the library environment

Ability to interact with patrons, library staff and other volunteers in a positive and pleasant manner

Dependability

Willingness to follow supervisory direction

Willingness to learn and to do the assigned work effectively

Willingness to complete any training relating to the assigned work

Willingness to be supportive of the library and its policies

Skills

Ability to follow direction

Manual dexterity

Physical dexterity

Knowledge of alphabetical order and decimals

Knowledge of computer operations if applicable to the assigned work duties

Attention to detail

Organizational ability

Possible Volunteer Duties

Circulation Desk

Greet visitors with a smile and “hello.” Inform them of upcoming activities at the library.

If trained, check out/discharge library material.

Computer Maintenance

Dust keyboards

Wash screens

Facilities Maintenance

Dust book shelves, window sills, and other areas.

Recycle.

Remove lint from furniture.

Remove stains from carpet.

Wash tables/chairs.

Wash wastebaskets.

Wash windows.

Grounds Maintenance

Pick up any trash found on library grounds and put in dumpster.

Pull weeds.

Scrape gum off sidewalks.

Sweep/shovel sidewalks.

Sweep spiders from overhang front/back.

Trim shrubs.

Wash wastebaskets

Wash windows.

Library Programs

Be a guest reader for story hour.

Help with story hour/summer programs.

Prepare material for craft projects.

Materials Maintenance

Help with inventory and weeding.

Maintain shelves (books/DVDs/ magazines, etc.) in proper order.

Put puzzles together check for missing pieces.

Shelve returned books.

Wash children’s books.

Wash audio CDs.

1400 Public Relations Approved 11/15/2011

The public relations goals of the Dormann Library are:

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

The Board of Trustees recognizes that public relations involve every person who has a connection with the Library. The Board urges its own members and every staff member to realize that they represent the library in every public contact. Good service supports good public relations.

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

Any official press releases, announcements, or mailings must be reviewed by the Library Director.

Emergency Situations

In the event of an emergency situation, official statements to the public and media will be made by the Library Director, Board President or designee.

If it is necessary for the library staff to provide the public with information, the Library Director will inform staff what is to be said.

In the event that the Library has to close due to an emergency situation or inclement weather, the Library Director, or designee, will contact the media.

1500 Whistleblowers

Approved 10/16/2012

Accounting and Auditing Matters

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

1600 Disaster Preparedness

Adopted 6/17/2014

Disaster Preparedness and Emergency Management Plan

Emergency Contacts

Police	(607)776-2175
Fire	(607)776-2222
Library Director	(607)368-2435
Board President	(607)
911	

When to call 911

If you are threatened.

If there is immediate danger of violence.

If there is an emergency or you think there might be an emergency.

If you observe criminal behavior or if a patron reports criminal behavior to you.

If the Director or Director's Designee is not available and a problem is serious.

If every reasonable effort to obtain a patron's compliance with the rules has failed, and the patron has refused to leave the library.

Remember when you call 911 to:

Identify yourself and say that you are calling from the Dormann Library.

Briefly, but clearly, explain the situation.

Indicate the urgency of the situation.

Provide any other relevant information.

Disaster Preparedness and Emergency Management Plan

In order to insure the safety of patrons and staff, the Board of Trustees of the Dormann Library, under section 262 of the New York State Education Law (*§ 262. Use of public and Indian libraries. Every library established under section two hundred fifty-five of this chapter shall be forever free to the inhabitants of the municipality or district or Indian reservation, which establishes it, subject always to rules of the library trustees who shall have authority to exclude any person who willfully violates such rules; and the trustees may, under such conditions as they think expedient, extend the privileges of the library to persons living outside such municipality or district or Indian reservation*) has established the following rules for use.

Introduction

Safety and security are ongoing issues for libraries. The unique characteristics of libraries and how they function often contribute to problem behavior and safety issues. Both patrons and staff need to feel comfortable and safe. Yet care must also be taken to see that our efforts to keep the library safe do not become barriers to good service. Unpleasant situations inevitably arise when working with the public. Often discussions about library security are framed in terms of “problem patrons.” Identifying problems with individual or groups of users can lead to serious legal problems, not to mention ethical and public service dilemmas. The solution is to focus unswervingly on behavior.

Every employee has a role in keeping our library safe, secure, and comfortable for both staff and patrons, from being thoroughly trained in fire evacuation procedures through being prepared to deal with criminal behavior in the library. However, employees need appropriate tools in order to accomplish this.

This plan was developed to help staff members play their part in providing a safe and secure library by outlining safety procedures; by defining behavior that is not acceptable in the library; and by describing actions which should be taken by all staff members to address safety and security issues.

Emergency Management Plan

To account for the variable character of disaster emergencies and the extent of advance warning there are three differing plans of action for the health and safety of patrons and staff: the Go Home Plan, the Shelter in Place Plan, or the Evacuation Plan.

These plans are defined as follows:

The Go Home Plan meets the need to return patrons and staff to their homes and families as rapidly as possible.

The Shelter in Place Plan or “stay where you are” is a decision when the situation is safer inside than outside. Generally, sheltering is for a short time – but conditions could warrant extended sheltering.

The Evacuation Plan means going outside, away from the library - possibly to a safer location -and waiting for the danger to pass.

Disaster Preparedness

Fire (Evacuation Plan)

At the first indication of smoke or flame, the Director or Director’s Designee should investigate the situation to determine location and extent of fire. Do not panic, but do not underestimate the potential danger to patrons or staff represented by a fire.

The smoke detectors may set off the fire alarm. If not, the Director or Director’s Designee should pull the fire alarm to notify the library users to evacuate the building. Staff members on each shift will be assigned to exits to guide patrons out of the building.

If the fire can obviously be contained and extinguished quickly and safely by the Director or Director’s Designee, he/she should proceed to do so.

Fire extinguishers are mounted on the wall at the following locations:

- to the right of the door leading to the lobby and back parking lot
- to the left of the door leading to the workroom from the Teen area
- to the right of the window by the coffee carafes in the café

Fire alarms are located in the following areas

to the left of the door leading to the outside from the Community Room

to the right of the outside door leading to West Morris Street

However, if there is any doubt about whether the fire can be controlled, the Director or Director's Designee should immediately evacuate the building and call 911.

Patrons on the children's side of the library, near the adult fiction section should use the Morris Street exit.

Patrons in the café, near the adult nonfiction section should use the parking lot exit. Community Room users should exit through the outside door or, if not possible, through the door to the lobby and then exit to the parking lot. A staff member on each shift should be assigned to check the bathrooms in case of emergency. Wait outside for the fire department. Do not re-enter the building until the fire department says it is safe to return. If the Director is not in the building, call him/her to report the problem as soon as possible.

Power Outage (Go Home Plan)

The Director or Director's Designee should close the library to the public. Staff should assist patrons in evacuating the building and check all bathrooms to make sure that patrons are not trapped inside without light. Exit lights at each door should still work. If not, inform the Director. Staff should turn off all computers. The Director or Director's Designee should call Bath Electric Gas & Water at (607)776-2173 to report the problem. If the Director is not in the building, call him/her to report the problem as soon as possible.

No Water (Go Home Plan)

The Director or Director's Designee will close the library to the public and call Bath Electric Gas & Water at (607)776-2173 and/or Keeler Services at (607) 776-5757. If the Director is not in the building, call him/her to report the problem.

No Heat (Go Home Plan)

The Director or Director's Designee will close the library to the public and call Isaac's at (607)562.7355. If the Director is not in the building, call him/her to report the problem as soon as possible.

Bomb Threat (Evacuation Plan)

The paramount concern is the safety of the patrons and personnel of the library.

A bomb threat is a declared sudden emergency requiring everyone to leave the endangered building. Any employee or patron who receives information that a bomb threat to the library has been issued shall notify the Director or Director's Designee immediately.

If the threat is by telephone, keep the caller on the line as long as possible and ask the caller to repeat the message (if possible, use **Bomb Threat Checklist – Appendix** to record pertinent information). If not, try to write down every word spoken. If the caller does not indicate the location of the bomb or the time of possible detonation, ask for this information.

Pay particular attention to background noises such as motors running, background music or any other sounds which may indicate the location from which the call is originating. Listen closely to the voice (male, female), voice quality (calm, excited), accents and speech impediments.

Immediately after the caller hangs up, clear the building and call 911. If the Director is not in the building, call him/her to report the problem as soon as possible.

Tornadoes (The Shelter in Place Plan)

Do not leave the building. If there is time, staff should make sure all exterior doors and windows are closed then stay away from them and prepare for a power outage. If the Director is not in the building, call him/her to report the problem as soon as possible.

Biohazard (Evacuation Plan)

Leave any suspicious substance where it is found. Do not take any action that might spread it to another area. The Director or Director's Designee should evacuate the building and call 911. If the Director is not in the building, call him/her to report the problem as soon as possible.

Severe Storms (The Shelter in Place Plan)

Staff should make sure all exterior doors and windows are closed, shut down the computers and prepare for a power outage. If the Director is not in the building, call him/her to report the problem as soon as possible.

Snow Emergencies

Closings are at the discretion of the Library Director. If Bath Central Schools are closed, the library is closed.

Local/National Emergencies

Staff should monitor the news and follow any instructions given. If indicated, vacate the building or remain in a safe area of the building. If the Director is not in the building, call him/her to report the problem as soon as possible.

Health Emergencies

Staff members should exercise caution when administering first aid of even a minor nature because of the safety of the injured individual and the potential liability of the staff member. Do not move the injured person. Without specialized training, it is not advisable for staff to undertake more than keeping the sick or injured person comfortable and protected from needless disturbance until medical help can be obtained. Since each case is unique, staff members should use their own judgment to do what is prudent and reasonable.

The 911 emergency number should be called immediately in the event of any serious problem. No medication, including aspirin should ever be dispensed to the public.

First aid supplies are located in the staff office, the Community Room, the Conference Room, the Discovery Kids Classroom and the MakerSpace. If the Director is not in the building, call him/her to report the problem as soon as possible.

Violence Intervention

There are two general categories of violent behavior with which we may be confronted within our libraries. Physical fights and individuals who are threatening harm either with or without a weapon. Below are strategies for dealing with both types of incidences.

Breaking up a fight (Only the Director or Director's Designee should intervene)

Staff should pay attention to warning signs and inform the Director or Director's Designee so he/she can intervene before any physical altercations, if possible.

The Director or Director's Designee should ask for assistance, if necessary, remove any obstacles - possible weapons – and dismiss any audience.

The Director or Director's Designee should identify him/herself and attempt verbal intervention or use noise distraction – shout, clap, drop a book.

The Director or Director's Designee should identify the aggressor and intervene to separate by removing him/her from the library as soon as possible. If one of the participants has a weapon, do not try to disarm. Wait for help.

Dealing with an individual who is threatening with a weapon

The Director or Director's Designee should use emergency notification by calling 911.

The Director or Director's Designee should use reflective listening to deal with the individual until help arrives. Say "I hear", "you sound angry/upset/worried". Talk about your family to try to bond with the person. Listen.

Try to get the individual to say he won't hurt you. Use "where, what, how" to ask questions not "why". Make no quick moves, be passive, cooperate, maintain a distance and allow the person an escape route.

Don'ts

Don't confront or antagonize

Don't negotiate

Don't tell the person to relax or calm down

Don't empathize

All staff are empowered to enforce Library Policy and Rules of Behavior but the Director or Director's Designee should be informed as they will be responsible for making decisions about emergencies or critical incidents occurring within the library or affecting the library. Examples include library closings, fire, floods, accidents, or any other unexpected events.

1700 Unattended Minors and Vulnerable Adults

Adopted December 20, 2016

The Dormann Library staff is concerned about the safety and well-being of all its users. Library facilities are public buildings and open to the public. Due to the many responsibilities of the Library staff, monitoring of vulnerable adults or unattended minors is not possible. Library staff does not assume parental responsibilities or oversight for minors or vulnerable adults while in the Library. A parent, legal guardian, or caregiver is responsible for monitoring the activities and managing the behavior of minors or vulnerable adults during their library visit. A vulnerable adult is defined as an individual over the age of 18 who is mentally or physically challenged to a degree that significantly impairs the individual's ability to provide adequately for his/her own care or manage his/her own behavior without assistance.

Minors or vulnerable adults left unattended may be at risk. There are many factors that could place them in danger; a minor or vulnerable adult could be tempted to go off with a stranger or could become ill. Either of these or other emergencies could take place in a public building.

Therefore:

- Minors under the age of 12/vulnerable adults must have a parent/legal guardian/caregiver in the immediate vicinity of or in visual contact with the minor/vulnerable adult at all times while in the Library.
- Appropriate law enforcement or child/vulnerable adult protective authorities may be notified to assume responsibility for the welfare of a minor or vulnerable adult left unattended.
- Minors age 12 and older may use the Library on their own. However, a parent/legal guardian is responsible for the actions and the well-being of his/her own child.
- Minors displaying inappropriate behavior may be asked to leave the Library. If a minor 12 or older is not able to leave the Library without an adult, he/she should not be in the Library alone. This is a particular concern in inclement weather and after dark.
- All minors/vulnerable adults should have the telephone number of someone who can assist them in an emergency.
- If a minor or vulnerable adult is left at the Library after closing time or in the event of an emergency situation, staff will attempt to contact a parent, guardian, or adult caregiver. If transportation is not available within 30 minutes of closing, the police or sheriff will be called to assist.

Under no circumstances will Library staff transport or take a minor or vulnerable adult away from the library building.

Dormann Library Board of Trustees and Library Director will establish guidelines, regulations, and procedures for the implementation of this policy including, but not limited to, staff enforcement and time limits.

1800 Social Media Adopted October 18, 2016

Purpose

To establish rules, procedures and best practices for the use of social media websites and social media resources for the Dormann Library. Social Media refers to community created content sites such as blogs, forums, Flickr, YouTube, Wikis, Facebook, Instagram, Pinterest, Twitter, LinkedIn and other content sharing sites.

It includes:

Material created by the library and maintained by library staff.

Material created by library staff on sites hosted and created by the library.

Material created on other social media sites when acting as a library employee.

The use of social media tools are meant to augment communications, collaboration, and information exchange between the Dormann Library and the public. Thus, the primary purpose of this policy is to establish guidelines for a professional and inviting social media presence. This policy complements rather than overrides any existing requirements that staff act professionally and respectfully. This policy applies to all staff and patrons, whether registered with the Dormann Library or not.

Procedures

The Library Director or Director Designee will be managing authority. All social media accounts are created only with permission from the Library Director. Similarly, changing the name, passwords, and settings of the social media accounts must be approved by the Library Director.

All content is subject to being edited or deleted by the Library Director. The Library Director may also remove any tags of links to other accounts at his/her discretion.

Each Dormann Library social media page should clearly indicate it is maintained by the Dormann Library.

If possible, each social media page should link to the Dormann Library official website and an online version of this policy, including the Public Terms of Use.

All social media sites and content shall be monitored and updated as time allow by appointed library staff. Daily monitoring of social media sites is expected in order to preserve the professionalism and integrity of the sites.

Staff Responsibilities

When posting material and comments on the Dormann Library social media accounts, staff will:

Always conduct themselves with professionalism and integrity as an online representative of the Dormann Library.

Not represent any posting or statement as official policy unless it has been explicitly approved by the Library Director.

Observe and abide by all copyright, trademark, and service mark restrictions in posting material.

Not make statements about patrons or post, transmit, or otherwise disseminate confidential information in violation of New York Statutes or the Dormann Library Confidentiality Policy.

Not conduct personal business or activities on library social media accounts.

Staff will not spend an inordinate amount of time on social media resources. This will be monitored by the Library Director or Director's Designee.

Library staff may not link material from employee personal social media accounts to the library social media accounts.

Appropriate content for staff to post

Notices of upcoming meetings, programs or events.

Information about library services, trends or technologies.

Press releases.

Library Policies and Procedures or a change thereof.

Notice of program cancellations or service disruptions.

Training and educational opportunities for the public.

Promotion of Dormann Library, the Southern Tier Library System or other professional bodies related to Dormann Library activities.

Discussion of books, book reviews or a virtual book club; patrons may post opinions in these online discussion however library staff may only summarize book content on library social media accounts.

All other content is to be pre-approved by the Library Director or Director's Designee.

Public Terms of Use

Public users should have no expectations of privacy for postings on library sponsored social media sites. By utilizing these sites, users consent to the library's right to access, monitor and read any postings on the sites. The library's social media resources may be considered public records. If copies are requested the library will disclose the contents of the social media sites to the requestor(s) and fees will be charge per the fee schedule.

By choosing to comment on the Dormann Library social media sites, public users agree to their terms:

1. Postings which the Library, in its sole discretion, deems unpermitted under this policy, or inappropriate, may be removed in whole or in part by the Library without prior notice.
2. The Library reserves the right to ban or block users who have posted in violation of this policy.
3. By posting on the Library's social media sites public users give the Library permission to use the content of any posting they make without compensation or liability on the part of the Library. This permission ends when the posting is deleted.
4. The Library will only use the personal information stored on any third party social media site to communicate with users on the site.

Postings Not Permitted

Postings inconsistent with the stated purpose of the social media policy, as determined by the Library, in its sole discretion. The following examples of postings not permitted include, but are not limited to:

1. Advertisements
 2. Spam
 3. Postings which contain obscene matter, cursing or a sexual nature. Postings must be appropriate for audiences of all ages to read or see as Library clients ages vary greatly
 4. Disparaging, harassing, abusive, profane or offensive postings
 5. Postings that are hateful, threatening, pornographic, that contain graphic or gratuitous violence
 6. Potentially libelous or defamatory postings
 7. Postings which contain privileged, propriety or confidential information about any person, business, or entity
 8. Postings which violate or potentially violate local, state or federal laws, including, without limitations, intellectual property and copyright laws
 9. Postings which discriminate on the basis of race, color, religion, national origin, sex, handicap, age, sexual orientation, creed or ancestry
 10. Postings which are sexually harassing, including, without limitation, epithets, slurs, negative stereotyping, sexual rumors that show hostility toward individuals based on gender, derogatory comments about individuals' body or appearance, unwelcome sexual compliments, innuendos, suggestions or jokes
 11. Postings shall not include contact information for people, businesses or agencies other than the library.
- Postings shall not be linked to any other account unless pre-approved by the Library Director.

Photo/Video

The library is a public space. All library programs occur in public venues. Attendees to library programs do not

have a reasonable expectation of privacy. Photographs/videos may be taken during library programs. These photographs and videos may be posted on library maintained social media accounts.

An announcement will be made at the beginning of each program that library staff may be taking pictures or video to be posted on social media. “Programs, events, and classes may be photographed or videotaped for library promotional purposes. Notify library staff if you prefer not to be included.”

As a courtesy, if a close-up photo is taken of one or two particular person(s) a photo permission form ([Appendix](#)) will be acquired before the photo is posted or used by the library.

Reporting Violations

Library staff and users may report violations of this policy to the Library Director.

A patron or public user who feels he/she has been unfairly banned or his/her content has been unfairly removed from the Dormann Library social media resources may file an appeal in writing with the library board. Appeals will be reviewed at the next regular meeting of the board, provided the appeal has been received seven day prior to the meeting.

Disclaimer

Dormann Library is not responsible or liable for the content of postings by third parties on any library sponsored social media site, and postings do not reflect the opinions or positions of the Dormann Library, its employees, or its Board of Trustees.

1900 Law Enforcement Inquiry Procedure Adopted April 19, 2016.

INTRODUCTION: The Dormann Library recognizes its position of special trust with members of the public. As the choice of books and other library materials, along with the use of the information resources of the Library is essentially a private endeavor on the part of each individual patron, the Library has the responsibility of protecting the rights and privacy of our patrons in accordance with NYS Law 4509.

Civil Practice Laws and Rules Section 4509 Library Records (signed into law June 13, 1988) states: “Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, **including but not limited to records 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, films of records**, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request of the user or pursuant to subpoena, court order or where otherwise required by statute.” The Board recognizes that it is only through continued public confidence in the fact that these guidelines are being upheld that the public can maintain its confidence in the public library.

In the event that library records or user information is requested by Law Enforcement, Library Staff will use the following guidelines.

REFERENCES: Dormann Library Policy on the Confidentiality of Library Records; Civil Practice Laws and Rules Section 4509 Library Records

Procedures for library staff and volunteers: If a law enforcement officer requests library records or information about a library user or staff member:

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

If a law enforcement officer requests library records or information about a library user or staff member and neither the Library Director nor the Director's Designee is available:

- Ask for the officer's identification. Record the information on the identity card.
- Inform the officer that the Library Director is the individual authorized to respond to requests for records and information, and that library policy requires you to refer the officer to the Library Director.
- Attempt to reach the Library Director, or the president of the Board of Trustees. If you cannot reach the Library Director or Board President, utilize the procedures outlined below for use by the Library Director. A written report describing the officer's inquiry should be provided to the Library Director at the earliest opportunity.

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

In all cases:

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

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

- Explain the library's privacy policy, informing the officer that library records and information about library users and library staff are not made available to law enforcement agencies unless a proper court order in good form has been presented to the library.
- If the officer persists, provide the officer with the contact information for the library's legal counsel and ask the officer to speak to the library's attorney (Robert Plaskov (607) 776-3368). [**If the library has no attorney**, provide the officer with Southern Tier Library System Executive Director Brian M. Hildreth's information: 607-962-3141 x212.]
- If the officer claims that an emergency or other circumstance requires the library to turn over records or provide information without a court order, call the library's legal counsel [if available] or [if no legal counsel is available] Southern Tier Library System Executive Director Brian M. Hildreth and ask for assistance.
- If the officer employs force to take possession of library records or other library property, do not obstruct the search in any way. Keep a written record describing the incident.
- If a library worker is required to respond to a voluntary request or a warrantless search in the absence of the Library Director or Director's Designee, all materials so requested should be turned over to the Library Director.

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

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

If the law enforcement officer presents a search warrant:

- Read the warrant and any attached documentation. Verify that it is signed by a judge and is issued by a local state or federal court. If you have questions about the validity of the warrant, call the issuing court to verify the validity of the warrant or order.
- Identify the items or records specified in the warrant. If the officer will not wait for legal counsel, you may assist the officer in locating the items or records identified in the search warrant in order to prevent review of records or items not named in the warrant.

- Do not agree to any additional searches, or volunteer information about the items or records in the warrant. Do not sign any documents on behalf of the library without the advice of the library's legal counsel.
- Ask the officers to provide an inventory of the items or records seized. Ask if it is possible to provide copies to the officers or to make copies for the library's own records.
- Do not obstruct the search in any way.
- If the law enforcement officials are unwilling to cooperate with you, simply step aside and let them do their job. Request that the officer sign an inventory receipt for the materials. Keep a written record describing the incident.
- If a library worker is required to respond to a search warrant in the absence of the Library Director or Director's Designee, all materials so requested should be turned over to the Library Director.

MOVE UP TO BOARD INFO

2000 Procedures for Public Comment at Board and Committee Meetings

Adopted 5/16/2017

Dormann Library Board of Trustee meetings are held in the Community Room of the library at 5PM on the third Tuesday of each month except for July and August when there are no meetings scheduled.

Meetings are open to the public and conducted according to the Open Meeting Law of New York State. While this law requires meeting to be open to the public, it does not require any sort of public forum. Since we value the opinions of Library's patrons, it is the policy of the Board to allot time for public comments during the scheduled Board meetings. At times, the Board may need to conduct executive sessions for the purposes of discussing personnel issues, contract negotiations, and other concerns as outlined by law. Public notice is given of such sessions, and final action of matters discussed in executive session is always taken in a public meeting.

Meetings are conducted according to an agenda prepared by the Library Director and posted at the entrance to the meeting room prior to the meeting. The agenda allows for an orderly consideration of many issues and concerns. This agenda, along with pertinent background information is sent to Board members no later than Thursday of the week prior to the meeting. This allows Board members time to prepare adequately to make their decisions.

Public Participation: Library patrons and interested citizens may bring an item to the attention of the Board by telephone or by written request (**Appendix**) to the Board president or to the Library Director who may place the item on the agenda.

The Board welcomes opinions and questions from the community. As a result, the agenda for each regular meeting provides time for two periods of public expression. The first period of public expression is limited to discussion of items on the agenda. The second permits citizens to express concerns relative to the operation of the library and other items of general interest.

Persons who wish to address the Board are asked to sign in before the meeting begins. Each participant must state his name and address before beginning his/her remarks. Out of consideration for others who may wish to speak, participants should keep their remarks brief and to the point and are limited to three (3) minutes. The Board will take the comments into consideration but will not engage in a debate with patrons. The Board will reply to comments or concerns in writing as soon as possible but within thirty (30) days of the meeting.

Request to Speak Before the Dormann Library Board of Trustees

Name _____

Address _____

Telephone _____

Email address _____

Subject of your request _____

Name _____

Address _____

Telephone _____

Email address _____

Subject of your request _____

2001 Dormann Library Freedom of Information Law (FOIL) Policy

Adopted March 21, 2017

Dormann Library as a New York State municipal library complies with the New York Freedom of Information Law (Public Officers Law, Article 6, Section 87, Freedom of Information Law). The Library Director will serve as the FOIL Officer. A person may request information and records available to the public in the following manner:

1. Use the Freedom of Information Law request form (**Appendix**) and direct the request to the following address: Library Director, Dormann Library 101 West Morris Street, Bath, NY 14810
2. Specify the records requested to be disclosed for inspection or to be copied. If you desire that any records be certified, you must specify which ones.
3. Reimburse the library for the actual costs for reproducing and certifying (if requested) the records: \$0.25 per page for employee-copied records, and \$1.00 per page for certification of records.

The Library Director will respond to a written request within five working days or sooner, if possible. An extension of an addition 15 working days may be necessary to properly respond and if so, the reason for this extension will be explained. Records may be available for inspection in person at no cost and by appointment. An employee must be present throughout the inspection.

An appeal about the decision of the FOIL Officer may be made to the president of the Board of Trustees, using the Freedom of Information Law Appeal Form (**Appendix**). Information about the Freedom of Information Law can be obtained from the Committee on Open Government: Committee on Open Government, One Commerce Plaza, 99 Washington Avenue, Suite 650 Albany, NY 12231 Telephone (518) 474-2518, FAX (518) 474-1927 .

Freedom of Information Law (FOIL) Request Form

To: Library Director

Date: _____

Name (please print): _____

Signature : _____

Address: _____

Phone: _____

Under the provisions of the New York Freedom of Information law, Article 6 of the Public Officers Law, I hereby request records or portions thereof pertaining to (or containing the following):

Choose one:

· _____ I am requesting an appointment to inspect the records at the Dormann Library at no charge.

· _____ I am requesting copies of all records.

I understand that the fees are \$0.25 per page for employee-copied records, and \$1.00 per page for certification of records. As per the Freedom of Information Law, the Dormann Library must answer your request within five days of receipt of your request. We will call or write if there is a problem with your request.

Should your request be denied, we will send you a letter explaining why your request was denied. Denied requests may be appealed to the President of the Board of Trustees if you believe you were unfairly denied access to the requested records.

Space below is for Library use.

Date of Decision: _____

Decision (circle): _____ Approved _____ Denied

If denied, please state why:

Dormann Library Freedom of Information Law (FOIL) Appeal Form

Appeal To: President, Dormann Library Board of Trustees

Date: _____

Name (please print): _____

Signature : _____

Address: _____

Phone: _____

I hereby appeal the denial of access regarding my request, which was made on _____ and sent to _____ . The records that were denied include (Please attempt to identify the records in which you are denied access to as clearly as possible):

As per the Freedom of Information Law, the President of the Board of Trustees must answer your request within ten days of receipt of your request. Should your request be denied again, we will send you a letter explaining why your request was denied. In keeping with New York State law, a copy of the verdict on your appeal will be sent to the Committee on Open Government, Department of State, 41 State Street, Albany, New York 12231, regardless of the verdict.

Space below is for Library use.

Date of Decision: _____

Decision (circle): _____ Approved _____ Denied

If denied again, please state why:

2002 Smoke Free Environment Policy

Adopted 5/19/2015 Amended June 12, 2018

It is the policy of the Dormann Library to comply, in all respects, with the New York State Clean Indoor Air Act (Public Health Law, Article 13-E). Therefore, effective May 19, 2015, the Dormann Library shall be entirely smoke free. Additionally, effective May 19, 2015, the use of all tobacco products, including chewing tobacco, is banned from the Dormann Library and its grounds.

This policy applies to all tobacco products - Any product made or derived from tobacco that is intended for

human consumption, including any component, part, or accessory of a tobacco product. This includes, among other products, cigarettes, cigarette tobacco, roll-your-own tobacco, and smokeless tobacco. This includes the use of electronic aerosol delivery systems (e.g. e-cigarettes, vape pens, e-hookah, advanced refillable personal vaporizers, electronic pipes).

Smoking is prohibited in all enclosed areas within the Dormann Library without exception. This includes all public and private areas, conference and meeting rooms, offices, hallways, lunchrooms, restrooms, supply rooms, mechanical rooms, and all other enclosed facilities. Smoking is prohibited on all library property including the Magee House and along any pathway or walkway leading to or from building entrances. Smoking is also prohibited at any picnic table and in any of the grassy areas or the parking lots of the Library including vehicles and during all events held and sponsored by the library.

For purposes of this policy, the term smoking means carrying or holding of a lighted cigarette, cigar, pipe, or any other lighted smoking equipment or paraphernalia, or the inhalation or exhalation of smoke from any lighted smoking equipment or paraphernalia including electronic cigarettes.

Signage is posted to advise all persons of this policy. All ashtrays and other smoking paraphernalia have been removed from the premises.

All current and prospective employees of the Library will be informed of the smoking prohibitions. Employees who fail to comply with this policy will be subject to disciplinary action up to and including termination of employment. The Library will not discharge, refuse to hire, or unlawfully retaliate against an individual for reporting a violation of the New York State Clean Indoor Air Act (Public Health Law, Article 13-E) or for exercising any right or satisfying any obligation under that law.

Visitors to the Library who fail to comply with this policy may be subject to the suspension of their library privileges and/or prohibited from visiting library property. Vendors who fail to comply with this policy may suffer a cancellation of their contract. Individuals who violate this policy will be informed they need to stop smoking and if they refuse, they will be removed from the premises. Law enforcement will be called as needed.

2003 Recruitment and Hiring Policy

Adopted 5/15/2018

The Hiring Policies are statements of the Dormann Library's commitment to meeting the informational needs of the residents of the community and providing quality customer service to any individual who uses its facilities. A capable, knowledgeable, and service-oriented staff is necessary to meet these needs. The recruitment and hiring of such staff in a fair and consistent manner is the goal of the Library. The Dormann Library is an equal opportunity employer. No person will be denied employment on the basis of race, color, age, sex, sexual orientation, gender identity, religion, national origin, or disability.

Applications and Résumés

Applications and résumés are accepted at all times. Applicants are encouraged to submit applications for specific openings. Applications will be retained for consideration for one year.

Advertising

Openings will be posted on the staff bulletin board, library website, and social media and remain posted until the position is filled.

Eligibility

Current members of the Board of Trustees and their immediate family members are not eligible for employment. Immediate family is defined as a spouse, child, parent, sibling, grandparent, grandchild, or immediate in-laws. Other relationships may also prohibit eligibility on a case-by-case basis by the Director without setting precedent.

Interviewing

All applications on file will be reviewed for job openings and selections made for interviewing. Candidates will be selected and interviewed based on qualifications that are deemed appropriate for the position. References will be solicited and checked. Candidates who are interviewed but not selected will be notified of the Library's decision. Interview questions and notes from the interview will be filed for one year.

Hiring

The Director, or his/her designee, will hire all other employees. After being selected for hire, each new employee will be informed in writing of the exact time and nature of their appointment, including: · Starting salary · Starting date · Anniversary date for evaluations · Date that the probationary period will end · Any other special arrangements made with the employee regarding employment. (See Appendix)

Background Checks (Appendix)

The library will/may ask for a background check of all new employees. The form authorizing this check should be signed by the employee and placed in the employee file. Employment will/may be contingent on a satisfactory background check. Completed background checks will be placed in the employee's personnel file. The Library may conduct background checks of any current employee at any time.

Substance Abuse Screening

The Library reserves the right to conduct screening before hiring potential personnel. In the case when the Library decides to conduct a screening, successful completion of the screening is required for hire.

Initiating Payroll

During the orientation, the Director will meet with the employee and provide him/her with the documentation required for payroll including: · W-4 (Federal Withholding authorization). This form should be returned for proper filing within three (3) days.

At-Will Employment

All employees are considered "at-will". The employee may terminate their employment at any time and the Library may do the same.

Appendix

Incident Form

Please provide a description of unacceptable behavior and a description of any action taken (e.g. person asked to leave and did so; police called; officer escorted person from library, etc.).

Name _____

Address _____

Date & Time of Incident _____

Description of Incident:

Reported by _____

Witnesses _____

Action Taken:

Submit the completed form to the Library Director

Introduction

Dormann Library is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. The Library has a zero-tolerance policy for any form of sexual harassment, and all employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of Dormann 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 Dormann Library. Employees can also file a complaint with a government agency or in court under federal, state or local antidiscrimination laws.

Policy:

1. Dormann 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 Dormann Library. In the remainder of this document, the term "employees" refers to this collective group and the term "the Library" refers to Dormann Library.
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. The Library will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of the 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 their supervisor, the Library Director or the Board of Trustees. Any employee, paid or unpaid intern or non-employee 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 the 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. The 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. The 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

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

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.

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. The Library will provide all employees a complaint form for employees to report harassment and file complaints.
7. Supervisors are required to report any complaint that they receive, or any harassment that they observe or become aware of, to the Library Director or the Board of Trustees.
8. This policy applies to all employees, paid or unpaid interns, and non-employees and all must follow and uphold this policy. This policy must be provided to all employees and should be posted prominently in all work locations to the extent practicable and be provided to employees upon hiring.

What Is “Sexual Harassment”?

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

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

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

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

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

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

Examples of sexual harassment

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

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

Who can be a target of sexual harassment?

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

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. The 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 their supervisor, the Library Director or the Board of Trustees. Anyone who witnesses or becomes aware of potential instances of sexual harassment *should* report such behavior to the Library Director 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 who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, **are required** to report such suspected sexual harassment to the Library Director or the Board of Trustees.

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

Supervisors 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. The 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 Library Director *and/or* 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, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses;
- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
 - A list of all documents reviewed, along with a detailed summary of relevant documents;
 - A list of names of those interviewed, along with a detailed summary of their statements;
 - A timeline of events;
 - A summary of prior relevant incidents, reported or unreported; and
 - The basis for the decision and final resolution of 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 the Library but is also prohibited by state, federal, and, where applicable, local law.

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

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

State Human Rights Law (HRL)

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

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

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

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

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

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

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

Civil Rights Act of 1964

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

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have

occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

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

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

Local Protections

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

Contact the Local Police Department

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

Complaint Form

Complaint Form

New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form for employees 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 Dormann Library Director or Board of Trustees. It can be given to either person directly or mailed to Dormann Library, Attention: Director [or Attention: Board of Trustees], 101 West Morris St., Bath, New York 14810.

If you are more comfortable reporting verbally or in another manner, your employer is still required to follow its sexual harassment prevention policy by investigating the claims as outlined at the end of this form.

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

COMPLAINANT INFORMATION

Name:

Home Address: Home Phone:

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W
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Job Title:

Text

Email:

Preferred Communication Method (select one):

Phone

Email

:

Supervisor Information

Name:

Title:

Work Phone

Work Address

COMPLAINT INFORMATION

Your complaint of Sexual Harassment is made against:

Name:

Title:

Work Address:

Work Phone:

Relationship to you:

Supervisor

Subordinate

Co-Worker

Other

1. Please describe the conduct or incident(s) that is the basis of this complaint and your reasons for concluding that the conduct is sexual harassment. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.
2. Date(s) sexual harassment occurred:
3. Please list the name and contact information of any witnesses or individuals that may have information related to your complaint.

The last two questions are optional, but may help facilitate the investigation.

4. Have you previously complained or provided information (verbal or written) about sexual harassment at Dormann Library? If yes, when and to whom did you complain or provide information?

Employees that file complaints with their employer might have the ability to get help or file claims with other entities including federal, state or local government agencies or in certain courts.

5. Have you filed a claim regarding this complaint with a federal, state or local government agency? Yes No

Have you instituted a legal suit or court action regarding this complaint? Yes No

*Have you hired an attorney with respect to this complaint?
Yes No*

I request that Dormann Library investigate f/iis complaint of sexual harassment in a timely and confidential manner as outlined below, and advise me of the results of the investigation.

Signature. _____ *Date.* _____

Instructions for Employers

If you receive a complaint about alleged sexual harassment, follow your sexual harassment prevention policy investigating the allegations through actions such as:

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

You should create a written document of the findings of the investigation, 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.

Adoption of this does not constitute defense to charges of unlawful sexual harassment. Each claim of sexual harassment will be determined in accordance with existing legal standards, with due consideration of the particular facts and circumstances of the claim, including but not limited to the existence of an effective anti-harassment policy.

2006 Workplace Safety Policy Adopted 5/19/2020

Safety Policy Objective

The Safety Policy is designed to comply with the Standards of the Occupational Safety and Health Administration, and to endeavor to maintain a safe and injury/illness free workplace. A copy of the OSHA Safety and Health Standards 1910 are available for all employees use and reference.

Compliance with the following Safety Policy and all items contained therein is mandatory for all employees of the Library. The authorization and responsibility for enforcement has been given primarily to the Library Director.

Policy

It is Library policy that accident prevention be a prime concern of all employees. This includes the safety and wellbeing of our employees, and patrons, as well as the prevention of wasteful, inefficient operations, and damage to property and equipment.

Applicability

This Safety Policy applies to all employees of Dormann Library, regardless of position within the company. The Safety Rules contained herein apply to all subcontractors and anyone who is on a Library project site.

Every employee is expected to comply with the Safety Policy, as well as OSHA Health and Safety Standards.

Implementation

This Safety Policy supports four fundamental means of maximum employee involvement:

Management commitment to safety; Effective job safety training for all categories of employees; Job hazard analysis provided to all employees; Safety presentations given at the direction of the Library Director.

The Library Director will meet regularly to evaluate all areas of safety and make recommendations to the Library Board of Trustees.

Administration

The Safety Policy will be carried out according to written guidelines established and

published in this and other related procedures. Specific written instructions and assistance will be provided by the Library Director as requested.

Each employee will be responsible for meeting all of the requirements of the Safety Policy, and for maintaining an effective accident prevention effort within his or her area of responsibility. Each employee must also ensure that all accidents are thoroughly investigated and reported to the Library Director on the same day of the occurrence.

Reporting of injuries

All employees will be held accountable for filling out a "Notice of Injury Form" immediately after an injury occurs, even if medical treatment is not required. (Notice must be made at or near the time of the injury and on the same day of the injury.) Employees must report the injury to their supervisor. A casual mentioning of the injury will not be sufficient. Employees must let their supervisor know:

How they think they hurt themselves; What they were doing at the time; Who they were working with at the time; When and where it happened; Other pertinent information that will aid in the investigation of the incident.

Failure to report an injury immediately (meaning at or near the time of the injury and on the same day of the injury) is a violation of the Safety Policy, and may result in immediate termination, in accordance with company policy.

Notifications

In Case of Serious Injury or Death

After the injured person has been taken to the hospital, the supervisor shall notify the Library Director as soon as possible.

Statements from witnesses shall be taken. Statements are to be signed by witnesses and should include the time and date. Photographs of the area where the incident occurred and any other relevant items are to be taken. The Library Director will assist in the investigation. The completed accident report form will be shared with the Library Board of Trustees.

Basic safety rules

Compliance with applicable federal, state, county, city, client, and company safety rules and regulations is a condition of employment.

All injuries, regardless of how minor, must be reported to your supervisor immediately.

Illegal drugs are not allowed on library property at any time. The use or possession of illegal drugs on the library property will result in immediate termination.

Housekeeping shall be an integral part of every job. Supervisors and employees are responsible for keeping their work areas clean and hazardfree

“Horseplay” on library property is strictly prohibited. Running on the premises is allowed only in extreme emergencies.

Report all unsafe conditions and near accidents to the Library Director so corrective action can be taken.

Warning signs, barricades, and tags will be used to fullest extent and shall be obeyed.

Enforcement of safety policy

Safety violation notice(s) shall be issued to any employee violating the safety rules or regulations by the Library Director.

Any violation of safety rules can result in suspension or immediate termination.

Any employee receiving three (3) written general violations within a six (6) month period shall be terminated.

Issuance of a safety violation notice for failure to report a job injury (at the time of the injury) may result in immediate termination, in accordance with company policy.

Appendix A

**Dormann Library
Accident Report**

Name of injured _____

Address _____ Telephone _____

Date of accident _____

Location of accident _____

Exact cause of accident _____

Extent of injury (indicate right or left when applicable) _____

Emergency given by _____

Follow-up _____ Taken to hospital

_____ Taken to doctor (name) _____

_____ Had x-rays (date) _____

Name of witness to accident _____

Address _____ Telephone _____

Date accident reported to director _____

Signature of person making report _____

Additional information or comments _____

**Dormann Library
Request for Reconsideration of Library Material**

Author _____

Title _____

Publisher _____

Type of Material _____

Request Initiated by _____

Address _____

Telephone _____

Complainant Represents: Himself/Herself or organization _____

**ENTIRE FORM MUST BE COMPLETE FOR MATERIAL TO BE
RECONSIDERED. PLEASE USE COMPLETE SENTENCES.**

To what in the material do you object? Please be specific

What do you feel is the result of reading or viewing this material?

For what age group would you recommend this material?

Is there anything good about the material?

Did you read or view the material in its entirety? _____ Yes _____ No
If not, which parts did you examine?

Are you aware of the judgment of this material by literary critics?

What do you believe is the theme of this material?

What would you like the library director to do about this material?

What do you see as the purpose of this material?

What other material, serving substantially the same purpose, would you recommend in place of this?

Do have any other comments to add to this complaint?

_____ Date _____
Signature of Complainant

Appendix C

The Freedom to Read Statement

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

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

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

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

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

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

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

We therefore affirm these propositions:

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

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

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

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

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

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

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

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing

them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

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

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

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

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

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

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

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and

manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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

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

A Joint Statement by:

American Library Association and Association of American Publishers

Subsequently Endorsed by:

- American Association of University Professors
- American Booksellers Foundation for Free Expression
- American Society of Journalists and Authors
- American Society of Newspaper Editors
- Anti-Defamation League of B'nai B'rith
- Association of American University Presses
- Center for Democracy & Technology
- The Children's Book Council
- The Electronic Frontier Foundation
- Feminists for Free Expression
- Freedom to Read Foundation
- International Reading Association
- The Media Institute
- National Coalition Against Censorship
- National PTA
- Parents, Families and Friends of Lesbians and Gays
- PEN American Center
- People for the American Way
- Student Press Law Center
- The Thomas Jefferson Center for the Protection of Free Expression

Appendix D

Freedom to View

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

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

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

Endorsed January 10, 1990, by the ALA Council

New York State Civil Practice Law & Rules 4509 Chapter 112. Laws of 1988:

§ 4509. Library records.

Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, 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, films or records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.

**Dormann Library
Sick Leave Form**

All sick leave time off must be reported on this form.

Employee name _____

Date(s) of sick leave:

Date _____ Monday _____

Date _____ Tuesday _____

Date _____ Wednesday _____

Date _____ Thursday _____

Date _____ Friday _____

Date _____ Saturday _____

Signature _____ Date _____
Employee

Approved by _____ Date _____
Director

Dormann Library

Time Off Request Form

REMINDER: All time off must be requested at least one month in advance (except for emergencies).

Employee name _____

Day(s) and Date(s) Requested:

Monday _____ Date(s) _____

Tuesday _____ Date(s) _____

Wednesday _____ Date(s) _____

Thursday _____ Date(s) _____

Friday _____ Date(s) _____

Saturday _____ Date(s) _____

Signature _____ Date _____

Employee

Approved by _____ Date _____

Director

Dormann Library Mileage Report Form

Name _____ Date _____

Date	Miles Driven	Reimbursement Rate	Parking	Other	Total

Total _____

Signature _____ Date _____

Approval Signature _____ Date _____

Employee Performance Review Dormann Library

Our mission

The Dormann Library is a community library that exists to serve the ever evolving and expanding need for knowledge and information. The library provides the opportunity for life-long learning by making resources available to its patrons from local, regional and national sources; from the best-seller list to literature and the arts, to research and data, to hands-on-workshops and cultural events.

Ratings Guidelines

Excellent – **Performance consistently and significantly exceeds objectives.**

Outstanding – **Performance often exceeds objectives.**

Solid Performance – **Consistently meets objectives.**

Needs Improvement – **Sometimes or often fails to meet objectives.**

Objectives of the Performance Review

- Focus communication on individual job performance
- Identify and reinforce areas of high achievement and/or areas that require improvement
- Identify future goals

Name:

Date:

Position:

Director:

Review of Core Competencies

The following attributes describe expectations of the Dormann Library work performance. Please review these areas prior to completing the Employee Performance Review attached.

- 1. Focuses on Patrons: Consistently demonstrates awareness that our patrons enable us to thrive. Listens and understands patrons needs and uses that knowledge to anticipate problems and provide even better service than the patron expects; treats internal patrons (co-workers) with the same high level of service as external patrons; looks for new opportunities to enhance patron satisfaction; exhibits effective and positive communication skills.**
- 2. Takes Initiative: Acts quickly and independently when the situation demands it; sees a need and takes appropriate action without being prompted or reminded; proactively recommends process improvements or solutions to problems. Accomplishes this within the framework of the Library's policies and guidelines.**
- 3. Contributes to a positive work environment: Works as a productive member of our team; cooperates with peers and supervisor; treats others with respect and dignity; discourages negativity in the workplace; expresses concerns in a constructive way; demonstrates commitment to organizational goals; supports creative proposals for doing things a better way; helps others to embrace change; shows a high level of professionalism in person, on the telephone, and in language with others; listens well.**
- 4. Strategic Thinking: Understands the mission of the Library; realizes how job function impacts the operation of the Library; supports the Library by demonstrating flexibility, adjusts to changing job demands, deals creatively with challenges or problems.**
- 5. Pursues Personal Development: Committed to personal learning; proficient in skills, methods, and knowledge required for position; actively seeks opportunities for learning and self-development; requests feedback and welcomes advice when it's offered; alters behavior to reflect new insights and changing circumstances; keeps abreast of current developments in field; utilizes available technology effectively and efficiently; demonstrates personal commitment for delivering high quality expertise to patrons.**
- 6. Continuous Improvement: Seeks new and better ways to do his/her job; identifies ways to make improvements to processes and procedures to add value to the organization.**
- 7. Takes Pride in the Workplace: Performs day-to-day activities and job responsibilities in ways that support the Library's commitment to quality; can be**

counted on to work as scheduled/needed; comes to work on time and ready to work; provides a pleasant, safe, clean environment for patrons; speaks favorably about the workplace to customers.

8. Takes Pride in Personal Appearance: Comes to work well groomed and dressed in a professional and self respecting manner.

Employee Performance Review Core Competencies

1. Focuses on Patrons: **Consistently demonstrates awareness that our patrons enable us to thrive. Listens and understands patrons needs and uses that knowledge to anticipate problems and provide even better service than the patron expects; treats internal patrons with the same high level of service as external patrons; looks for new opportunities to enhance patron satisfaction; exhibits effective and positive communication skills.**

_____ **Excellent**
_____ **Outstanding**
_____ **Solid Performance**
_____ **Needs Improvement**

Comments:

2. Takes Initiative: **Acts quickly and independently when the situation demands it; sees a need and takes appropriate action without being prompted or reminded; proactively recommends process improvements or solutions to problems. Accomplishes this within the framework of the Library's policies and guidelines.**

_____ **Excellent**
_____ **Outstanding**
_____ **Solid Performance**
_____ **Needs Improvement**

Comments:

3. **Contributes to a positive work environment: Works as a productive member of our team; cooperates with peers and supervisor; treats others with respect and dignity; discourages negativity in the workplace; expresses concerns in a constructive way; demonstrates commitment to organizational goals; supports creative proposals for doing things a better way; helps others to embrace change; shows a high level of professionalism in person, on the telephone, and in language with others; listens well.**

_____ **Excellent**
_____ **Outstanding**
_____ **Solid Performance**
_____ **Needs Improvement**

Comments:

4. **Strategic Thinking: Understands the mission of the Library; realizes how job function impacts the operation of the Library; supports the Library by demonstrating flexibility, adjusts to changing job demands, deals creatively with challenges or problems.**

_____ **Excellent**
_____ **Outstanding**
_____ **Solid Performance**
_____ **Needs Improvement**

Comments:

5. **Pursues Personal Development: Committed to personal learning; proficient in skills, methods, and knowledge required for position; actively seeks opportunities for learning and self-development; requests feedback and welcomes advice when it's offered; alters behavior to reflect new insights and changing circumstances; keeps abreast of current developments in field; utilizes available technology effectively and efficiently.**

Demonstrates personal commitment for delivering high quality expertise to patrons.

_____ **Excellent**
_____ **Outstanding**
_____ **Solid Performance**
_____ **Needs Improvement**

Comments:

6. Continuous Improvement: Seeks new and better ways to do his/her job; identifies ways to make improvements to processes and procedures to add value to the organization.

- _____ **Excellent**
- _____ **Outstanding**
- _____ **Solid Performance**
- _____ **Needs Improvement**

Comments:

7. Takes Pride in the Workplace: Performs day-to-day activities and job responsibilities in ways that support the Library's commitment to quality; can be counted on to work as scheduled/needed; comes to work on time and ready to work; provides a pleasant, safe, clean environment for patrons; speaks favorably about the workplace to customers.

- _____ **Excellent**
- _____ **Outstanding**
- _____ **Solid Performance**
- _____ **Needs Improvement**

Comments:

8. Takes Pride in Personal Appearance: Comes to work well groomed and dressed in a professional and self respecting manner.

- _____ **Excellent**
- _____ **Outstanding**
- _____ **Solid Performance**
- _____ **Needs Improvement**

Comments:

Identify Areas of Strength

Identify Areas for Improvement

Identify Goal(s) for coming year

Employee Signature _____ Date _____

Supervisor Performance Review

Our mission

The Dormann Library is a community library that exists to serve the ever evolving and expanding need for knowledge and information. The library provides the opportunity for life-long learning by making resources available to its patrons from local, regional and national sources; from the best-seller list to literature and the arts, to research and data, to hands-on-workshops and cultural events.

Ratings Guidelines

Excellent – **Performance consistently and significantly exceeds objectives**

Outstanding – **Performance often exceeds objectives**

Solid Performance – **Consistently meets objectives**

Needs Improvement – **Sometimes or often fails to meet objectives**

Core Competencies

1. Focuses on Patrons: **Consistently demonstrates awareness that our patrons enable us to thrive. Listens and understands patrons needs and uses that knowledge to anticipate problems and provide even better service than the patron expects; treats internal patrons with the same high level of service as external patrons; looks for new opportunities to enhance patron satisfaction; exhibits effective and positive communication skills.**

_____ **Excellent**
_____ **Outstanding**
_____ **Solid Performance**
_____ **Needs Improvement**

Comments:

2. Takes Initiative: Acts quickly and independently when the situation demands it; sees a need and takes appropriate action without being prompted or reminded; proactively recommends process improvements or solutions to problems. Accomplishes this within the framework of the Library's policies and guidelines.

_____ Excellent
_____ Outstanding
_____ Solid Performance
_____ Needs Improvement

Comments:

3. Contributes to a positive work environment: Works as a productive member of our team; cooperates with peers and supervisor; treats others with respect and dignity; discourages negativity in the workplace; expresses concerns in a constructive way; demonstrates commitment to organizational goals; supports creative proposals for doing things a better way; helps others to embrace change; shows a high level of professionalism in person, on the telephone, and in language with others; listens well.

_____ Excellent
_____ Outstanding
_____ Solid Performance
_____ Needs Improvement

Comments:

4. Strategic Thinking: Understands the mission of the Library; realizes how job function impacts the operation of the Library; supports the Library by demonstrating flexibility, adjusts to changing job demands, deals creatively with challenges or problems.

_____ Excellent
_____ Outstanding
_____ Solid Performance
_____ Needs Improvement

Comments:

5. Pursues Personal Development: Committed to personal learning; proficient in skills, methods, and knowledge required for position; actively seeks opportunities for learning and self-development; requests feedback and welcomes advice when it's offered; alters behavior to reflect new insights and changing circumstances; keeps abreast of current developments in field; utilizes available technology effectively and efficiently.

Demonstrates personal commitment for delivering high quality expertise to patrons.

_____ **Excellent**
_____ **Outstanding**
_____ **Solid Performance**
_____ **Needs Improvement**

Comments:

6. Continuous Improvement: Seeks new and better ways to do his/her job; identifies ways to make improvements to processes and procedures to add value to the organization.

_____ **Excellent**
_____ **Outstanding**
_____ **Solid Performance**
_____ **Needs Improvement**

Comments:

7. Takes Pride in the Workplace: Performs day-to-day activities and job responsibilities in ways that support the Library's commitment to quality; can be counted on to work as scheduled/needed; comes to work on time and ready to work; provides a pleasant, safe, clean environment for patrons; speaks favorably about the workplace to customers.

_____ **Excellent**
_____ **Outstanding**
_____ **Solid Performance**
_____ **Needs Improvement**

Comments:

8. Takes Pride in Personal Appearance: Comes to work well groomed and dressed in a professional and self respecting manner.

_____ **Excellent**
_____ **Outstanding**
_____ **Solid Performance**
_____ **Needs Improvement**

Comments:

Areas of Strength

Areas for Improvement

I have reviewed this evaluation and have discussed the contents with my supervisor. My signature indicates that I have been advised of my performance and does not necessarily imply my agreement. I completely understand its contents.

Date _____

Employee's Signature

Director's Signature

Appendix J

Code of Ethics of the American Library Association

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

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

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We recognize and respect intellectual property rights.
- V. We treat co-workers and other colleagues with respect, fairness and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession. Adopted by the ALA Council
June 28, 1995

**Job Description
Director**

This position reports to the Board of Trustees.

Description

The Director acts as the chief administrator of the library. He/she implements the policies and procedures approved by the Board and works with staff to ensure smooth operation of the library. The position includes supervision of professional and clerical staff as well as time spent in professional library service activities. The Director does planning for future development of library services and works with the Board and staff to implement them. He/she does collection development, is a liaison to Southern Tier Library System, attends professional conferences, and works with the Treasurer and accountants to process payroll, pay bills and provide financial reports.

Distinguishing Features

Develops the library budget and supervises the expenditures of library funds.
Develops and evaluates plans for library services, evaluating the effectiveness of the library's services and programs in relation to the changing needs of the community.
Reviews and/or develops policies and procedures for the operation of the library.
Supervises the work of subordinate personnel
Administers personnel policies: recommends appointments, transfers, promotions, dismissal and staffing patterns of personnel
Supervises the maintenance of library property and recommends repairs, alterations and new construction.
Administers the purchase of library material
Provides reference and reader's advisory services to library users
Recommends and administers public relations programs.
Keeps informed of professional developments in the library field through attendance at professional organizations, meetings, workshops, continuing education courses and reading

General Responsibilities

To see that the library is run in an efficient and orderly manner
To see that patrons are treated courteously and given capable assistance by the staff
To work with the Board of Trustees to provide the best possible service to the community and to follow policies adopted by the Board.
To review Community Room use applications.
Deal with mechanical problems, inspections of the building, sprinkler system, etc.

Specific Responsibilities

Personnel

To supervise and train staff and volunteers
To evaluate employee performance on a yearly basis

To hold quarterly staff meetings to enhance communications and address concerns
Oversee recruitment and training of Friends of the Library

Café

Develop and implement policies in accordance with the New York State Health Department
Maintain records for tax reports
Purchase all supplies, as needed.

Collection

To develop a diverse and balanced collection and select and order material
To weed collection according to condition and use

Record Keeping

To complete State Annual Report
To compile yearly "Summary of Activities"
To report monthly to Board of Trustees on library usage, café usage, activities, and concerns and to prepare an annual report on same

Technology

To oversee computer system including repairs, maintenance, training, upgrades and networking
To periodically review Computer Policy and oversee its adherence
To attend automation meetings to keep current with developments in technology
To design, develop, and maintain the library web page

Finance

To submit payroll information to accountant, receive report of wages and withholdings, distribute paychecks for staff
To pay bills and create monthly and year-to-date reports for the Board
To approve supply orders
To work with the treasurer and Finance Committee to compile a budget for submission to the Board of Trustees
To work with the Board of Trustees to increase library funding
Oversee grants

Meetings

To prepare and distribute agenda for monthly Board of Trustees meetings
To attend monthly meetings of the Board of Trustees
To attend committee meetings of the Board of Trustees, as necessary
To attend workshops of the Southern Tier Library System
To attend annual meeting of the Southern Tier Library System

Public Relations

To promote public awareness of services offered by the library directly and through Southern Tier Library System

To plan, organize, and promote programs held in or sponsored by the library
To prepare a yearly Annual Report for the community
To write and submit notices and articles to the local media
To maintain and encourage contact with area public libraries, area school libraries, and area organizations that might use library services
To work with Southern Tier Library System to determine the need for and develop outreach programs

Minimum Qualifications

A Masters Degree in Library Science from an American Library Association accredited college/university.

Specific Requirement

Eligible for a New York State public librarian's profession certificate at the time of application. Possession of the certificate at time of appointment.

Job Description

Youth and Family Services Coordinator

This position reports to the Director.

Description

Plan, develop, organize and supervise programs for pre-school, elementary, young adult and family library users; participate in short and long range planning; coordinate all activities with Library Director.

Distinguishing Features

The principal function of this position is to develop, maintain and provide youth and family services for the community served. The work is performed under the direct supervision of the Library Director but leeway is granted for the exercise of independent judgment and initiative.

Duties include:

Work with the Director to plan library services
Assist the Director in selection of new material
Assist patrons in use of library, as needed
Plan and develop programs in collaboration with the Library Director and Early Literacy Coordinator including:
 Evening/weekend family program (at least one per month)
 Summer Reading program for 3 – 18 year-olds
 Special events such as Read Across America (March), National Library Week (April), Children's Book Week (May), National TV turn-off Week (September), Teen Read Week (October)
Keep statistics for all Youth and Family programs
Attend Southern Tier Library System Children's Consultant meetings, when requested
Create and distribute publicity flyers and posters with approval of the Library Director
Seek grant opportunities that support the program and write proposals in cooperation with the Library Director
Other duties as required

Abilities, knowledge and skills

Knowledge of current principles of juvenile and young adult library service. Knowledge of juvenile and young adult materials. Ability to work effectively with library patrons, employees and the general public. Ability to work without close supervision.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree in a related field. Considerable experience using basic research techniques and library sciences directed at children's and youth services. Or - any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work.

Job Description Early Literacy Coordinator

This position reports to the Director.

Description

Plan, develop, organize and supervise programs for pre-school library users; participate in short and long range planning; coordinate all activities with Library Director.

Distinguishing Features

The principal function of this position is to develop, provide and maintain children's services for the community served. The work is performed under the direct supervision of the Library Director but leeway is granted for the exercise of independent judgment and initiative.

Duties include:

Plan and develop the following programs in collaboration with Library Director:

Cuddle Up program for infants to 3 year-olds

Story Time program for 3 – 5 year-olds

Outreach program for Head Start/Bath Day Care/Family Resource Center

Keep statistics for all programs

Attend Southern Tier Library System Children's Consultant meetings, when requested

Create and distribute publicity flyers and posters with approval of the Library Director

Seek grant opportunities that support the program

Other duties as required

Abilities, knowledge and skills

Knowledge of current early literacy development. Knowledge of library resources that support early literacy initiatives. Ability to work effectively with library patrons, employees and the general public. Ability to work without close supervision.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree in a related field. Previous experience working with children and/or families is desirable. Or - any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work.

Job Description Senior Library Clerk

This position reports to the Director.

General Description

Under general supervision of the Director performs specialized clerical work requiring advanced knowledge of library techniques and routines, exercises independent judgment and decision-making; does related work as required. In the absence of the director, oversees smooth operation of the library when the Director is not in the building.

Distinguishing Features

Thorough knowledge of library and office terminology, procedures and equipment; good knowledge of library services and practices; good knowledge of automated library systems as they apply to the clerical function of the library; good knowledge of handling and using library materials and equipment; good knowledge of library filing and shelving rules; working knowledge of business arithmetic; ability to communicate clearly and concisely in written and oral English; ability to understand and follow complex oral and written instructions; ability to use computer applications such as spreadsheets, word processing, calendar, email and database software; tact and courtesy when dealing with staff and public; physical condition commensurate with the demands of the position.

Duties include:

- Work with the Director to plan library services
- Assist in training for new clerical staff
- Assist Director in selection of new material
- Oversee interlibrary loans and reserve processing
- Assist patrons in use of the library as needed
- Generate various reports
- Reconcile daily receipts
- Prepare and distribute overdue notices
- Process memorials and send notices
- Assist with youth, family and other programs, as needed
- Work with the Friends of the Library
- Record and send material to STLS for processing
- Data entry of new material/discards
- Perform Library Clerk duties, as needed
- Other duties as required

Abilities, knowledge and skills

Knowledge of office procedures and computer equipment; adequate knowledge of business arithmetic; ability to write legibly; ability to communicate courteously with patrons and staff members; ability to understand and follow oral and written directions. Ability to work without close supervision. Ability to work with library patrons, employees and the general public. Knowledge of library automation procedures and practices. Ability to train and instruct library patrons and staff in use of computers.

Minimum Qualifications

Completion of high school or an acceptable equivalent or experience and training that indicates an ability to do the work above. One year of library clerk experience (college credit may be substituted for experience).

Job Description Library Clerk

This position reports to the Director and works under the guidance of the Principal Library Clerk.

General Description

This is routine clerical work in a library involving basic support services and services to patrons.

Distinguishing Features

Work involves responsibility for routine circulation, shelf maintenance and clerical functions using automated circulation system. Duties include charging books in and out, shelving library materials, data inputting, and telephone answering. Computes and receives overdue fines. Assists persons in applying for library cards. Processes applications and issues library cards. Following initial instruction, employee must be able to exercise some independent judgment when applying practices to specific situations.

Duties include:

Work at the Circulation Desk
Check materials in and out
Process reserve and Interlibrary Loan requests
Assist with overdue material
Register new patrons
Assist patrons in use of the library
Answer telephone queries
Shelve library material
“Read” the shelves
Oversee use of public computers
Telephone patrons regarding interlibrary loan material
Telephone patrons regarding overdue material
Assist with special projects
Assist in training new clerical staff
Typing
Filing
Other duties as required

Abilities, knowledge and skills

Some knowledge of office procedures and computer equipment; adequate knowledge of business arithmetic; ability to write legibly; ability to communicate courteously with patrons and staff members; ability to understand and follow basic oral and written directions; ability to work with others.

Minimum Qualifications

Completion of high school or an acceptable equivalent or experience and training that indicates an ability to do the work above.

Job Description Processing Clerk

This position reports to the Director and works under the guidance of the Principal Library Clerk.

General Description

Routine processing of library material in a library involving basic support services and services to patrons.

Distinguishing Features

Work involves processing library material and clerical functions using an automated circulation system. Duties include preparing library material for circulation, inputting data, and telephoning patrons. Following initial instruction, employee must be able to exercise some independent judgment when applying practices to specific situations.

Duties include:

Processing new and donated items ensuring they are “shelf” ready
Using Workflows to check donated items against database
Printing and distributing staff time sheets
Making copies from masters, as needed
Assisting with special projects
Other duties, as required

Minimum Qualifications

Completion of high school or an acceptable equivalent or experience and training that indicates an ability to do the work above.

Café Worker Job Description

This position is supervised by and reports to the Director.

General Description

This is routine fast food work in a café involving food and drink services to patrons.

Distinguishing Features

Work involves preparing food and drink orders, operating drink preparation equipment, cleaning, stocking and restocking workstation and display case, maintaining sanitation, health and safety standards in all areas.

Duties include:

Cleaning food preparation areas, counter surfaces, equipment, and utensils
Preparing and serving beverages such as coffee, “smoothies” and other types of drinks
Measuring ingredients required for specific drink items being prepared
Operating drink making equipment
Arranging food items in display case
Taking food and drink orders and receiving payment from customers.
Serving orders to customers at counter or tables.
Operating a cash register
Verifying that prepared food meets requirements for quality and quantity
Completing a daily inventory sheet (at beginning and end of shift)
Verifying cash receipts against register tape (at end of shift) and placing both in locker
Other duties as required

Abilities, knowledge and skills

Some knowledge of food service; adequate knowledge of business arithmetic; ability to write legibly; ability to communicate courteously with patrons and staff members; ability to understand and follow basic oral and written directions; ability to work with others.

Minimum Qualifications

Completion of high school or an acceptable equivalent or experience and training that indicates an ability to do the work above.

Job Description Cleaner

This position reports to the Director.

General Description

This is routine cleaning work in all areas of the library.

Duties include:

Daily- clean and mop all bathrooms (3)

Daily - clean and mop both entry ways, the tile floor between both entry ways, and the tile floor area by bathrooms.

Daily - empty all wastebaskets

Daily - wipe down drinking fountain

Vacuum/Clean spots on rugs as you clean and dust

Day 1/Area 1 - Juvenile/Teen Area

Day 2/Area 2 - Fiction/Window Area

Day 3/Area 3 - Nonfiction/Window Area

Day 4/Area 4 - Computer/Center Area

Day 5/Area 5 - Circulation Area/Community Room

As needed- sweep sidewalks

As needed - wash windows

Other jobs, as required

Job Description General Maintenance

This position reports to the Director.

General Description

This is routine maintenance work in all areas of the library.

Distinguishing Features

Work involves some heavy lifting and knowledge of tools for minor repairs

Duties include:

- Flushing heating/cooling filters once a week (library)
- Checking/changing all filters once a month (library/café/north wing)
- Replacing light bulbs, as needed
- Taking recyclables to the landfill
- Making minor repairs, as needed
- Keeping sidewalks clean of all debris
- Keeping overhang on both entrances free of spiders/spider webs
- Policing the grounds
- Emptying outside wastebaskets
- Keeping book drop/outside wastebaskets clean
- Vacuuming/shampooing spots on rugs
- Washing windows, as needed
- Sorting books and other donations for Book Barn
- Helping in Book Barn, as needed
- Other jobs, as required

Minimum Qualifications

Experience and training that indicates an ability to do the work above.

Job Description Overseer of Library Trees and Grounds

The Overseer is appointed by and responsible to the Library Board of Trustees as a semi-permanent position. This is not necessarily a Board member position. It is intended that this position oversee workers mowing, etc.

Capable mowing leaf removal, etc. are fundamental. Lawn grass is often damaged from skinning and timely mowing – relative high in spring and summer and low in the fall (Spring and Summer 2.5” – 3”, Fall 1.5”). Leaves should not be left to smother the grass.

Fertilization and general use of pesticides is usually unnecessary and often ill-advised. Suggestions should be sought from Cooperative Extension or the Bath Shade Tree Committee. Suggestions on tree species and problem identification should be sought from these sources or NYSDEC.

Tree planting and maintenance

- a. Trees should be planted at same level or slightly lower as grown in the nursery with roots spread, top soil under roots, watered, etc.
- b. Mulch should be 3’ deep and kept off from root crown. Do not mound the mulch over the root crown, away from the tree trunk. (Often poor practice.) Wood chips are very good mulch. Weeds should be removed from the mulch. Plastic under the mulch is not recommended.

Stakes to protect against lawn movers should be no further than one foot from the tree and placed to prevent lawn mower rubs. Sleeves (up to 1” height) are now being tried to replace the stakes as a better alternative to the stakes, except one stake to guide young trees.

- a. Lawn mower “blight” is a serious injury; a source of injury even though it appears to heal over injuries.

Young trees should be correctively pruned to prevent future problems. A capable arborist or advisor is advised.

While memorial trees or other gift trees are usually offered by people with good intentions, such offers are not a good idea. Requests should be approved by the Overseer and the Library Board.

Keep lawn mowers away from young, tender tree bark.

- a. Mulch with adaptive material (wood chips from the village are one of the best). Use herbicides only if weeds get through the mulch.

Staking only to keep newly planted trees growing straight up. Three stakes to hold out lawnmowers. Wiring, to staking, etc. is an unnecessary “goody” and often detrimental. (See comments on sleeves to reduce staking.)

Watch for defoliating insects which might threaten, but don't panic. Get competent advice. Cooperative Extension when advice is not close at hand. No maintenance sprays, only identified problems.

Remove only hazardous trees. If not hazardous, leave some dead wood for creatures which birds prey on, squirrel's den, etc. Don't declare hazardous until ready to remove. Seek village help.

New plantings should diversify the species population. None presently needed.

If pruning or purchase of trees is planned, coordinate with the Bath Shade Tree Committee.

It is suggested that the Overseer be appointed long term and not necessarily a member of the library Board.

**Dormann Library
Job Application Form**

Please complete and return to the Circulation Desk.

Instructions: print clearly in black or blue ink. Answer all questions. Sign and date the form.

Name _____
Last First Middle

Address _____
Number Street City State Zip

Telephone _____ Email address _____

Are you over 18 years old? _____ Yes _____ No

Are you a U.S. citizen or otherwise authorized to work in the U.S. on an unrestricted basis? _____ Yes _____ No

Position applied for _____

Employment desired

_____ Full time _____ Part-time only _____ Full or Part-time

How many hours can you work weekly? _____

Can you work evenings? _____ Saturdays? _____

Have you ever been convicted of a felony? _____ Yes _____ No
(Conviction will not necessarily disqualify an applicant for employment)

If yes, please describe conditions _____

Education

High School

Name and address of school _____

Major _____ Degree or Diploma _____

College

Name and address of school _____

Major _____ Degree or Diploma _____

SPECIAL SKILLS AND QUALIFICATIONS: List job-related skills, training, honors, awards, and special accomplishments

Employment History (Start with present or last position)

Employer _____

Address _____

Supervisor _____ Telephone _____

Position Title _____

Dates worked. From _____ to _____

Duties _____

Reason for leaving _____

Employer _____

Address _____

Supervisor _____ Telephone _____

Position Title _____

Dates worked. From _____ to _____

Duties _____

Reason for leaving _____

Employer _____

Address _____

Supervisor _____ Telephone _____

Position Title _____

Dates worked. From _____ to _____

Duties _____

Reason for leaving _____

References (Please list two references other than relatives and former employers)

Name/position _____

Company _____

Address _____

Telephone _____

Name/position _____

Company _____

Address _____

Telephone _____

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT ANY FALSE INFORMATION ON THIS APPLICATION MAY BE GROUNDS FOR NOT HIRING ME.

Signature _____ Date _____

The Dormann Library policy complies with all applicable state and federal laws prohibiting discrimination in employment on race, age, color, sex, religion, national origin or other protected classifications.

Acceptable Use Policy

This form is for children up to Ages 16.

Parent/Guardian please sign and return in person.

I, _____ have read the library's Acceptable Use Policy and agree to abide by its provisions. I understand that violation of these provisions may constitute suspension or complete loss of system access and related privileges.

_____ Date _____ Grade _____
Child Signature

Date of Birth _____ Library Card # _____

I, the parent/guardian of _____ have read the library's Acceptable Use Policy. In consideration for the privilege of using the library's computer network and in consideration for having access to the public networks, I hereby release the library, its operators, and any institutions with which it is affiliated from any and all claims and damages of any nature arising from my, or my child's use, or inability to use, the system including, without limitations, the type of damage identified in the library's policies and regulations.

_____ Date _____
Parent/Guardian Signature

Address _____

Telephone _____

Form of identity _____

Approved by _____
Library Staff

This form is for young adults ages 16 and 17.

Please sign and return in person.

I, _____ have read the library's Acceptable Use Policy and agree to abide by its provisions. I understand that violation of these provisions may constitute suspension or complete loss of system access and related privileges. **I further understand that this privilege may be revoked by my parent/guardian at his/her discretion.**

In consideration for the privilege of using the library's computer network and in consideration for having access to the public networks, I hereby release the library, its operators, and any institutions with which it is affiliated from any and all claims and damages of any nature arising from my, or my child's use, or inability to use, the system including, without limitations, the type of damage identified in the library's policies and regulations.

_____ Date _____ Grade _____
Signature

Date of Birth _____ Library Card # _____

Address _____

Telephone _____

Form of identity _____

Approved by _____
Library Staff Member

Empire Room Application

Date _____

Name _____

Address _____

Telephone _____ Email _____

Name of Group _____ # Attending _____

Date(s) Requested _____

Hours Needed/ Start _____ End _____

_____ Not For Profit _____ For Profit

Please give a brief statement regarding size of group and purpose of meeting:

Will refreshments be served? _____ Yes _____ No
(There is an additional fee of \$15.00 if refreshments are served.)

Please list any special equipment needs:

Agreement

I will pick up key, if necessary, and return it within 24 hours of meeting. I will notify you of any changes 72 hours in advance of the meeting date. I will oversee group and will abide by the rules given to me regarding the use of the Empire Room.

Signature _____

For Library Use

_____ Approved _____ Denied _____ Referred to Board

Fees Paid by: _____ Check _____ Cash _____ Invoice _____ NA

Director's Signature _____

Dormann Library

Step 1 Grievance Form 1-10A

Employee's Name _____

Job Title _____

Date Grievance Occurred _____

The issues are:

The facts supporting this are:

The relief I want is:

Date _____ Signature _____

Date Received _____

Dormann Library

Step 2 Employee Response Form 2-10A

Employee's Name _____

Job Title _____

Date Grievance Occurred _____

Date of the Conference with the Library
Director _____

Date of the Library Director's Written
Response _____

I am appealing the Library Director's decision to the Personnel Committee. My understanding of the Library Director's Response is:

My concerns regarding the Library Director's response are:

The relief I want from the Personnel Committee is:

According to the formal grievance procedures I must include all written documentation from the earlier stages of the grievance procedure. I have included the following documents with this request:

Date _____

Signature _____

Date Received _____

Dormann Library

Step 3 Employee Request for Hearing with the Board of Trustees Form 3-10A

Employee's Name _____

Job Title _____

Date Grievance Occurred _____

Date of the Conference with the Library
Director _____

Date of the Library Director's Written
Response _____

Date of the Request for Appeal to the Personnel Committee

Date of the Hearing with the Personnel
Committee _____

Date of the Written Response from the Personnel
Committee _____

I am requesting a hearing with the Board of Trustees because:

I have included the following documents with this request:

The Original Written Grievance Form 1-10A

The Library Director's Written Response

The Employee Response Form 2-10A

The Personnel Committee's Written Response

Date _____

Signature _____

Date Received _____