

**BLOOMFIELD PUBLIC LIBRARY - COMPILATION OF POLICIES,  
OTHER ITEMS, AND BY-LAWS  
(Revised December 17, 2019)**

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I) EXPLANATION:

This compilation has been prepared for the convenience of members of the board of trustees of the newly chartered BPL.

Even before we actually received our new charter on September 18, 2018, we were required to adopt new bylaws for procedural reasons. Thus on June 26, 2018, we adopted the bylaws set forth at the end of this compilation.

The policies set forth in this compilation are all those known to exist as of the conclusion of our board meeting on February 25, 2019.

It is highly recommended that each trustee read and become familiar with each item and policy.

Please note that further policy revisions may soon be needed. For example, our newly chartered library requires us to have a Treasurer. But the role of Treasurer remains to be defined. When it is defined, and a Treasurer joins our library staff, revisions to our Personnel Policy and Bill Pay Policy may be required.

**[The Rules and Procedures in the Employee Handbook are issued by the Director, not the board, and are shown in green.]**

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## II) ITEMS:

### A) AMERICAN LIBRARY ASSOCIATION - LIBRARY BILL OF RIGHTS

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

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

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

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

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

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

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

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

## B) AMERICAN LIBRARY ASSOCIATION - CODE OF ETHICS

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 respect intellectual property rights and advocate balance between the interests of information users and rights holders.

V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.

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

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

VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of coworkers, and by fostering the aspirations of potential members of the profession.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.

The previous version of this file has long held the **incorrect amendment date of June 28, 1997**; the Office for Intellectual Freedom regrets and apologizes for the error.

## C) AMERICAN LIBRARY ASSOCIATION - FREEDOM TO READ STATEMENT

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

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be “protected” against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression. These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials. Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension.

Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference. Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

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

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

**To read the full Freedom to Read Statement, including the propositions, visit [ala.org/advocacy/intfreedom](http://ala.org/advocacy/intfreedom)**

*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.*



### **III) POLICIES**

#### **1) ALCOHOLIC BEVERAGE POLICY**

Adopted: 10/16/17, Revised 10/15/18

Alcoholic beverages may be served at the Bloomfield Public Library ("Library") in compliance with this policy and any applicable federal, state or local law or regulation

Any alcoholic beverage served on Library premises must be free of charge. No alcoholic beverage may be served at any Library event in which there is an admission fee or charge required of the invited guests to participate in the event.

No alcoholic beverages may be served except during such times as there is host liquor liability insurance in effect, approved by the Library's Board of Trustees ("Board"), and covering the Library, its employees, and trustees. Alcoholic beverages will be limited to wine, beer, and hard cider that may be served at Board approved Library events.

Prior official approval of the Board will be required for any Library event or events in which alcohol will be served.

Library events in which alcohol is approved to be served on Library premises will be limited to no more than twelve events in a calendar year.

Library events that include alcoholic beverages will be limited to a single two-hour period.

Those offering or serving any alcoholic beverage at Board approved Library events shall be of legal age, and shall not be a Library employee, Library staff, or Board member.

Those offering or serving alcoholic beverages at Board approved Library events shall not be under the influence of alcohol while serving alcoholic beverage to guests, and may refuse service to attendee(s) under the influence of alcohol if deemed appropriate or necessary.

The Library reserves the right to require any person to cease consuming any further alcoholic beverage, or to leave the Library premises, or both, if it determines, in its sole and absolute discretion, that the behavior of such person is, or appears to be, adversely impaired due to the influence of alcohol.

Any person bringing their own alcoholic beverage to an event on Library premises shall bring it solely for their own consumption.

Attendees at Board approved Library events in which alcoholic beverages are offered, served, or consumed, shall be of legal age and shall provide legal documentation of such upon request.

Non-alcoholic beverages will be available as an alternate to alcoholic beverages being served at Board approved Library events.

Food will be available at any Library event in which alcoholic beverages are approved to be served, except when each alcoholic beverage brought to the event is solely for consumption by the person bringing it.

The cost of any alcoholic beverages shall not be directly or indirectly borne by the Library.

This policy will be reviewed periodically by the Board.

## **2) BID SOLICITATION POLICY**

Adopted: 6/15/15

For any expenditure in excess of five percent (5%) of the annual operating budget, the Library Director shall solicit bids from three (3) suppliers, if possible, and such bids shall be presented to and the bid award shall be approved by the Board of Trustees.

### **3) BILL PAY POLICY**

Adopted: December 17, 2018

The Bloomfield Public Library strives to pay all bills in a timely manner. To this end, the Board of Trustees will appoint a Claims Auditor annually at their organizational meeting. The Claims Auditor will be responsible for reviewing and authorizing all bills on the Board's behalf per the Claims Auditor Policy.

The Library Clerk assigned with the bill preparation duties will collect all invoices and packing slips and match them up appropriately. Invoices will be verified to order confirmations and packing lists will be checked and signed when items are received (only staff not involved in ordering or preparing the voucher packets can verify and sign off on packing lists). Prior to each monthly Board meeting, this Clerk will prepare a voucher for each bill packet and submit the collected voucher packets to the Library Director who will verify the contents and sign.

The Library Director will enter the bills into QuickBooks and print the checks. The printed checks will be attached to the voucher packets. The packets will then be reviewed and signed by the Claims Auditor.

All voucher packets will be available at the next meeting of the Board of Trustees for review, approval and Board signatures.

Once the bills are approved, the Treasurer will sign all the checks. In the Treasurer's absence, the Finance Officer of the Board of Trustees will sign checks. In emergency situations, the Library Director will sign checks. Checks for \$5,000 and over will require signatures from BOTH the Treasurer and the Finance Officer.

Once signed, paid and posted in QuickBooks the bills will be filed by vendor and the summary sheets will be placed in the annual finances binder maintained in the Library Director's office.

When a payment is due before the next Board meeting and waiting will cause the library to incur a financial penalty or the voucher is for a legally acceptable pre-pay purpose, the voucher packet will be prepared as described above, the Library Director will verify, sign and print the check, and the Treasurer will be asked to sign the check. The voucher packet and check stub will be available at the next board meeting.

#### **4) BUDGET POLICY**

Adopted 10/15/18

The Bloomfield Public Library ("Library") operates on a July 1 - June 30 fiscal year.

In January of each fiscal year, the Library Director shall draft a proposed operating budget for the next fiscal year.

The operating budget for the Library should reflect that the proceeds of the Library tax levy may not be received by the Library from the Bloomfield Central School District ("BCSD") until late in the fourth quarter of the calendar year, and may be received in a single one-time payment or in several payments at different times.

This draft proposed budget shall be reviewed and developed by the Budget, Finance & Personnel Committee ("Finance Committee") of the Board of Trustees ("Board") of the Library.

The Finance Committee shall finalize its work and present a proposed operating budget to the Board during its regularly scheduled open public meeting in February. The Board shall approve an operating budget by vote at its next regularly scheduled open public meeting.

If an increase in the Library tax levy on the BCSD tax bill is not required by this operating budget, the Board's approval of it shall be final.

If an increase in the Library tax levy on the BCSD tax bill is required by this operating budget, the Board shall notify the Board of Education of the BCSD and request that the increase be placed on the ballot for voter approval.

If the voters approve the increase, the Board shall meet as soon as reasonably possible thereafter to finalize its approval of the operating budget.

If the voters disapprove the increase, the Board shall meet as soon as reasonably possible thereafter to approve a revised operating budget that does not require a tax increase, or to repeat the above process of seeking voter approval.

The Board may review and amend a finally- approved operating budget at any time during the fiscal year at a regularly scheduled open public meeting, provided that any such amendment does not require an increase in the Library tax levy.

## **6) BUSINESS CONTINUITY POLICY**

Adopted April 11, 2005. Revised October 15, 2018

### **Avoidance/Preparation**

Library Clerks or Director will secure the building at closing time. Upon exiting the building the security alarm will be activated. Library staff will de-activate the alarm when entering the building.

- ◆ Staff should be familiar with the location, type and application of the fire extinguishers in the building. The fire extinguishers will be checked by a fire extinguisher maintenance professional on an annual basis.
- ◆ The town/village code enforcement officer will make periodic inspections of the building.
- ◆ All staff should be made aware that 911 is the all-purpose emergency number to be used in event of an emergency that requires immediate assistance from the fire department, police or serious medical emergencies.
- ◆ The work paths and exit paths will be kept clear of any clutter or storage materials.
- ◆ Staff need to be aware of the physical condition of the Library, reporting any leaks, running water, broken glass or anything out of the ordinary to the Library Director (or a Library trustee in the Director's absence).
- ◆ A supply of garbage bags, paper towels, latex gloves and other cleaning supplies will be kept for any initial, small cleanups.
- ◆ The Facility Committee of the Library Board of Trustees shall conduct an annual walk-thru of the Library building and grounds to evaluate the condition of the building and note any hazardous conditions. The committee will report to the Board.
- ◆ A copy of records critical to the operation of the Library shall be stored off-site and updated periodically. Records pertaining to the circulation, item holdings and patron databases will be stored by the Pioneer Library System. A copy of payroll information is available through Allied Payroll Services. Board minutes are available from the Board Secretary. Director's files are available in the Director's Dropbox account and on the icloud backup provided by PLS.

### **Emergency Contact List**

A list of contact numbers for most building/service disruption issues hangs in a plastic sleeve above the panic button in the doorway between the Main Desk and the Work Room.

### **Emergency Closing**

Emergencies or catastrophes, including, but not limited to, extreme weather, utility failure, demonstration, bomb threat, fire, explosion, or terrorism may require closing the Library.

The primary consideration in any emergency or catastrophe is the safety of all persons in the building and on the property. The Library cooperates fully with public safety agencies and emergency service providers.

The Library Director (or the staff person on site in her/his absence) at the time of the emergency will determine when to close the Library during an emergency or catastrophe. Notice of the closing will be posted on the main entrance door, the Library's website, and the Library's Facebook account.

### **Emergency Evacuation Procedures**

Remember: R - A - C - E

RESCUE: Remove any person(s) in immediate danger

ALARM: Sound the alarm

CONFINE: Confine the area (by closing the doors)

EVACUATE: Initiate evacuation procedures

#### **RESCUE**

Staff member who discovers the fire begins evacuation procedures by announcing (loudly but calmly) that there is a fire in the Library and that everyone must leave the building.

Staff members will clear main Library area, program room, staff workroom area, and bathrooms.

#### **ALARM**

Staff members will pull the fire alarm located over the copy machine

#### **CONFINE**

When practicable, staff members will close interior doors to contain the fire.

#### **EVACUATE**

Staff members will assist patrons to the closest usable exit depending on the location of the fire.

1. Front Entrance
2. Emergency Exit in Young Adult Area
3. Staff Entrance

## **Initial Procedures in a disaster**

### **◆ If fire or water damage has occurred:**

1. Advise the Library Director or President of the Library Board (or another Board member if president not available) of the situation
2. In winter, turn the heat to 50 degrees. (Keys to the thermostats are stored in a labeled small gold envelope in the crown mug on the work table in the Director's office)
3. Open doors and windows if air outside is cool and dry but not freezing. If electricity is functional, use electric fans to expel humid air from the building. Wear rubber gloves and remove any materials from puddles of water on floors. **DO NOT TURN UP THE HEAT.** This will prevent mold and mildew damage as much as possible.
4. If water damage - call Jenny Goodemote at Wood Library for contact information on book drying services.

### **◆ If vandalism has occurred, but no fire or water damage:**

1. Advise the Library Director or President of the Library Board (or another Board member if president not available).
2. Take pictures of the damage. On paper, document what you see. Do not touch anything in the area of the damage until directed by the Library Director or Board member. They will make the call to the police to investigate the situation. Complete an incident report and notify the insurance company - Eastern Shore Associates.

## **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. Without specialized training it is not advisable for staff to undertake more than keeping the sick or injured patron 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. 911 should be called immediately in the event of any serious problem. An incident report should be completed including witness statements and contact information as soon as possible after initial response. No medication should ever be dispensed to the public.

## **Bomb Threats**

Keep the caller on the line as long as possible. Ask the caller to repeat the message and try to write down every word spoken by the person. 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 peculiar background noises such as motors running, background music, and 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, call 911. Clear the building. The police will handle the actual bomb search.



## General Notes

- Remain calm and use good judgment. Avoid casting blame when possible. Document everything.
- **Water Shutoff** – located in utility room. Use crescent wrench to turn one quarter turn clockwise
- **Electric Shutoff** – Main circuit is the large one at the base of the electric panel box
- **Bugs** – if you find bugs in the Library, attempt to confine them as quickly as possible. Plastic bags work for small to midsize items (you can get garbage bags from the Library Cleaner's shelves). Evacuate the Library and call America's Pest X 585-340-7914
- **Important Documents** - If possible in a fire/water emergency if you can safely do so, please try to take the money from the cash register and get the safe from under the work table in the Director's office. But this is ONLY in a situation where you are able to safely.
- **Loss of Director** – if the Director is not able to continue her/his duties, there is an envelope under the monitor of the Director's computer with password information and instructions to get started with the job duties. The Board President has a hard copy of the information as well.

**Bloomfield Public Library**  
**Voice - 585.657.6264 Fax – 585.657.6038**

**EMERGENCY LIST**

**Copier**

RICOH – to call for service follow instructions on front of machine

**Computers/Network/OWWL**

Follow colorful flowchart on cupboard door  
After hours phone # on the bottom  
Problem with one computer  
Email support@pls-net.org

**Electrical Outage**

Rochester Gas & Electric  
1-800-743-1701

**Electrician**

*Critical issues only*  
Mike Falk – Falk Electric  
509-1433

**HVAC**

Van Hee Heating Service, Inc  
545-4096  
If after hours – listen to instructions on message and follow them

**Insurance**

Complete an Incident Report form for any and all issues that occur (copies are located in plastic crate on counter behind Main Desk by the laptops)  
If someone is injured or property is damaged, call Eastern Shore Associates and let them know (be prepared to scan and email your completed incident report)  
Eastern Shore (Jackie Shaffer)  
315-986-7017

**Lawn Mowing & Snow Removal**

Including gutter cleaning  
Ryan Duvall Lawn & Landscape  
857-6791

**Locksmith**

*Library emergencies only*  
Curtis Locksmithing  
Reginald  
394-1768

**Natural Gas**

If you smell a strong natural gas odor, get out and call 911 from a cell  
National Fuel Emergency #  
800-444-3130

**Pioneer Library System**

394-8260  
Lauren Moore – PLS Exec. Director x106  
Ron Kirsop – PLS Asst. Director  
X103  
Hope Decker – PLS Member Library  
Liaison x107

**Plumbing or Maintenance issue that cannot wait**

Finger Lakes Handyman  
880-4753 (after hours 880-7242)

**Security System**

SG Security – issues with alarm  
657-6565

**Alarm Monitoring**

(if you set it off)  
844-222-1284  
(security code is 0391)

**Trees (tree or limbs in parking lot)**

Extreme Tree  
800-206-6936

**Vacuum Cleaner**

Mike (Gabriel First Corp)  
750-3400

**Bloomfield Public Library  
Accident/Incident Report**

Date \_\_\_\_\_ Time \_\_\_\_\_

Staff Member(s) \_\_\_\_\_

Name(s) of individuals involved  
\_\_\_\_\_

Address(es) & Telephone Number(s)  
\_\_\_\_\_  
\_\_\_\_\_

Name(s), Address(es), Telephone Number(s) of non-staff witnesses  
\_\_\_\_\_  
\_\_\_\_\_

**Describe what happened and what action was taken:**

**Were police, fire department, or ambulance called? \_\_\_\_\_**  
**If yes, give specifics: (time of call, time of arrival, action taken)**

**Was insurance company notified? (Eastern Shore Associates @ 315-986-7017;  
agent Jackie Shaffer)**

**Additional comments or statements:**

**Director notified:** \_\_\_\_\_

**Signature** \_\_\_\_\_

Approved June 14, 1999 BPL Incident Report  
Reviewed and Revised April 11, 2005

## **6) CASH HANDLING AND DEPOSIT POLICY**

Adopted: March 19, 2018

The Bloomfield Public Library accepts cash and personal checks for payment of library charges (i.e. fines, lost/damaged materials, copying, printing, faxing etc.) and donations. All cash is recorded and stored in our cash register under a unique clerk identification code. Cash is counted at the start of every shift by a Library Clerk and at the end of every shift by a different Library Clerk. Cash should reconcile every time it is counted (cash at start of shift plus all monies taken in should equal cash on hand). Daily close out report will be printed from the register.

A Library Clerk designated by the Library Director as the cash deposit assistant shall remove excess funds from the cash drawer any time the cash on hand exceeds \$150. This Library Clerk will reconcile the drawer, remove excess cash, make the appropriate notations on the Daily Cash Recording sheet and the Cash Pull Sheet, email the Library Director that a pull has been completed and deliver it to the Director to be locked in a separate spot until it can be deposited.

A different Library Clerk designated by the Director will recount the pulled and secured cash and write up a bank deposit slip. The deposit slip will be photocopied and the cash and deposit slip will be returned to the Manger's locked drawer until it can be taken to the bank.

The Library Director will maintain a spreadsheet of income recorded on the Daily Cash Recording sheets for each shift and will reconcile that with the cash turned over for deposit and the deposit slip. The designated cash deposit assistant Library Clerk will keep a separate record of cash pulls. The Library Director will take the deposit to the bank.

The Financial Officer of the Board of Trustees will sign off on all deposit packets verifying that all paperwork is present and that the amount indicated on the deposit slip is the amount indicated on the bank receipt.

Bank deposits will be made a minimum of 2 times per month or anytime funds exceed \$150.

Deposits are reported to the Board of Trustees in the financial reports presented at the next regularly scheduled meeting.

## **7) CIRCULATION POLICY**

Revised 6/93 Revised 1/98 Revised 2/98 Revised June 18, 2001, Revised 2/2005,  
Revised 2/2015; Revised 2/2017 Revised 7/2018; Revised 8/2018

### **Borrowing Privileges**

An OWWL Card is required to borrow materials and use the library computers.

The Bloomfield Public Library issues library cards without charge. Cards are valid for one year and must be renewed at the end of this period.

**PATRONS MUST PRESENT THEIR LIBRARY CARD WHEN CHECKING OUT LIBRARY MATERIALS.** Photo ID will be accepted in the case of a forgotten card on a limited basis.

### ***For Patrons 18 and over***

Library cards are issued to individuals 18 years of age and older upon presentation of a valid ID which contains name and current address. Preferred form of identification is a NY State Driver's License or a NY State Non-Driver's ID; other forms of ID will be accepted at the discretion of the library staff.

### ***For Patrons under 18***

Children are issued a library card when they have reached their 5th birthday. A parent or legal guardian must sign the registration form for a child under the age of 18 and present valid ID as described above.

Holders of a valid library card have access to ALL materials in the library.

### ***Lost library cards***

A \$3.00 fee may be charged to replace a lost library card.

### ***Fines and Overdue Materials (see attached Fine and Fee Schedule)***

Patrons who have outstanding overdue fines in excess of \$5.00, and/or more than 5 items overdue, will lose borrowing privileges until the fine is reduced to less than \$5.00 and/or fewer than 5 items are overdue

## ***Lending Policies***

### **CIRCULATION PERIODS:**

Books, magazines, and sound recordings CD may be checked out for three weeks.

DVDs may be checked out for one week. New DVDs may be checked out for three days. Patrons may have a total of five DVDs checked-out at a time.

Computer Use: The library's public computers with internet access and office applications may be "checked-out" for in-library use for one hour. A library card is preferred, but guest passes are available

### **RENEWALS**

All circulating materials may be renewed by telephone, on-line through patron's OWWL Account, by emailing [bloomfieldlibrary@owwl.org](mailto:bloomfieldlibrary@owwl.org), or at the library, providing there are no Holds on the material at the time of renewal. Materials may be renewed no more than two times. New DVDs may not be renewed.

### **HOLDS**

All circulating materials may be placed on hold in person, on-line through OWWL Account, by emailing [bloomfieldlibrary@owwl.org](mailto:bloomfieldlibrary@owwl.org), or by telephone. Patrons will be notified when the requested item is available. Material will be held for one week. A \$1.00 per item no-show fee may be charged for items not picked up within one week of notification.

### **INTERLIBRARY LOAN**

Materials not available through OWWL may be requested through Interlibrary Loan. Materials are borrowed for patrons from regional and state libraries as necessary. Loan periods for these materials are determined by the loaning libraries. A \$5.00 non-refundable fee will be charged on all Interlibrary Loan requests placed to libraries outside of the Pioneer Library System.

### **SERVICES TO SCHOOLS, DAY CARE CENTERS, SENIOR CITIZENS AND OTHER SPECIAL GROUPS**

Loans to special groups are handled on an individual basis. One person from the organization must be responsible for items borrowed. Due dates may be extended at the discretion of the library staff. Bulk loans are available.

Materials may be returned at the circulation desk during open hours, in the book drop after hours, or at any Pioneer Library System library.

Bloomfield Public Library  
Library Charges

FINE AND FEE SCHEDULE  
(Effective 3/1/2012)

<b>MATERIAL</b>	<b>FINE RATE / DAY</b>	<b>MAXIMUM FINE</b>
Books	\$ .20	\$ 5.00
Magazines	\$ .20	\$ 5.00
Audiobooks	\$ .20	\$ 5.00
DVDs	\$ 1.00	\$ 5.00

**COPIER CHARGES**

The library maintains a self-service copier for use by its patrons. Charge is \$ .10 per side.

**LOST OR DAMAGED ITEMS**

Patrons are held responsible for all items checked out on their library cards. Patrons will be required to pay for lost items and for items that are damaged beyond further use and must be withdrawn from the collection. The patron will be charged the bibliographic record price of the item. Patrons may present a replacement of the exact item in new condition in lieu of paying the bibliographic record price.

**FAX**

Outgoing fax - \$1.00 per page; Incoming fax \$ .50 per page. Maximum charge \$5.00

**FINE/BILL PROCEDURES**

Courtesy phone calls are made when materials are two weeks overdue. A written notice is sent when the item is four weeks overdue. A final bill is sent after the materials are six weeks overdue. The bill notice includes the replacement cost of the item. The patron is blocked from borrowing materials from any Pioneer Library System library until the charges are paid or the materials are returned to the library and any outstanding fines are reduced to a level below \$5.00.

Patrons who owe the library more than \$100.00 may be liable for court action. Court costs will be added to the amount owed to the library.



## **8) CLAIMS AUDITOR POLICY**

Adopted: April 16, 2018.

The Board of Trustees ("Board") of the Bloomfield Public Library ("Library") recognizes its responsibility for ensuring that all Library expenditure vouchers are properly itemized and documented before payments are made.

The Board delegates this responsibility to a Claims Auditor who will be appointed by the Board. To maintain the independence of the Claims Auditor, he or she shall be someone who is independent of both the purchasing and check signing functions.

The Claims Auditor shall have the following responsibilities:

- To review, and if acceptable, approve vouchers and invoices submitted to the Library prior to their payment.
- To ensure that proper documentation and itemization are provided and that payment is for proper library purposes.
- To indicate his or her approval of claims by signing or initialing each individual voucher.
- To present all voucher packets to the full Board for review at its next meeting.
- To forward all such reviewed and approved vouchers to the Library's Financial Officer who will then review all voucher packets, and if acceptable, sign the checks.

In the conduct of his or her duties, the Claims Auditor shall ensure compliance with the following checklist:

- The voucher packet includes an invoice and packing slip.
- The invoice specifies the description and price of the items.
- No unauthorized taxes are paid, all applicable discounts are taken, and all shipping charges are accurate.
- There is a receiving signature indicating work has been completed and/or materials were delivered satisfactorily.
- Charges are not duplicates of items already paid.
- The proposed payment is for a valid and legal purpose.
- The unit price billed on the invoice does not exceed the bid or contract authorization.

- There is supporting documentation if the expenditure was required to be bid.

To provide the Claims Auditor with adequate time to carry out these important responsibilities, all voucher packets shall be made available to the Claims Auditor for review prior to the next Board meeting.

## **9) CLASS ROOM USE POLICY**

ADOPTED April 3, 1989. Revised June 20, 2005. Revised February 19, 2018.

1. Use of the Bloomfield Public Library ("library") by outside groups shall be limited to use of the Class Room and groups of a maximum of 35 attendees per building code.
2. The Class Room shall be available at no charge for occasional use by not-for-profit organizations during library hours of operation or at times when staff is present. "Occasional use" shall be understood to mean not more than 12 times per year per organization.
3. The Class Room is not available for any activity for which any fee for entry or admission is charged, except to the extent otherwise provided from time to time by the board of trustees of the library
4. In recognition of the fact that the Friends of the Bloomfield Public Library organization ("Friends") exists primarily to promote and support the purposes of the library, use of the Class Room by the Friends may be scheduled on a more frequent basis.
5. Preference in scheduling use of the Class Room shall be given to groups which serve residents of the communities served by the library.
6. Scheduling use of the Class Room shall be done so as to promote the goal of making the Class Room available to as many different community groups as possible throughout the year.
7. Any groups which involve children shall guarantee adequate adult supervision during and after the groups' use of the Class Room.
8. Children accompanying adults to meetings in the library must be adequately supervised by an adult other than the library staff.
9. Scheduling of the Class Room shall be at the discretion of the library manager/director on a case-by-case basis, in accordance with these guidelines.
10. Each group using the Class Room shall be responsible for the following:
  - a. Set-up and return of furniture as needed.
  - b. Room is to be left clean and in the same condition as found.
11. The provisions of this Class Room policy are in addition to, and not in place of, any other library policy or policies that may apply to this library facility including, without limitation, policies relating to codes of conduct, use of alcoholic beverages, etc. Additionally, use of the Class Room by any group shall not constitute endorsement of that group, its beliefs or activities in any form by the Library, its Board of Trustees, or staff.

## **10) CODE OF CONDUCT POLICY**

Revised July 25, 2017

The Bloomfield Public Library welcomes everyone to use Library facilities and resources for learning, exploring, reading, studying, writing, sharing, and obtaining information. This Code of Conduct has been instituted in order for Library patrons and staff to operate in a clean, pleasant, and safe environment.

The Library requires that patrons shall be engaged in activities associated with the use of the Library while on Library premises. The Library reserves the right to evict from Library premises and refuse further admission to any individuals, and/or groups who infringe upon the rights of Library staff or patrons in their proper use of Library facilities, or who create disorder on the premises of the Library so as to interfere with the functions for which the Library was designed. Such behaviors include, but are not limited to:

- Disturbing the peace including excessively loud conversations, playing digital materials without headphones, or any behaviors that willfully disrupt the orderly operation of the Library.
- Disruptive use of cell phones. (Placing phones to vibrate/silent mode is recommended.)
- Eating or drinking around library owned computers.
- Running in the Library.
- Bare feet. Shoes or sandals are required.
- Offensive body odor due to poor personal hygiene or overpowering perfume or cologne that causes a nuisance.
- Destroying, defacing, or illegally removing Library materials or property.
- Unauthorized filming, selling, panhandling, or soliciting.
- Use of tobacco, including cigarettes, e-cigarettes, cigars, pipes, vape pens, and smokeless tobacco.
- Bringing pets, except service dogs, into the Library.

### Personal possessions

Patrons should be watchful of personal possessions. The Library is not responsible for lost, damaged, or stolen personal possessions. Unattended belongings may be picked up and stored by Library staff.

### Unattended Children

Parents and caregivers are responsible for monitoring and regulating the behavior and materials borrowing of their children.

Children under the age of 10 may not be left unattended in the Library. For the safety and comfort of children, a responsible adult or caregiver over the age of 14 must remain with their child while they use the Library. Children five and older may attend Library programs without a parent or caregiver; however, the parent or caregiver must remain inside the Library during the program. Unattended children will be asked to call their parents for pick-up. If staff is unable to reach the parents the Ontario County Sheriff's Office will be contacted.

### Inappropriate Use of the Library Building

Patrons shall not use Library meeting room, restrooms or any Library property in ways other than for designated purposes. Library premises may not be used for soliciting, laundering, personal hygiene activities, or sexual activity of any type.

### Violations of Law

Committing or attempting to commit an activity in violation of state, federal or local law, ordinance or regulation is prohibited including vandalism, theft or endangering the safety of others.

## **11) COMPUTER USE AND INTERNET ACCESS POLICY**

Adopted June 9, 1997, Revised April 16, 2001, Revised June 17, 2002, Revised June 18, 2007, Revised August 19, 2018

### **POLICY ON PUBLIC ACCESS COMPUTERS, INTERNET ACCESS, AND WIRELESS NETWORK.**

#### **MISSION**

- The Bloomfield Public Library ("Library") recognizes the importance of electronic resources in fulfilling its mission of providing materials, programs, information and services to meet community needs.
- The Library endorses and supports free access to information as outlined in the American Library Association Bill of Rights. It is within this context that the library offers public access computers, Internet access, and a wireless network (Wi-Fi).

#### **GENERAL GUIDELINES**

- Patrons using the Library's public access computers, its Internet access, and/or its wireless network are expected to:
  - Use the equipment, services, and facilities for legitimate educational, informational and recreational purposes.
  - Respect the privacy of others
  - Obey all copyright laws and comply with all software license provisions.
  - Make no changes to the set-up or configuration of the software and hardware.
- Misuse or abuse of computer hardware or software or Internet access may result in suspension of user privileges or other penalties
- The Library reserves the right to terminate an Internet session at any time.
- The Library reserves the right to change this policy at any time.
- The provisions of this policy apply whether using Library -owned equipment or privately owned equipment to access the Library's computing facilities, the Internet, or its wireless network.

#### **PUBLIC ACCESS COMPUTERS**

- The Internet is a global network of electronic information resources, which offers much that is useful, timely and substantive. The user should be aware, however, that the Internet is unregulated and should carefully consider the source from which information is obtained. The Library is not responsible for the content, quality, accuracy, or currency of information

found on the Internet as it is an unregulated medium. Users are responsible for evaluating the data received. Filtering is provided for all Internet-enabled computers and the wireless network, whether used by students, patrons, or staff, as required by the Children's Internet Protection Act. Filtering will be disabled only for bona fide research or other lawful purposes.

### RIGHTS OF USERS

- Caution: The Internet is not a secure medium and all transactions, files and communications may be subject to unauthorized access by third parties. The Library, however, respects a patron's right to both confidentiality and privacy and will not release information on the use of electronic resources by members of the public in compliance with the provisions of this policy, except as otherwise required by law.
- Patrons are reminded that the Library's computer terminals are located in public areas that are shared with Library staff and users of all ages, backgrounds and sensibilities. Individuals are expected to consider this diversity and respect the rights of others when accessing potentially offensive information or images.

### CHILDREN

- Parents or guardians are responsible for the Internet information selected and/or accessed by their minor children. Parents are encouraged to discuss safety precautions with their children.

### GENERAL PROHIBITIONS

- Unauthorized online access, including "hacking" and other unlawful activities, is prohibited.
- The unauthorized disclosure, use, and dissemination of personal identification information regarding minors is prohibited.

### **GUIDELINES FOR USE OF PUBLIC INTERNET ACCESS COMPUTERS**

1. The public access computers are available to registered patrons of all ages whenever the Library is open. Computers may be checked out for one-hour sessions in the Library. If no one is waiting, patrons may continue to use the computer beyond one hour.
2. Computers are available on a "first-come - first served" basis.
3. The Library staff is trained to provide limited startup support and will gladly assist patrons as time allows.
4. Only two people are allowed at a computer at one time. Both individuals must be registered and both will be held accountable for any damages or violation of any provision of this policy .

5. Children under the age of 10 must be supervised by a parent or guardian when using the computer.
6. There is a charge for printing from the public access computers.
7. Use of the Internet for activities that violate local, state or federal laws is prohibited. This includes, but is not limited to, activities such as viewing child pornography, committing fraud, hacking, unauthorized access, or spreading libel or slander.
8. Patrons may NOT use the public access computers to send, receive, or display text or graphics which may reasonably be construed as obscene.
9. In accordance with the authority of the Library Board of Trustees, persons who do not abide by these rules may be barred from the Library, prohibited from using computers or other Library equipment, and/or prosecuted for illegal activities.

#### NOTICE

The information contained in the following notice includes provisions that are part of this policy. The notice shall be prominently posted in the Library for easy visibility by any person or patron:

"Please note...

All computer users must abide by the policies and rules of this library.

Use of the Internet for activities that violate local, state or federal laws is prohibited.

Patrons may NOT use the computers to send, receive, or display text or graphics which may reasonably be construed as obscene.

Persons who do not abide by library policies may be barred from the library, prohibited from using computers or other library services and equipment and/or prosecuted for illegal activities.

All users of the Library computers, or the Internet, or their own computer in the Library, agree to hold the Library harmless from any and all claims, losses and damages, obligations and liabilities, directly or indirectly relating from the use of computer equipment, peripherals, network connections, power supplies, or other Library facilities, caused thereby or there from arising. In no event shall the Library have any liability for lost profits or for indirect, special, punitive, or consequential damages or any liability to any third party, even if the Library is advised of the possibility of such damages."



## **12) CONFLICT OF INTEREST POLICY**

Adopted February 2015

### Article I - Purpose

The purpose of this conflict of interest policy (this “Policy”) is to protect the Bloomfield Public Library’s (the “Library”) interest when it is contemplating entering into a transaction, agreement or other arrangement that might benefit the private interest of an officer, trustee or Key Employee (as such term is defined herein) of the Library or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

### Article II - Definitions

1. “Interested Person” means any trustee, officer or Key Employee who has a Financial Interest (as such term is defined below).
2. “Financial Interest” means, directly or indirectly, through business, investment, or family:
  - a. An ownership or investment interest in any entity with which the Library has a transaction or arrangement;
  - b. A compensation arrangement with any entity or individual with which the Library has a transaction or arrangement; or
  - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Library is negotiating a transaction or arrangement.
3. “Key Employee” means any person who is in a position to exercise substantial influence over the affairs of the Library. The term Key Employee expressly includes the Library Manager.
4. “Related Party” means any (a) any trustee, officer or Key Employee of the Library or any Affiliate of the Library, (b) any Relative of any trustee, officer or Key Employee of the Library or any Affiliate of the Library or (c) any entity in which any individual described in (a) or (b) above has a thirty-five percent (35%) or greater ownership or beneficial interest or, in the case of a partnership or professional corporation, a direct or indirect ownership interest in excess of five percent (5%).
5. “Related Party Transaction” means any transaction, agreement or any other arrangement in which a Related Party (as such term is defined herein) has a financial interest and in which the Library or any Affiliate of the Library is a participant.

6. “Relative” of an individual means his or her spouse, ancestors, brothers and sisters (whether whole or half-blood), children (whether natural or adopted), grandchildren, great-grandchildren and spouses of brothers, sisters, children, grandchildren and great-grandchildren and domestic partner.

7. “Affiliate” of the Library means any entity controlled by, in control of, or under common control with the Library.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A Financial Interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a Financial Interest may have a conflict of interest only if the Library’s board of trustees (the “Board”) or an authorized committee thereof decides that a conflict of interest exists.

### Article III - Procedures

#### 1. Duty to Disclose

In connection with any actual or possible conflict of interest, an Interested Person must disclose the existence of the Financial Interest and be given the opportunity to disclose all material facts to the Board and any authorized committee considering the proposed transaction or arrangement.

#### 2. Determining Whether a Conflict of Interest Exists

After disclosure of the Financial Interest and all material facts, and after any discussion with the Interested Person, he/she shall leave the Board or committee meeting while the determination of a conflict of interest is deliberated and voted upon. The remaining Board or committee members shall decide if a conflict of interest exists.

#### 3. Procedures for Addressing the Conflict of Interest

a. An Interested Person may make a presentation at the Board or committee meeting, but after the presentation, he/she shall leave the meeting during the deliberation of, and the vote on, the transaction or arrangement involving the possible conflict of interest. The Interested Person shall not attempt to improperly influence the deliberation of or vote on the matter giving rise to the potential conflict of interest.

b. The chairperson of the Board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

c. After exercising due diligence, the Board or committee shall determine whether the Library can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board or committee shall determine by a majority vote of the disinterested trustees whether the transaction or arrangement is in the Library's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

#### 4. Violations of the Conflicts of Interest Policy

a. If the Board or committee has reasonable cause to believe a person has failed to disclose an actual or possible conflict of interest, it shall inform the person of the basis for such belief and afford the person an opportunity to explain the alleged failure to disclose.

b. If, after hearing the person's response and after making further investigation as warranted by the circumstances, the Board or committee determines the person has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

#### Article IV - Records of Proceedings

The minutes of the Board and all committees with board delegated powers shall contain:

a. The names of the persons who disclosed or otherwise were found to have a Financial Interest in connection with an actual or possible conflict of interest, the nature of the Financial Interest, any action taken to determine whether a conflict of interest was present, and the Board's or committee's decision as to whether a conflict of interest in fact existed.

b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

#### Article V - Compensation

a. No member of the Board may receive direct compensation from the Library. A voting member of the Board who receives compensation from the Library for services, indirectly, is precluded from voting on matters pertaining to that member's compensation. For purposes of this article, reimbursement of reasonable expenses incurred in performance of duties as a trustee is not compensation.

b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Library for services is precluded from voting on matters pertaining to that member's compensation.

c. No voting member of the Board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Library,

either individually or collectively, is prohibited from providing information to any committee regarding compensation.

## Article VI - Annual Statements

### 1. Annual Statements

Each trustee, officer and Key Employee shall annually sign a statement (the “Annual Statement”) which affirms such person:

- a. Has received a copy of the Policy,
- b. Has read and understands the Policy,
- c. Has agreed to comply with the Policy,
- d. Understands the Library is charitable and in order to maintain its tax exempt status it must engage primarily in activities which accomplish one or more of its tax-exempt purposes, and
- e. Has set forth existing potential conflicts of interest.

A form of Annual Statement for use by the Library is attached as Appendix A. 5

### 2. Statement Required Prior to Initial Election of any Trustee

Each potential trustee of the Library shall be required to complete, sign and submit the Annual Statement to the Secretary of the Board prior to any initial election of such trustee to the Board.

## Article VII - Periodic Reviews

To ensure the Library operates in a manner consistent with its charitable purposes and does not engage in activities that could jeopardize its tax-exempt status or are otherwise unlawful, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm’s length bargaining.
- b. Whether partnerships, joint ventures, or other arrangements conform to the Library’s written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

## Article VIII - Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the Library may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Board of its responsibility for ensuring periodic reviews are conducted.

## Article IX - Related Party Transactions

### 1. In General

The Library shall not enter into a Related Party Transaction (as such term is defined in Article II, Section 5 of this Policy) unless such transaction is determined by the Board to be fair, reasonable and in the Library's best interest at the time of such determination. Any trustee, officer or Key Employee who has an interest in a Related Party Transaction shall disclose in good faith to the Board, or an authorized committee thereof, the material facts concerning such interest.

### 2. Procedure

Except as otherwise provided herein, the procedure for disclosing, addressing and documenting a Related Party Transaction shall be in accordance with the procedures set forth in Article III 6, Section I, Article III Section 3 and Article IV of this Policy, respectively.

### 3. Extraordinary Related Party Transactions

With respect to any Related Party Transaction in which a Related Party has a substantial financial interest, the Board, or an authorized committee thereof, shall:

a. Prior to entering into the transaction, consider alternative transactions to the extent available;

b. Approve the transaction by not less than a majority vote of the Board or committee members present at the meeting; and

c. Contemporaneously document in writing the basis for the Board's or authorized committee's approval, including its consideration of any alternative transactions.

Appendix A

CONFLICT OF INTEREST POLICY OF BLOOMFIELD PUBLIC LIBRARY

Annual Statements by Trustees, Officers and Key Employees

The undersigned, a trustee, potential trustee, officer and/or Key Employee of the Bloomfield Public Library (the "Library"), affirms that:

a. I have received a copy of the Library's Conflict of Interest Policy (the "Policy");

b. I have read and understand the Policy;

c. I agree to comply with the Policy;

d. To the best of my knowledge, below is a list of every entity in which I am an officer, trustee, trustee, member, owner or employee and with which the Library has, or may have, a relationship:

NONE \_\_\_\_\_

e. To the best of my knowledge, below is list of any transaction in which the Library is a participant and in which I might have a conflicting interest:

NONE \_\_\_\_\_

f. I understand the Library is charitable and 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 Print Name Date

THIS FORM MUST BE DIRECTED TO THE SECRETARY OF THE LIBRARY BOARD,  
WHO MUST PROVIDE A COPY TO THE LIBRARY'S AUDIT COMMITTEE, OR, IN THE  
ABSENCE OF AN AUDIT COMMITTEE, TO THE LIBRARY BOARD PRESIDENT

### **13) DISPOSAL AND SALES OF SURPLUS POLICY**

Adopted: 6/15/15

The Library Manager may dispose of surplus items in any legal manner. Disposals of items that originally cost more than \$2,000 should be reported to the Board of Trustees. Disposals of items that originally cost more than \$10,000 should be pre-approved by the Board of Trustees.

The Library Manager is authorized to sell surplus items by using an open bid system. The receipts of all such sales should be reported to the Board of Trustees at their next regular meeting as a part of the monthly financial report.

The Library Manager may dispose of donated items in any legal manner. The Library Manager is authorized to sell donated items using either an open bid system for items valued at more than \$500 or a set price system for items valued at less. The sales of items should be reported to the Board of Trustees at their next meeting as a part of the monthly financial report.

## 14) Fund Balance Policy

Adopted 2/25/2019

The Bloomfield Public Library operates on a July 1-June 30 fiscal year. The majority of the Library's revenue comes from a tax levy paid by school district residents to the School District in the fall of each year. The Library is dependent on the School District for the receipt of these funds. According to the School District, the Library can expect to receive this revenue after October 1 and before December 1 each year.

The Bloomfield Public Library shall have a unreserved fund balance adequate to meet typical operating expenses for the four months between July 1 and the receipt of the tax levy funds (on average about November 1 each year).

Should the Library not have the required unreserved fund balance to finance operations the Board of Trustees shall be alerted and/or an emergency meeting of the Board will be called. One or more of the following steps will be taken:

1. Defer spending
2. For expenses that cannot be deferred
  - a. The Board of Trustees must approach the School District and request that Tax Anticipation Notes be secured on behalf of the Library to meet the operational needs of the Library until the tax levy is received.

Any of the above activities shall be reported by the Library Director to the Board of Trustees at their next scheduled meeting. The Library Director will keep an accurate record of the activity and once any necessary reimbursement is made, notify the Board of Trustees.



## **15) GIFTS AND DONATIONS POLICY**

Adopted: 10/16/17

The Bloomfield Public Library strives to remain at the heart of this community. We appreciate the generosity of those who wish to donate to the Library, regardless of the form of the donation.

The Library's small physical size and limited financial means impose restrictions on our ability to administer donations that would, if accepted, be subject to restrictions or conditions.

The purpose of this policy is to encourage community generosity while avoiding misunderstandings and costly administration.

Accordingly, except as specifically otherwise authorized by the Library's Board of Trustees, the following policies shall apply to every gift or proposed gift:

- 1) Every proposed gift shall be subject to acceptance by the Library in its sole discretion.
- 2) Every accepted gift shall become the sole property of the Library, to be used or disposed of by the Library in its sole discretion.
- 3) The Library will not provide appraisals of any gift or proposed gift.
- 4) Other than indoor plants, the Library will not accept any proposed gift that is alive - e.g. outdoor plants, trees, animals, or other flora or fauna.
- 5) At its discretion, the Library may not accept a proposed gift that comes with conditions, restrictions, or other "strings attached", except in the case of memorial gifts as set forth below.
- 6) If a proposed gift consists of a book or other item, or funds to buy a book or other item, a bookplate or similar marking may be placed on the item(s).
- 7) If a proposed monetary gift is for \$1000 or more, the donor's name or the person to be memorialized may be inscribed on the plaque in the front hall.
- 8) All communications regarding gifts or proposed gifts must go through the Library Director.

## **16) LIBRARY HOURS POLICY**

Revised 2/2015; 9/2017: 7/16/18

The Bloomfield Public Library is open 41 hours a week:

Library patrons will be admitted into the library and provided with library services during the following hours:

Monday	2:00 PM - 8:00 PM
Tuesday	10:00 AM – 8:00 PM
Wednesday	2:00 PM - 8:00 PM
Thursday	10:00 AM – 8:00 PM
Friday	2:00 PM - 7:00 PM
Saturday	10:00 AM – 2:00 PM

Summer hours: same as above

These hours may change due to holidays or emergencies. When possible, notice of changes will be posted.

## **17) INVESTMENT POLICY**

Adopted: March 19, 2018

The policy of the Board is to defer to General Municipal Law regarding any investment of library funds.

## 18) PERSONNEL POLICY AND EMPLOYEE HANDBOOK

### PERSONNEL POLICY

Revised 3/1/94 Revised 1/12/98 Revised 10/18/04 Revised 2/19/07 Revised 1-21-2013  
Revised 11/28/16  
Revised 10/16/17 – to bring our policy in line with other PLS libraries  
Revised 8/19/18. Revised 2/25/2019.

The Bloomfield Public Library ("Library") is governed by the Board of Trustees ("Board") who are appointed by the East Bloomfield Town Board. The Board is responsible for hiring a qualified Library Manager ("Manager"), overseeing the fiscal affairs of the Library and setting policy for the Library. The administration and management of the Library is the responsibility of the Manager who is under the direction of the Board. Staff members are assigned duties by the Manager, and the Manager retains direct responsibility to the Board for the performance of staff members.

#### A. GENERAL GUIDELINES

The Board believes in compensating the Manager and its hourly employees at levels commensurate with professional or hourly employees holding similar titles and performing comparable duties at similar sized libraries in the Pioneer Library System.

The employees of the Library are public employees and as such are subject to Civil Service. The Ontario County Department of Human Resources administers Civil Service for the Library, including reviewing job applications, scheduling and conducting civil service exams for competitive positions, and establishing and certifying candidate eligibility lists. The Library complies with New York State Civil Service Law and if a conflict occurs between this policy and the law, the law shall take precedence. Except to the extent otherwise provided by law, if any, each Library employee is employed "at will", and may be terminated by the Library for any reason or no reason in the sole discretion of the Library.

The Library is an equal opportunity employer and will not discriminate against current or prospective employees because of race, creed, color, religion, sex, national origin, age or disability. In all instances, the Library will seek to employ the most qualified individual for any job.

The Library shall comply with all applicable state and federal employment regulations. No provision herein contained shall be deemed to be contrary to the provisions of the Education Law of the State of New York, the Civil Service Law, or any other laws affecting libraries.

## B. SCHEDULE OF OPERATIONS

### Work Week for Hourly Employees

- a) A forty hour workweek constitutes full-time employment
- b) The workweek shall consist of six days, Monday through Saturday. All employees work a variety of schedules including some evenings and some Saturdays.
- c) Individual work schedules will be established by the Manager
- d) Employees will be ready to start at the beginning of their shift and will work through to the end.
- e) An employee who works more than four consecutive hours will be entitled to a 15 minute, paid break in the building but away from the main desk.
- f) An employee who works more than six consecutive hours will be entitled to a 30 minute, paid break in the building but away from the main desk.
- g) Full-time employees accrue hours in excess of 40 hours per week at a rate of time and one-half. The Manager shall report the hours of all full-time employees to the Board monthly.

### Emergency Closings

- a) The Manager or person in charge will determine closings necessitated by weather or temporary emergencies.
- b) Staff scheduled to work will be notified of the closing by phone.
- c) If the Library has to close for an emergent situation, the regularly scheduled staff will be credited with the time as if worked. An emergent situation is defined as any situation where the staff cannot be notified of a Library closing before the day of such closing.

### Minimum Staffing Level

- a) To be open, the Library must have a minimum of two staff or one staff and one approved volunteer in the building. In the event that staffing is below this level, the Manager should be notified. If additional staff or volunteers cannot report, the building will be closed.
- b)

## C. EMPLOYMENT POLICIES

### Compensation

The Board sets all salary and wages annually at the organizational meeting. Pay period consists of a calendar month. All employees must submit a signed time sheet with an accurate record of the time worked during the month. Actual pay date is the fourth of the following month unless the fourth is a Sunday or Holiday in which case the pay date will be adjusted to the third or fifth. Employees will receive pay via direct deposit.

## Holidays

The Library will be closed for holiday observations as follows (7days):

New Year's Day  
Memorial Day  
Fourth of July  
Labor Day  
Thanksgiving Day  
Christmas Eve Day (December 24)  
Christmas (December 25)

- ◆ The Board of Trustees will establish a schedule of additional holiday closings prior to the beginning of each year.
- ◆ Full-time employees will be paid their regular compensation.
- ◆ There will be no paid holidays for part-time employees

## Vacation

- ◆ Full-time employees will be paid their regular weekly compensation for annual vacation leave as follows: two weeks paid leave for years one through three; three weeks paid leave for years four through ten; four weeks paid leave after ten years.
- ◆ All vacation requests are subject to the adequate staffing of the Library and should be made at least two weeks in advance. Vacation time must be approved by the Manager.
- ◆ Vacation must be used within the calendar year. Vacation benefits do not accrue.
- ◆ There will be no paid vacation leave for part-time employees.

## Personal Leave

- ◆ Full-time employees are entitled to five days paid personal leave annually. Personal leave does not accrue.
- ◆ There will be no paid personal leave for part-time employees.

## Sick Leave

- ◆ Full-time employees are entitled to five days paid sick leave annually. Unused sick leave may be accrued up to 30 days.
- ◆ There will be no paid sick leave for part-time employees
- ◆ Except to the extent otherwise provided by law or regulation, sick leave benefits apply to hours that the employee could not work due to sickness or injury, and to hours that the employee used for family medical appointments

#### Extended Leave

- ◆ For full time employees, up to thirty days of uncompensated time off will be allowed for illness in addition to the allotted vacation time, personal leave and sick leave. After such time the position may be declared vacant. However, the Board may extend this limit in special circumstances.
- ◆ Extended leaves of absence without pay for employees may be granted by the Manager.
- ◆ The Board will determine extended leaves of absence for the Manager.

#### Family Medical Leave

- ◆ Eligible employees employed more than 1250 hours in 12 months are entitled to 12 weeks of unpaid Family Medical Leave.
- ◆ Employees may use their personal and vacation time before using a Family Medical Leave.
- ◆ As a public library, the Library is exempted from the Paid Family Leave Act and chooses not to participate.

#### Bereavement Leave

- ◆ Full-time employees: In the event of the death of an employee's spouse, domestic partner, parents and children (including foster and step), siblings, grandparents, grandchildren, mother/father/daughter/son/sister/brother-in-law, or other member of his/her household, employee shall be excused from work at his/her request for a total not to exceed five working days, with pay. In the event of the death of the employee's uncle, aunt, cousin, or spouse's grandparents, the employee shall be excused from work at his/her request for one day with pay.
- ◆ Part-time employees will be assisted in trading shifts and rearranging the staff schedule.

#### Jury Duty

- ◆ Full-time employees will receive their regular pay.
- ◆ Part-time employees will receive compensation as determined by New York State law.

#### Evaluation

- ◆ A written evaluation of all employees' work performance will be conducted once a year.
- ◆ In evaluating the staff, the Manager will meet individually with each employee to discuss the evaluation. Staff will have an opportunity to make written comments on their evaluation and will be provided with a written summary including goals for the next year.
- ◆ The Board will evaluate the Manager in the same manner.

#### Discipline/Termination

The Library follows the disciplinary and termination procedures established by New York State Civil Service Law when addressing staff incompetence or misconduct.

#### Resignation/Retirement

- ◆ Full-time and part-time employees should file written notice of intent to resign at least thirty days in advance of the last day of employment.
- ◆ Full time employees leaving in good standing will be paid any unused vacation time.

### Conference and Travel

- ◆ Professional development is encouraged and cannot exceed the approved amount appropriated in the annual budget. Employees wishing to attend a conference or training must submit a completed Conference/Training Attendance Request Form to the Manager. Any form requesting less than \$500 can be approved by the Manager. Forms requesting amounts greater than \$500 need to be approved by the Board.
- ◆ All employees are entitled to be reimbursed for approved conference/travel expenses. Receipts are required for anything over \$15.
- ◆ Mileage to match the current Internal Revenue Service rate.
- ◆ Meals will be reimbursed up to \$50 per day.
- ◆ Employees will be paid their regular salary/wages for time at approved conferences/trainings, travel time included.

### Additional Benefits

- ◆ All employees are covered by Disability Insurance.
- ◆ All employees are covered by Workers' Compensation Insurance and benefits of the Social Security Administration
- ◆ Employees working 1,000 hours or more annually are eligible to participate in a 403(b) retirement plan. The Bloomfield Public Library will contribute approximately four percent of the employee's salary to the 403(b) retirement fund.

## D. EMPLOYEE CONDUCT

### Dress Code

- ◆ Although no formal dress code exists, employees are asked to wear clothing that is appropriate for their position and the work that they do. Clothing should be neat, clean, in good taste and not constitute a safety hazard.
- ◆ Library issued name badges are required at all times when working.

### Smoking

- ◆ The Library is a smoke-free workplace. No smoking is permitted on Library property.

### Alcohol/Substance Abuse

- ◆ No employee shall use, possess, or sell alcoholic beverages or illegal drugs on Library property. The Library encourages employees with substance-abuse problems to seek treatment; however, seeking treatment for dependency does not exempt employees from disciplinary action. The provisions of this paragraph do not apply to legal beverages served on Library property at an event sponsored or approved by the Library with prior Board approval.



## NON-HARASSMENT/NON-DISCRIMINATION

Adopted November 26, 2018

The Bloomfield Public Library (the Library) is committed to maintaining a workplace free from all forms of unlawful harassment, including sexual harassment. Harassment based on any legally protected basis is a form of workplace discrimination. The Library prohibits unlawful harassment against anyone, for any reason, including, but not limited to an individual's actual or perceived: race; color; sex; age; creed; disability; religion, citizenship; national origin; ancestry; military status or veteran status; marital status; familial status; gender identity and expression; partnership status; credit worthiness or credit history; status as a caregiver; sexual orientation; status as a victim of domestic violence, stalking; or sex offenses; predisposing genetic characteristics; genetic information and any other status protected by law. All employees, interns, and non-employees conducting business in our workplace must refrain from engaging in unlawful harassment.

Workplace harassment will not be tolerated at the Library. All applicants, employees, interns (paid or unpaid), contractors and individuals conducting business with the Library are required to conduct themselves in a manner that prevents sexual or other forms of harassment in the workplace. Any employee or individual covered by this policy who engages in workplace harassment or retaliation will be subject to remedial and/or disciplinary action, up to and including termination. This policy is one component of the Library's commitment to a discrimination-free work environment where all employees and interns are treated with dignity and respect.

Harassment based on a protected class is against the law. All employees have a legal right to a workplace free from illegal harassment. Employees can enforce this right by filing a complaint internally with the Library, or with a government agency or in court under federal, state or local antidiscrimination laws.

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### **DEFINITION OF 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, 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 complaining 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 consists of 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.

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 or Trustees who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.

Any employee who feels harassed should report the harassment to the Library Director or a member of the Board's Personnel committee 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 assaults of a sexual nature, such as:
  - Touching, pinching, patting, 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 victim'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, 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.

### **DEFINITION OF OTHER UNLAWFUL HARASSMENT**

The creation of an intimidating or hostile working environment, based on one or more of the above protected categories, constitutes unlawful harassment. Specific types of unlawful harassment, in addition to sexual harassment covered above, include, but are not limited to:

- Physical harassment refers to pushing, hitting, crowding, cornering or unwanted physical touching;
- Verbal abuse refers to verbal comments, including but not limited to jokes or the use of slurs or other offensive language regarding, or made because of, an individual's actual or perceived membership in one of the protected categories listed above;
- Written harassment refers to derogatory or degrading written comments regarding, or made because of, an individual's membership in one of the categories listed above. Specific examples include, but are not limited to: email, text messages, memos, notes, graffiti, other visual depictions or pictures, cartoons, drawings, videos;
- Inappropriate, unwelcomed behaviors, such as offensive gestures and wearing clothes, jewelry, signage, etc. known to be offensive to particular protected classifications; and
- Any other unwelcome conduct that has the purpose or effect of creating an intimidating, hostile, or offensive working environment as defined by law, or has the purpose or effect of unreasonably interfering with an individual's work performance or otherwise adversely affecting an individual's employment opportunities.

Unlawful harassment, whether it is physical, verbal or visual in nature, is a form of employee misconduct which undermines the integrity of the employment relationship within our library.

## **OUR LIBRARY AS A SPECIAL WORK PLACE**

In recognition of the special nature of libraries, and in furtherance of the policies of the American Library Association as they may exist from time to time, notwithstanding any other provision of this NON-HARRASSMENT/NON-DISCRIMINATION

POLICY to the contrary, no provision of this policy shall apply to any material made available by the Library to its patrons, including, without limitation, any book, painting, sculpture, film, music, information, whether or not such material is used on Library premises or elsewhere.

## **WHO CAN BE A TARGET**

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. A perpetrator of workplace harassment can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

## **WHERE CAN HARASSMENT OCCUR**

Unlawful 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.

## **REPORTING HARASSMENT**

Preventing workplace harassment is everyone's responsibility. The Library cannot prevent or remedy sexual harassment unless the Library knows about it. Any employee, intern (paid or unpaid) or non-employee who has been subjected to behavior that may constitute unlawful harassment is encouraged to report such behavior to the Director or a member of the Board's personnel committee. Anyone who witnesses or becomes aware of potential instances of workplace harassment should report such behavior to the Director or a member of the Board's personnel committee.

Reports of workplace harassment may be made verbally or in writing. The written complaint form is located in the plastic bin on the counter behind the main desk with the incident report forms. All employees are encouraged to use this complaint form. Employees who are reporting potential harassment on behalf of other employees should use the complaint form and note that the complaint is being made on behalf of another employee.

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

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

## **MANAGEMENT RESPONSIBILITIES**

If the Director or a member of the Board's personnel committee receives a complaint or information about suspected workplace harassment, observes what may be harassing behavior or for any reason suspects that harassment is occurring, that person is **required** to report such suspected sexual harassment to Board.

In addition to being subject to discipline if he or she engaged in harassing conduct him- or herself, the Director will be subject to discipline for failing to report suspected workplace harassment or otherwise knowingly allowing workplace harassment to continue.

The Director and the Library Board of Trustees will also be subject to discipline for engaging in any retaliation.

## **COMPLAINT INVESTIGATION**

*All* complaints or information about suspected workplace 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 harassment will be prompt and thorough. All persons involved, including complainants, witnesses and alleged perpetrators, 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 workplace 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 Director will conduct an immediate review of the allegations, and take any interim actions, as appropriate. If the complaint is verbal, the individual will be encouraged to complete the Complaint Form in writing. If he or she refuses, the Director will prepare a Complaint Form based on the verbal report.
- If documents, emails or phone records are relevant to the allegations, steps will be taken to obtain and preserve them.
- The Director or a member of the Board's personnel committee will request and review all relevant documents, including all electronic communications.

- The Director or a member of the Board’s personnel committee will interview all parties involved, including any relevant witnesses.
- The Director or a member of the Board’s personnel committee will prepare written documentation of the investigation (such as a letter, memo or email), which contains the following:
  - A list of all documents reviewed, along with a detailed summary of relevant documents;
  - A list of names of those interviewed, along with a detailed summary of their statements;
  - A timeline of events;
  - A summary of prior relevant incidents, reported or unreported; and
  - The basis for the decision and final resolution of the complaint, together with any corrective action(s).
- Written documentation and associated documents will be maintained by the Library.
- Following the investigation, the Director or a member of the Board’s personnel committee will promptly notify the complainant and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
- The Director or a member of the Board’s personnel committee will inform the complainant of their right to file a complaint or charge externally as outlined in the Legal Protections and External Remedies section of this policy.

### **CORRECTIVE ACTION**

If a report of workplace harassment is found to be valid, immediate and appropriate corrective action will be taken. Employees or interns (paid or unpaid) who violate this policy, including the provision against retaliation, will be subject to disciplinary action, up to and including termination. This determination will be based on all the facts of the case.

### **RETALIATION**

The Library will not tolerate retaliation against anyone who, in good faith, complains or provides information about suspected harassment.

Unlawful retaliation can be any action that could discourage an employee from coming forward to make or support a workplace harassment claim including, but not limited to being discharged, disciplined, discriminated against, or otherwise subject to adverse employment action. 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).

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 a “protected activity.” Protected activity occurs when a person has:

- made a complaint of harassment, either internally or with any anti-discrimination agency;

- testified or assisted in a proceeding involving harassment under the Human Rights Law or other anti-discrimination law;
- opposed harassment by making a verbal or informal complaint to management, or by simply informing the Director or a member of the Board's personnel committee of harassment;
- reported that another employee has been harassed; or
- encouraged a fellow employee to report potential harassment.

Even if the alleged harassment does not 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.

## **LEGAL PROTECTIONS AND EXTERNAL REMEDIES**

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, employees may seek the legal advice of an attorney.

### **New York State Division of Human Rights (DHR)**

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to 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 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 discrimination. 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.

An attorney is not needed 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 harassment/discrimination has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If harassment/discrimination 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 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, (718) 741-8400, [www.dhr.ny.gov](http://www.dhr.ny.gov).

Contact DHR at (888) 392-3644 or visit [dhr.ny.gov/complaint](http://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.

### **United States Equal Employment Opportunity Commission (EEOC)**

The 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.

If an employee believes that he or she has been discriminated against at work, he or she can file a "Charge of Discrimination." The EEOC has district, area and field offices where complaints can be filed. Contact the EEOC by calling (800) 669-4000, (800) 669-6820 (TTY), visiting their website at [www.eeoc.gov](http://www.eeoc.gov) or via email at [info@eeoc.gov](mailto:info@eeoc.gov).

If an individual filed an administrative complaint with 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, NY, NY; call 311 or (212) 306-7450; or visit [www.nyc.gov/html/cchr/html/home/home.shtml](http://www.nyc.gov/html/cchr/html/home/home.shtml).

### **Contact the Local Police Department**

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





### Conference/Training Attendance Request Form

<b>Name:</b>	
<b>Date:</b>	
<b>Conference/Training Title:</b>	
<b>Location:</b>	
<b>Date(s) of attendance:</b>	

ITEM	Description	TOTAL
Registration Fee		
Accommodations If unknown at time of request, use estimated room rate for the conference hotel group block.	_____ nights requested x \$ _____ rate	
Meals (Up to \$50 per day)	_____ days x _____ meals	
Mileage Based on current approved IRS Standard mileage rate	_____ miles x \$ _____ current rate	
Tolls/Parking		
Misc/Other		
<b>TOTAL ESTIMATES</b>		

Requestor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorizing Signature \_\_\_\_\_ Date \_\_\_\_\_

EMPLOYEE HANDBOOK

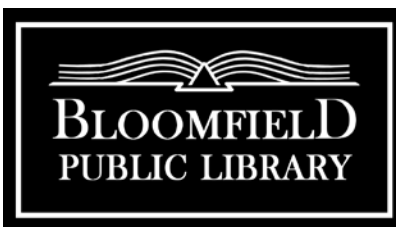
# EMPLOYEE HANDBOOK

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*The Mission of the Bloomfield Public Library is to educate and enrich the community by providing resources and opportunities for gathering, learning, connecting, innovating, and accessing information.*

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Bloomfield Public Library August 19, 2018



The Bloomfield Public Library ("Library") is governed by the Board of Trustees ("Board") who are appointed by the East Bloomfield Town Board. The Board is responsible for hiring a qualified Library Director ("Director"), overseeing the fiscal affairs of the Library and setting policy for the Library. The administration and management of the Library is the responsibility of the Director who is under the direction of the Board. Staff members are assigned duties by the Director, and the Director retains direct responsibility to the Board for the performance of staff members.

### **EMPLOYEE HANDBOOK SECTIONS**

This Handbook consists of the following sections

- 1) Personnel Policy
  - A) General Guidelines
  - B) Schedule of Operations
  - C) Employment Policies
  - D) Employment Conduct
- 2) Positions
- 3) Rules and Procedures
- 4) Acknowledgement of Receipt of Employee Handbook

Sections 1, 2, and 4 of this Handbook have been approved by the Board, and may be revised by it from time to time.

Section 1 of this Handbook has been approved by, and may be revised by, the Director, from time to time, to help insure compliance with Board-approved requirements.

## **1) PERSONNEL POLICY**

### **A) GENERAL GUIDELINES**

The Board believes in compensating the Director and its hourly employees at levels commensurate with professional or hourly employees holding similar titles and performing comparable duties at similar sized libraries in the Pioneer Library System.

The employees of the Library are public employees and as such are subject to Civil Service. The Ontario County Department of Human Resources administers Civil Service for the Library, including reviewing job applications, scheduling and conducting civil service exams for competitive positions, and establishing and certifying candidate eligibility lists. The Library complies with New York State Civil Service Law and if a conflict occurs between library policy and the law, the law shall take precedence. Except to the extent otherwise provided by law, if any, each Library employee is employed "at will", and may be terminated by the Library for any reason or no reason in the sole discretion of the Library.

The Library is an equal opportunity employer and will not discriminate against current or prospective employees because of race, creed, color, religion, sex, national origin, age or disability. In all instances, the Library will seek to employ the most qualified individual for any job.

The Library shall comply with all applicable state and federal employment regulations. No provision herein contained shall be deemed to be contrary to the provisions of the Education Law of the State of New York, the Civil Service Law, or any other laws affecting libraries.

### **B) SCHEDULE OF OPERATIONS**

#### **Work Week for Hourly Employees**

- a) A forty hour workweek constitutes full-time employment
- b) The workweek shall consist of six days, Monday through Saturday. All employees work a variety of schedules including some evenings and some Saturdays.
- c) Individual work schedules will be established by the Director
- d) Employees will be ready to start at the beginning of their shift and will work through to the end.
- e) An employee who works more than four consecutive hours will be entitled to a 15 minute, paid break in the building but away from the main desk.
- f) An employee who works more than six consecutive hours will be entitled to a 30 minute, paid break in the building but away from the main desk.
- g) Full-time employees accrue hours in excess of 40 hours per week at a rate of time and one-half. The Director shall report the hours of all full-time employees to the Board monthly.

## **Emergency Closings**

- a) The Director or person in charge will determine closings necessitated by weather or temporary emergencies.
- b) Staff scheduled to work will be notified of the closing by phone.
- c) If the Library has to close for an emergent situation, the regularly scheduled staff will be credited with the time as if worked. An emergent situation is defined as any situation where the staff cannot be notified of a Library closing before the day of such closing.

## **Minimum Staffing Level**

- a) To be open, the Library must have a minimum of two staff or one staff and one approved volunteer in the building. In the event that staffing is below this level, the Director should be notified. If additional staff or volunteers cannot report, the building will be closed.

## **C) EMPLOYMENT POLICIES**

### **Compensation**

The Board sets all salary and wages annually at the organizational meeting. Pay period consists of a calendar month. All employees must submit a signed time sheet with an accurate record of the time worked during the month. Actual pay date is the fourth of the following month unless the fourth is a Sunday or Holiday in which case the pay date will be adjusted to the third or fifth. Employees will receive pay via direct deposit.

### **Holidays**

The Library will be closed for holiday observations as follows (7days):

New Year's Day  
Memorial Day  
Fourth of July  
Labor Day  
Thanksgiving Day  
Christmas Eve Day (December 24)  
Christmas (December 25)

- ◆ The Board of Trustees will establish a schedule of additional holiday closings prior to the beginning of each year.
- ◆ Full-time employees will be paid their regular compensation.
- ◆ There will be no paid holidays for part-time employees

## **Vacation**

- ◆ Full-time employees will be paid their regular weekly compensation for annual vacation leave as follows: two weeks paid leave for years one through three; three weeks paid leave for years four through ten; four weeks paid leave after ten years of employment.
- ◆ All vacation requests are subject to the adequate staffing of the Library and should be made at least two weeks in advance. Vacation time must be approved by the Director.
- ◆ Vacation must be used within the calendar year. Vacation benefits do not accrue.
- ◆ There will be no paid vacation leave for part-time employees.

## **Personal Leave**

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- ◆ For full time employees, up to thirty days of uncompensated time off will be allowed for illness in addition to the allotted vacation time, personal leave and sick leave. After such time the position may be declared vacant. However, the Board may extend this limit in special circumstances.
- ◆ Extended leaves of absence without pay for part time employees may be granted by the Director.
- ◆ The Board will determine extended leaves of absence for the Director.

## **Family Medical Leave**

- ◆ Eligible employees employed more than 1250 hours in 12 months are entitled to 12 weeks of unpaid Family Medical Leave.
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- ◆ Part-time employees will be assisted in trading shifts and rearranging the staff schedule.

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- ◆ Full-time employees will receive their regular pay.
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- ◆ Full time employees leaving in good standing will be paid any unused vacation time.

### **Conference and Travel**

- ◆ Professional development is encouraged and cannot exceed the approved amount appropriated in the annual budget. Employees wishing to attend a conference or training must submit a completed Conference/Training Attendance Request Form to the Director. Any form requesting less than \$500 can be approved by the Director. Forms requesting amounts greater than \$500 need to be approved by the Board.
- ◆ All employees are entitled to be reimbursed for approved conference/travel expenses. Receipts are required for anything over \$15.
- ◆ Mileage to match the current Internal Revenue Service rate.
- ◆ Meals will be reimbursed up to \$50 per day.

- ◆ Employees will be paid their regular salary/wages for time at approved conferences/trainings, travel time included.

### **Additional Benefits**

- ◆ All employees are covered by Disability Insurance.
- ◆ All employees are covered by Workers' Compensation Insurance and benefits of the Social Security Administration
- ◆ Employees working 1,000 hours or more annually are eligible to participate in a 403(b) retirement plan. The Bloomfield Public Library will contribute approximately four percent of the employee's salary to the 403(b) retirement fund.

## **D) EMPLOYEE CONDUCT**

### **Dress Code**

- ◆ Although no formal dress code exists, employees are asked to wear clothing that is appropriate for their position and the work that they do. Clothing should be neat, clean, in good taste and not constitute a safety hazard.
- ◆ Library issued name badges are required at all times when working.

### **Smoking**

- ◆ The Library is a smoke-free workplace. No smoking is permitted on Library property.

### **Alcohol/Substance Abuse**

- ◆ No employee shall use, possess, or sell alcoholic beverages or illegal drugs on Library property. The Library encourages employees with substance-abuse problems to seek treatment; however, seeking treatment for dependency does not exempt employees from disciplinary action. The provisions of this paragraph do not apply to legal beverages served on Library property at an event sponsored or approved by the Library with prior Board approval.

## **NON-HARASSMENT/NON-DISCRIMINATION**

Adopted November 26, 2018

The Bloomfield Public Library (the Library) is committed to maintaining a workplace free from all forms of unlawful harassment, including sexual harassment. Harassment based on any legally protected basis is a form of workplace discrimination. The Library prohibits unlawful harassment against anyone, for any reason, including, but not limited to an individual's actual or perceived: race; color; sex; age; creed; disability; religion, citizenship; national origin; ancestry; military status or veteran status; marital status; familial status; gender identity and expression; partnership status; credit worthiness or credit history; status as a caregiver; sexual orientation; status as a victim of domestic violence, stalking; or sex offenses; predisposing genetic characteristics; genetic



information and any other status protected by law. All employees, interns, and non-employees conducting business in our workplace must refrain from engaging in unlawful harassment.

Workplace harassment will not be tolerated at the Library. All applicants, employees, interns (paid or unpaid), contractors and individuals conducting business with the Library are required to conduct themselves in a manner that prevents sexual or other forms of harassment in the workplace. Any employee or individual covered by this policy who engages in workplace harassment or retaliation will be subject to remedial and/or disciplinary action, up to and including termination. This policy is one component of the Library's commitment to a discrimination-free work environment where all employees and interns are treated with dignity and respect.

Harassment based on a protected class is against the law. All employees have a legal right to a workplace free from illegal harassment. Employees can enforce this right by filing a complaint internally with the Library, or with a government agency or in court under federal, state or local antidiscrimination laws.

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## **DEFINITION OF 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, 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 complaining 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 consists of 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.

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 or Trustees who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.

Any employee who feels harassed should report the harassment to the Library Director or a member of the Board’s Personnel committee 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 assaults of a sexual nature, such as:
  - Touching, pinching, patting, 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 victim’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, 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.

#### **DEFINITION OF OTHER UNLAWFUL HARASSMENT**

The creation of an intimidating or hostile working environment, based on one or more of the above protected categories, constitutes unlawful harassment. Specific types of unlawful harassment, in addition to sexual harassment covered above, include, but are not limited to:

- Physical harassment refers to pushing, hitting, crowding, cornering or unwanted physical touching;
- Verbal abuse refers to verbal comments, including but not limited to jokes or the use of slurs or other offensive language regarding, or made because of, an individual's actual or perceived membership in one of the protected categories listed above;
- Written harassment refers to derogatory or degrading written comments regarding, or made because of, an individual's membership in one of the categories listed above. Specific examples include, but are not limited to: email, text messages, memos, notes, graffiti, other visual depictions or pictures, cartoons, drawings, videos;
- Inappropriate, unwelcomed behaviors, such as offensive gestures and wearing clothes, jewelry, signage, etc. known to be offensive to particular protected classifications; and
- Any other unwelcome conduct that has the purpose or effect of creating an intimidating, hostile, or offensive working environment as defined by law, or has the purpose or effect of unreasonably interfering with an individual's work performance or otherwise adversely affecting an individual's employment opportunities.

Unlawful harassment, whether it is physical, verbal or visual in nature, is a form of employee misconduct which undermines the integrity of the employment relationship within our library.

## **OUR LIBRARY AS A SPECIAL WORK PLACE**

In recognition of the special nature of libraries, and in furtherance of the policies of the American Library Association as they may exist from time to time, notwithstanding any other provision of this NON-HARRASSMENT/NON-DISCRIMINATION POLICY to the contrary, no provision of this policy shall apply to any material made available by the Library to its patrons, including, without limitation, any book, painting, sculpture, film, music, information, whether or not such material is used on Library premises or elsewhere.

## **WHO CAN BE A TARGET**

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. A perpetrator of workplace harassment can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

## **WHERE CAN HARASSMENT OCCUR**

Unlawful 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.

## **REPORTING HARASSMENT**

Preventing workplace harassment is everyone's responsibility. The Library cannot prevent or remedy sexual harassment unless the Library knows about it. Any employee, intern (paid or unpaid) or non-employee who has been subjected to behavior that may constitute unlawful harassment is encouraged to report such behavior to the Director or a member of the Board's personnel committee. Anyone who witnesses or becomes aware of potential instances of workplace harassment should report such behavior to the Director or a member of the Board's personnel committee.

Reports of workplace harassment may be made verbally or in writing. The written complaint form is located in the plastic bin on the counter behind the main desk with the incident report forms. All employees are encouraged to use this complaint form. Employees who are reporting potential harassment on behalf of other employees should use the complaint form and note that the complaint is being made on behalf of another employee.

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

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

## **MANAGEMENT RESPONSIBILITIES**

If the Director or a member of the Board's personnel committee receives a complaint or information about suspected workplace harassment, observes what may be harassing behavior or for any reason suspects that harassment is occurring, that person is **required** to report such suspected sexual harassment to Board.

In addition to being subject to discipline if he or she engaged in harassing conduct him- or herself, the Director will be subject to discipline for failing to report suspected workplace harassment or otherwise knowingly allowing workplace harassment to continue.

The Director and the Library Board of Trustees will also be subject to discipline for engaging in any retaliation.

## **COMPLAINT INVESTIGATION**

**All** complaints or information about suspected workplace 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 harassment will be prompt and thorough. All persons involved, including complainants, witnesses and alleged perpetrators, 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 workplace 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 Director will conduct an immediate review of the allegations, and take any interim actions, as appropriate. If the complaint is verbal, the individual will be encouraged to complete the Complaint Form in writing. If he or she refuses, the Director will prepare a Complaint Form based on the verbal report.
- If documents, emails or phone records are relevant to the allegations, steps will be taken to obtain and preserve them.

- The Director or a member of the Board's personnel committee will request and review all relevant documents, including all electronic communications.
- The Director or a member of the Board's personnel committee will interview all parties involved, including any relevant witnesses.
- The Director or a member of the Board's personnel committee will prepare written documentation of the investigation (such as a letter, memo or email), which contains the following:
  - A list of all documents reviewed, along with a detailed summary of relevant documents;
  - A list of names of those interviewed, along with a detailed summary of their statements;
  - A timeline of events;
  - A summary of prior relevant incidents, reported or unreported; and
  - The basis for the decision and final resolution of the complaint, together with any corrective action(s).
- Written documentation and associated documents will be maintained by the Library.
- Following the investigation, the Director or a member of the Board's personnel committee will promptly notify the complainant and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
- The Director or a member of the Board's personnel committee will inform the complainant of their right to file a complaint or charge externally as outlined in the Legal Protections and External Remedies section of this policy.

### **CORRECTIVE ACTION**

If a report of workplace harassment is found to be valid, immediate and appropriate corrective action will be taken. Employees or interns (paid or unpaid) who violate this policy, including the provision against retaliation, will be subject to disciplinary action, up to and including termination. This determination will be based on all the facts of the case.

### **RETALIATION**

The Library will not tolerate retaliation against anyone who, in good faith, complains or provides information about suspected harassment.

Unlawful retaliation can be any action that could discourage an employee from coming forward to make or support a workplace harassment claim including, but not limited to being discharged, disciplined, discriminated against, or otherwise subject to adverse employment action. 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).

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 a “protected activity.” Protected activity occurs when a person has:

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

Even if the alleged harassment does not 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.

## **LEGAL PROTECTIONS AND EXTERNAL REMEDIES**

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, employees may seek the legal advice of an attorney.

### **New York State Division of Human Rights (DHR)**

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to 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 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 discrimination. 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.

An attorney is not needed 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 harassment/discrimination has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If harassment/discrimination 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 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, (718) 741-8400, [www.dhr.ny.gov](http://www.dhr.ny.gov).

Contact DHR at (888) 392-3644 or visit [dhr.ny.gov/complaint](http://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.

### **United States Equal Employment Opportunity Commission (EEOC)**

The 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.

If an employee believes that he or she has been discriminated against at work, he or she can file a "Charge of Discrimination." The EEOC has district, area and field offices where complaints can be filed. Contact the EEOC by calling (800) 669-4000, (800) 669-6820 (TTY), visiting their website at [www.eeoc.gov](http://www.eeoc.gov) or via email at [info@eeoc.gov](mailto:info@eeoc.gov).

If an individual filed an administrative complaint with 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, NY, NY; call 311 or (212) 306-7450; or visit [www.nyc.gov/html/cchr/html/home/home.shtml](http://www.nyc.gov/html/cchr/html/home/home.shtml).

**Contact the Local Police Department**

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



### Conference/Training Attendance Request Form

Name:	
Date:	
Conference/Training Title:	
Location:	
Date(s) of attendance:	

ITEM	Description	TOTAL
Registration Fee		
Accommodations <small>If unknown at time of request, use estimated room rate for the conference hotel group block.</small>	_____ nights requested x \$ _____ rate	
Meals <small>(Up to \$50 per day)</small>	_____ days x _____ meals	
Mileage <small>Based on current approved IRS Standard mileage rate</small>	_____ miles x \$ _____ current rate	
Tolls/Parking		
Misc/Other		
<b>TOTAL ESTIMATES</b>		

Requestor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorizing Signature \_\_\_\_\_ Date \_\_\_\_\_

## 2) POSITIONS

### Library Director

#### BLOOMFIELD PUBLIC LIBRARY

#### JOB DESCRIPTION: LIBRARY DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: Serves as head of a library serving a population from 2,500 to 7,499. This position involves responsibility for simple library functions and administrative tasks. The work involves carrying out library policy as determined by the Library Board and standard practice. Also works with Public Library System Librarians in planning and implementing library services. Direct supervision is exercised over other library personnel.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Selects materials for acquisitions using standard review sources and library system aids;  
Performs simple informational, reference and referral services and directs complex questions to the central library or system;  
Recommends building repairs and alterations;  
Conducts library programs on subjects of community interest;  
Works with system librarians to evaluate the effectiveness of the library's services in relation to the changing needs of the community;  
Recommends changes or additions in library services to the board;  
Administers personnel policies established by the board;  
Prepares preliminary budget estimates for the board;  
Represents the library at community and group meetings;  
Recommends and administers public relations programs;  
Administers policies on the purchase and weeding of library materials;  
Attends library system workshops and professional meetings;  
Conducts staff meetings;  
Recommends appointments, promotions and disciplinary actions.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of library services and procedures; working knowledge of library materials and their use; ability to use library computer and audio visual equipment; ability to carry out library policies and procedures; ability to train library staff; ability to plan, coordinate, and supervise the work of others; ability to exercise leadership and motivate others; ability to establish effective working relationships with community organizations; ability to express oneself clearly both orally and in writing to groups and individuals; skill and accuracy in the performance of technical library tasks; tact and courtesy in dealing with staff and public.

FOR LIBRARIES SERVING A POPULATION OF 5,000 - 7,499:

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma AND graduation from a regionally accredited New York State registered college or university with a Bachelor's Degree.

FOR LIBRARIES SERVING A POPULATION OF 2,500 - 4,999:

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma AND completion of two (2) years of college (60 credit hours) from a regionally accredited or New York State registered college or university.

EXEMPT POSITON: This position is exempt from minimum wage and overtime requirements, except to the extent specifically otherwise required by law or regulation.

APPROVED: FEBRUARY 25, 1999  
CIVIL SERVICE CLASSIFICATION: COMPETITIVE

## Library Clerk

### BLOOMFIELD PUBLIC LIBRARY

#### JOB DESCRIPTION: LIBRARY CLERK

Reports to: Library Director

General description of duties: This position involves performing routine library clerical duties necessary for the proper organization and distribution of library materials. No prior knowledge of library procedures is required; on the job training is provided. Work is performed under supervision of higher level clerks or library Director. May supervise pages and volunteers. Does related work as required.

Essential knowledge, skills, and abilities: Basic knowledge of standard clerical procedures including operation of a computer and other office equipment. Ability to understand and carry out written and oral instructions; ability to write legibly. Physical ability to carry, reach from 6 " to 6 feet, and bend; adequate hearing to respond to library users; tact and courtesy in dealing with staff and public. Aptitude for and interest in library work.

Description of Duties: Assigned duties of Library Clerk may include any of the following:

Assist in automated catalog maintenance, making updates and changes to the database as needed. Create material records in automated catalog.

Prepares accounts payable bills for approval by library board and library Director. Makes necessary photocopies for library and town bookkeeper.

Performs routine repairs on books and other holdings. Check in and prepare new materials for circulation.

Assist with library program preparation and implementation, as directed. Assist with the selection of materials in print, AV and electronic formats.

Routine library tasks including but not limited to:

- Assist patrons in finding requested and/or appropriate materials and information
- Assist patrons with their requests over the phone

- Perform routine searches of computer records and electronic databases
- Provide patrons circulation services including charging, renewing, discharging, and placing holds on library materials
- Assures accurate library shelving of books and periodicals by shelf reading and re-shelving, as necessary
- Issue and renew library cards following established policies
- Call patrons to deliver messages or information on library materials
- Provide information to the public on library policies and procedures
- Assist in the implementation of the summer reading program
- Attend staff meetings and workshops as scheduled to expand job skills and knowledge
- Open and close the library and the building responsibly and independently

Performs related work as required and/or requested

Minimum Qualifications Graduation from high school or possession of a high school equivalency diploma.

## Library Page

### **BLOOMFIELD PUBLIC LIBRARY**

#### **JOB DESCRIPTION – LIBRARY PAGE**

Reports to: Library Director

Library Page is an entry level position for which no previous experience is required. On the job training is provided. Library Pages work two evenings a week plus either Friday or Saturday each week according to the needs of the library. Pages may be asked to work additional morning, afternoon, or evening hours on occasion. The library is open Monday through Saturday throughout the year.

#### **DUTIES**

Sort and shelve library materials

Process and prepare all incoming new materials

Check library materials in and out (customer service)

Read shelves for accuracy of order; re-shelve materials as needed

Assist with the creation of displays of books and/or movies

Other duties as assigned

#### **REQUIREMENTS**

Ability to understand and follow written and verbal instructions

Ability to alphabetize and organize library materials accurately

Physical strength sufficient to move & shelve books & other library materials

Tact, courtesy, and friendliness  
Dependability  
Flexibility

**PAY:** Minimum wage

**SCHEDULE:** Generally ten hours per week (2 evenings and alternating Friday/Saturday); additional hours assigned as needed

Cleaner

**BLOOMFIELD PUBLIC LIBRARY  
JOB DESCRIPTION: CLEANER**

Reports to: Library Director  
Description of duties

DISTINGUISHING FEATURES OF THE CLASS: This is routine manual work requiring efficient and economical performance of cleaning and maintenance operations for buildings, grounds, and equipment. Work is performed under the general supervision of a custodian, or other superior in accordance with established policies.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Sweeps and mops floors and stairs;  
Dusts woodwork, furniture and other equipment;  
Washes windows, walls, sinks, and other fixtures;  
Polishes furniture and metal furnishings;  
Empties wastebaskets, collects and disposes of rubbish;  
Clears snow and ice from walks and driveways;  
May perform a variety of grounds-keeping tasks;  
Delivers packages and messages;  
Assists in the operation of a heating plant;  
Arranges chairs and tables and other equipment for special use of building;  
Repairs window shades, replaces light bulbs;  
Paints rooms and equipment, and assists in making minor plumbing, electrical and carpentry repairs

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Some knowledge of building cleaning practices, supplies and equipment, and ability to use them efficiently and economically; ability to perform a variety of minor maintenance tasks; ability to follow oral and written instructions; willingness to perform routine cleaning and other manual tasks; thoroughness; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None

SPECIAL REQUIREMENT FOR APPOINTMENT: Certain assignments made to employees in this class will require access to transportation to meet field work assignments made in the ordinary course of business in a timely and efficient manner.

APPROVED: May 7, 1990

CIVIL SERVICE CLASSIFICATION: LABOR

Treasurer

**BLOOMFIELD PUBLIC LIBRARY  
JOB DESCRIPTION: TREASURER**

Reports to: Board of Trustees  
General Responsibilities

The Bloomfield Public Library is required by New York State Education Law (Op. Compt. 73-719, August 13, 1973) to have a Treasurer who is not an elected member of the Board of Trustees.

The Treasurer should be aware of all written Board approved fiscal policies and the basic financial procedures used by the Library. She/he should also understand basic accounting principles and the Library's funding sources; and should make recommendations to the Board on the acquisition and disbursement of funds where appropriate. The Treasurer should have a commitment to the work of the Bloomfield Public Library, and to that end should foster a positive working relationship with the members of the Board of Trustees, and the Library Director, be aware of and abstain from any conflicts of interest, follow through on recommendations from the Board in a timely manner, and attend the meetings of the Board of Trustees when requested.

This position requires presence in the library during business hours twice per month for about one hour, and within specific timeframes.

**Reporting**

The Treasurer reports to the Board of Trustees and serves at their pleasure.

**Specific Duties**

Sign checks – the Treasurer is responsible for signing all checks according to the Bill Pay Policy.

Review and sign off on bank reconciliation

Review and sign off on monthly deposit packet – verify that all bank receipts match the corresponding deposit slip.

Review the monthly journal report and confirm that it matches the warrant from the Board meeting when the bills were approved to be paid, and verify that check number order is correct and no checks are missing.

Generate a written report on all above duties and distribute to the Board prior to their next monthly meeting.

Meet with the Library Director, the Budget, Finance, and Personnel Committee and/or the Board of Trustees as requested.

**Review**

The Board of Trustees will review the Treasurer's Job Description tri-annually or as needed.

### 3) RULES AND PROCEDURES

#### ATTENDANCE

The Director, Library Clerks and Library Pages are expected to work their scheduled shifts in their entirety. If an employee cannot work part of all of a scheduled shift, that employee must make arrangements with another staff person to trade shifts or get coverage for the shift in question. The Library Director should be notified as soon as possible of the shift change and the change needs to be recorded on the staff schedule hanging in the work area for payroll verification purposes. Library Clerks may contact the Library Director for assistance but it is not necessary. Library Pages must go through the Library Director or the scheduled Library Clerk in the Director's absence to make any scheduling changes whenever possible.

Employees must show up for a scheduled shift. No shows are NOT acceptable. In the case of an emergency, employees must call the library as soon as possible. Employees that find themselves alone on a shift should contact the Library Director or if the Director is not available another staff member. Arrangements must be made to guarantee Minimum Staffing Level. See Minimum Staffing policy above for instances where employees don't show up for their shifts and other staff members are not able to work.

Employees are responsible for maintaining an accurate record of time worked. Time sheets are distributed at the start of each month, and completed and signed time sheets are due to the Director at the end of your last shift of the month.

Library Director and Library Clerks are given keys to the building and cash drawer as well as a unique alarm code. Library Custodian is give keys to the building and a unique alarm code. Loss should be reported to the Library Director as soon as possible. Library Pages are not given keys or alarm codes.

Full time employees are responsible for maintaining records of vacation, sick and personal leave. All leave needs to be scheduled in advance whenever possible and Minimum Staffing Level must be met.

In the case of acute sick days, the Library Director, Library Clerks, and Library Pages must notify scheduled staff of the illness and assist, if possible, in finding coverage to meet Minimum Staffing Level.

Part time employees that do not work with the public (i.e. Library Custodian) must call the Library and leave a message when not able to work.

Any employee not able to work for 7 consecutive days may be asked to provide a physician's note documenting the illness or injury.

#### PERSONAL



At hiring, employees are given shelf space in the workroom (utility room for Library Custodian) to keep their time sheets, projects in process, and any other personal items that they wish to keep on hand.

Library Director, Library Clerks, and Library Pages have access to a small refrigerator and a small microwave when needed. Employees may eat in the workroom as time allows or on breaks. Co-workers should work with each other to make sure the desk is covered while they are eating. Please keep liquids and messy foods away from computer equipment and always cleanup after yourself.

## PROCEDURES

At least one employee (Library Director, Library Clerk, or Library Page) should be working at the main desk at all times when the library is open. Co-workers can take turns to ensure that everyone has time to do what they need to do.

Library Director, Library Clerks, and Library Pages must wear their library issued name badge at all times while working.

Library Director and Library Clerks will be given a library email account. Employees are required to check this account at least one time per scheduled shift and respond to any emails as needed. Library Clerks are also required to check the Library's general email account at least once per shift and respond as needed.

Library Director, Library Clerks, and Library Pages may have cell phones with them with sounds turned off. Quick texts/calls are permitted in the workroom when patrons are not in need of service. Disruptive or extensive communications are prohibited.

Library Director, Library Clerks, and Library Pages may use Social Media and Pinterest on library computers for research purposes as long as patron service is not interrupted or neglected, and respect is shown for the library, its staff, and patrons.

## EVALUATIONS

The Library Director distributes self-evaluations in December for staff to complete prior to their individual meeting. This is a time of dialogue and at the conclusion of the meeting goals for the next year are agreed upon.



#### 4) ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE HANDBOOK

I, \_\_\_\_\_, acknowledge that I have received a copy of the Bloomfield Public Library ("Library") Employee Handbook (the "Handbook"), and that I have read all the provisions set forth in the Handbook, understand them, and agree to abide by them.

I understand that during the course of my employment with the Library, questions may arise that are not explicitly addressed in the Handbook, and I agree to consult with my supervisor regarding these matters.

I understand that the Handbook is intended to provide information about policies and procedures of the Library, but in no way constitutes, creates, or forms a part of an express or implied employment contract with the Library, nor does it guarantee employment for any definite or indefinite period of time. I recognize that my employment is employment "at will" and that either the Library or I can terminate my employment at any time, with or without cause or notice.

The Handbook supersedes any and all prior written or unwritten policies, procedures, or practices of the Library pertaining to or inconsistent with the subjects detailed therein. The Library reserves the right to clarify, change, or supplement any information contained in the Handbook, and the Library will notify me if and when such changes occur.

No changes to the Handbook may be made without the approval of the Board of Trustees of the Library, except that the Director may make changes to the section on Rules and Procedures. And any such changes will not be deemed to affect my "at will" employment status.

Signature of Employee: \_\_\_\_\_

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

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

## 19) PEST CONTROL POLICY

Adopted 2/25/2019

This policy outlines Bloomfield Public Library protocols for prevention of, and reaction to, insect infestations, including potential bed bug situations in its materials and on its premises. Pests that can be damaging or a nuisance to library materials and building include bed bugs, cockroaches, silverfish, firebrats, psocids (booklice), fleas, beetles, termites, and rodents.

Bloomfield Public Library actively works toward the prevention and containment of pests, including bed bugs and bed bug eggs in all materials, and on library premises. Bloomfield Public Library ensures its staff is trained in bed bug detection, containment, elimination and prevention, and regularly examines and updates its procedures according to best practices.

### **Bloomfield Public Library works proactively to:**

- Reduce risk to staff and patrons.
- Monitor our detection, testing and response levels on an ongoing basis.
- Contract only licensed, accredited, and reputable pest detection and control companies.

### **Prevention Protocol and Procedures**

Bloomfield Public recognizes all patrons and staff have a role to play in controlling pest infestations in our community. All patrons and staff must immediately report any sighting of live or dead bed bugs or other pests to library staff. This includes sightings on library material, as well as furniture, fixtures and other surfaces.

### **Staff Protocol**

Staff will routinely inspect all incoming materials, including those returned at the public desks, in the book drops and through inter-library loan delivery, for signs that insects are or have been present. With regard to bed bugs, these signs include live or dead bed bugs, bed bug eggs, bed bug nymphs, and feces and spotting associated with bed bugs.

Materials returned to the Bloomfield Public Library with detected presence of live or dead bed bugs will be treated or discarded at the discretion of the Library. Discarded items will be considered as damaged items under the Damaged Materials Policy.

All items identified by Library staff as potentially containing live or dead bed bugs in any stage will be promptly quarantined. Items with minor or suspected signs will be promptly placed in a specialized heat treatment system, available through Pioneer Library System, which adheres to industry standards and is specifically designed to kill bed bugs.

After treatment, all materials will be re-inspected.

Any materials returned by a patron that show evidence of live or dead bed bugs will result in immediate suspension of Bloomfield Public Library privileges for that patron and for any patrons in the same residence as original patron. Suspension will be lifted after the patron presents proof that his or her residence has been successfully treated for and eradicated of bed bugs by a licensed and accredited pest control company.

### **Patron Protocol**

Library patrons must cease to borrow materials from Bloomfield Public Library if they are experiencing an insect infestation in their residence.

In the event that a patron discovers a live or dead bed bug, bed bug eggs, bed bug nymphs, or feces or spotting associated with bed bugs in Bloomfield Public Library materials, the patron must immediately do the following:

- If the materials are inside of the Library: Bring the materials to a staff member and inform the staff member of the problem.
- If the materials are outside of the Library and in the possession of the patron: Place the materials into a sealable plastic bag. Return the sealed materials directly to a staff member and inform the staff member of the problem. Patrons must not use book drops to return materials suspected or with evidence of bed bugs.
- Patrons are prohibited from self-treating Library materials that are suspected to contain bed bugs.
- Patrons will be held responsible for any damages sustained to Library materials during an attempted self-treatment. Successfully eradicating bed bugs requires professional procedures and equipment contracted by the Library.

### **Public Donations Protocol**

Donors must inspect materials for evidence of live or dead bed bugs prior to donating them to Bloomfield Public Library. Bloomfield Public Library reserves the right to discard materials with signs of past or present bed bug activity, or signs of other pests.

## 20) PROCUREMENT POLICY

Approved August 19, 2018

This resolution sets the policy and procedures of the Bloomfield Public Library ("Library") to meet the requirements of New York State General Municipal Law, section 104-b. Furthermore, this policy helps the Board of Trustees ("Board") and the Library Manager ("Manager") to meet their fiduciary obligations, avoids favoritism, and supports the regular review of the Library's expenditures by the Board. The Board adopts this policy to exercise good fiscal stewardship.

Goods and services that are not required by law to be procured pursuant to competitive bidding must be procured in a manner so as to assure the prudent and economical use of public moneys in the best interest of the taxpayers; to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances; and to guard against favoritism, improvidence, extravagance, fraud, and corruption. To further these objectives, the Board is adopting an internal policy and procedures governing all procurements of goods and services which are not required to be made pursuant to the competitive bidding requirements of General Municipal Law, section 103 or of any other general, special, or local law.

### **1. Proper Documentation**

In order to help assure budgetary compliance, maintain sound recordkeeping, track deliveries against orders, and otherwise operate on a businesslike basis, the Library shall institute and maintain a system of written, sequentially numbered purchase order forms for the procurement of any item, except for those items, if any, that are specifically excluded under this policy. Purchases estimated to cost \$500 or more require prior written approval from the Manager.

Purchases using personal funds, purchases through vendor charge accounts, and purchases requiring payment by check estimated to cost less than \$500 require subsequent approval from the Manager. Vendor charge account purchases are defined as those made through companies with which the Library has existing charge accounts, including but not limited to, Amazon.com, Lowe's, Staples, and Wegmans.

### **2. Purchases Using Personal Funds**

Staff using personal funds for Library expenditures may be reimbursed by the Library up to \$100 for instances without prior written authorization by the Manager, but with the Manager's subsequent approval. Staff may be reimbursed up to \$500 only in instances with prior written approval by the Manager, as long as claims for reimbursement are submitted within two weeks of purchase and include receipts signed by staff.

Sales tax shall be reimbursed at the discretion of the Manager.

Subsequent to the Manager's approval of the purchase, staff may be reimbursed for purchases made with personal funds by a check from the Library, provided, however, that if the reimbursement exceeds \$500, it requires prior approval the Board.

### **3. Pre-Payment of Bills**

The Finance Officer or Treasurer may pre-pay the following bills with Library checks signed by the Finance Officer or Treasurer, before approval of the monthly disbursements by the Board. A list of any such payments will be made to the Board at the next regularly scheduled Board meeting.

#### **3.1 Expenses Approved For Pre-Payment:**

Payroll, benefits, utilities, leases, maintenance service agreements, the credit card bill, and expenses that carry a significant penalty for late payment.

### **4. Manager's Purchases**

The Manager must sign both the requestor and Manager's signature fields when making purchases. The Manager must wait for approval of the list of disbursements by the Board before being reimbursed for purchases made using personal funds.

### **5. Procurements Subject to Bidding**

All purchases of supplies or equipment that will exceed \$20,000 in the fiscal year or public works contracts over \$35,000 shall be formally bid, per the requirements of General Municipal Law, Section 103.

### **6. Exemptions from Quotations/Proposals Requirement**

Alternative proposals or quotations for goods and services shall be secured by use of either written requests for proposals, written quotations, oral quotations or any other method of procurement that furthers the purposes of the General Municipal Law, section 104-b, except for:

- Procurements made pursuant to General Municipal Law, section 103(3), through county contracts, or section 104, through State contracts, State Finance Law, section 163, Correction Law, sections 184 and 186 (from "preferred sources," including articles manufactured in correctional institutions)
- Purchases from agencies for the blind or severely handicapped
- Purchases of surplus and secondhand goods from any source
- Emergency purchases that are purchased immediately, the delay of which may threaten the life, health, and safety or welfare of the staff and/or public.
- Sole source purchases, where a good or service provides a unique benefit to the public, is available from a single supplier, and for which there are no substantial equivalents.

### **7. Items Excepted From this Policy and Procedures by the Board**

Pursuant to General Municipal Law, the procurement policy may contain circumstances when, or types of procurement for which, at the sole discretion of the governing body, the solicitation of alternative proposals or quotations will not be in the best interest of the municipal entity. In the

following circumstances, it may not be in the best interests of the Library to solicit quotations or document the basis for not accepting the lowest bid.

In cases of professional services or services requiring special or technical skill, training or expertise, the individual or company must be chosen on accountability, reliability, responsibility, skill, education, and training, judgment, integrity, and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures.

In determining whether a service fits into this category, the Library shall take into consideration the following guidelines: a) whether the services are subject to State licensing or testing requirements; b) whether substantial formal education or training is a necessary prerequisite to the performance of the services; and c) whether the services require a personal relationship between the individual and library officials.

Professional or technical services shall include but not be limited to the following: services of an attorney; technical services of an engineer engaged to prepare plans, maps, and estimates; securing insurance coverage and/or services of an insurance broker; services of a certified public accountant; investment management services; printing services involving extensive writing, editing or artwork; property management; and computer software or programming services for customized programs or services involved in substantial modification and customizing or pre-packaged software.

## **8. Methods of Competition to be Used for Non-Bid Procurement**

Except as otherwise provided below in this Paragraph 8, the total aggregate cost of every prospective purchase of a good or service or public work contract is evaluated to determine whether the aggregate cost in the fiscal year reaches competitive bidding requirements. Purchases with aggregate costs not rising to competitive bidding levels are authorized as follows:

- Purchases for goods or services estimated to cost \$500 to \$3,999 shall require prior written approval of the Manager.
- Purchases for goods and services estimated to cost \$4,000 to \$6,999 require two quotations, one which is written, and the approval of the Manager.
- Purchases for goods or services estimated to cost from \$7,000 to \$9,999 shall require two written quotations and the approval of the Manager.
- Purchases for goods or services estimated to cost over \$10,000 shall require three written quotations and approval of the Board.
- Public work contracts estimated to cost less than \$4,999 shall require the written approval of the Manager.
- Public work contracts estimated to cost \$5,000 to \$9,999 shall require two quotations, one which is written, and approval of the Manager.
- Public work contracts estimated to cost \$10,000 to \$19,999 shall require two written quotations or proposals and approval of the Board.

- Public work contracts estimated to cost over \$20,000 shall require three written quotations or proposals and approval of the Board.

The preceding provisions in this Paragraph 8 do not apply to the purchase of books, videos, or other items, regardless of medium, that are purchased by the Library, in the ordinary course of business, for its collection, for use by its patrons.

## **9. Adequate Documentation**

A good faith effort shall be made to obtain the required number of quotations or proposals. If the person seeking to make a purchase is unable to obtain the required number of proposals or quotations, the purchaser shall document the attempt made at obtaining the quotations or proposals. In no event shall the failure to obtain a proposal be a bar to procurement.

The Manager shall establish the necessary and reasonable procedures and rules in the execution of this policy.

Oral or written quotations may be evidenced by any reasonable means including, without limitation, written copies of catalog or online pricing.

## **10. Awards to Other than the Lowest Responsible Dollar Offer**

Whenever any contract is awarded to other than the lowest responsible dollar offer, the reasons such an award furthers the purpose of General Municipal Law, section 104(b), as set forth herein shall be documented as follows:

Notations and/or copies of all documents and notations of verbal or other data justifying why any purchase is made from other than the lowest responsible vendor or contractor submitting a complying quotation or proposal, as being in the best interest of the Library, shall be included with the purchase records. If full compliance with this provision is not practical, a written note of explanation shall be made and placed with the purchase records.

Circumstances under which the award may not be made to the lowest responsible bidder include, but are not limited to:

- Bidder cannot guarantee delivery of goods or services within the time frame or under the conditions established by the Library
- Bidder's terms of payment are disadvantageous to the Library, ie full payment before commencement of work or delivery of goods
- Bidder cannot comply with full specifications of goods or services as set forth by the Library
- Bidder's warranty for goods or services is deemed inadequate by the Library
- Bidder's support services are deemed inadequate by the Library

## **11. Annual Review**

The Board shall annually review and, when necessary, update this policy and procedures.



## **12. Unintentional Failure to Comply**

The unintentional failure to comply fully with the provisions of General Municipal Law, section 104(b) shall not be grounds to void action taken or give rise to a cause of action against the Library or any officer or employee thereof.

## 21) PUBLIC COMMENT POLICY

Adopted: 10/16/2017

The Bloomfield Public Library Board of Trustees welcomes public comments at its meetings.

The purpose of this policy is to encourage members of the public to present their views while allowing the board to conduct its meetings efficiently and effectively. This policy applies to the board's regular, special, and committee meetings.

Public comments may be made during the public comment period designated in the meeting agenda, unless otherwise provided by the meeting chair.

Those wishing to speak must sign in before the public comment period and will be heard in the order that they signed in.

Both in the sign-in sheet and at the start of his/her remarks, each speaker must provide his/her name, address, contact information, and any group affiliation.

The public comment period shall not exceed 30 minutes, unless permitted by the meeting chair.

Each speaker is allowed a maximum of 3 minutes, unless otherwise provided by the meeting chair.

The meeting chair may reduce the 3 minute time limit if more than 10 people signed up to speak.

All comments must be made with civility and courtesy. Dialog between speakers is not permitted. The meeting chair may limit or prohibit further comment if, in his/her opinion, proper decorum is not displayed.

Public comments can be a valuable source of information for board members. But the public comment period is not a question-and-answer period. Board members may respond to public comments.

Public comments and questions may also be submitted to the board in writing, for consideration at their next meeting.

## **22) TOBACCO USE POLICY**

Adopted 4/20/2019

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

The Bloomfield Public Library recognizes that:

- The U.S. Surgeon General has concluded that secondhand smoke is harmful to human health.
- Visible tobacco use contributes to the social acceptability, normalization, and perceived prevalence of tobacco use, factors which promote youth initiation and impede cessation.
- Tobacco products consumed in public spaces are often discarded on the ground, posing a risk of ingestion to children and animals, and incurring costly litter cleanup.

Therefore, the Bloomfield Public Library prohibits tobacco use in the building and on the grounds. This restriction includes the use of all forms of smoking devices and smokeless tobacco products: cigarettes, cigars, pipes, e-cigarettes/electronic vapor products, snuff, snus and chewing tobacco.

This policy applies to all visitors, employees and volunteers.

The Bloomfield Public Library adheres to all relevant state and local regulations, including Public Health Law §1399-o.

### **LOCAL COMPLIANCE PROCEDURES**

- Signs clearly designating areas where tobacco use is prohibited will be posted.
- A copy of the tobacco-free policy will be distributed to all employees.
- Employees shall advise their guests of the tobacco-free policy.
- Persons in violation of this policy will be asked to leave the premises.

## Volunteer Policy

Adopted 12/16/19

The Bloomfield Public Library welcomes support from the community. Volunteers are encouraged to participate through the Friends of the Bloomfield Public Library. The Friends of the Bloomfield Public Library is a not-for-profit organization separate from the library with a mission to support and enhance the programs and services of the Bloomfield Public Library.

- Volunteers cannot be used to replace or augment paid staff or their activities.
- Volunteers will not be compensated for their efforts.
- Volunteers primarily will assist with special projects, events, or activities and typically will not have ongoing duties.
- Friends or library staff will manage volunteers and their activities.
- Volunteers must be age 14 or older. Volunteers who are under the age of 18 must have written consent of a parent or guardian.
- Volunteers must adhere to the Code of Conduct and other applicable policies of the Bloomfield Public Library. The policy manual is available on the Bloomfield Public Library website or upon request at the Library.
- The library will not provide any medical, health, or worker's compensation benefits for any volunteer. Volunteers will not be eligible to receive any worker's compensation benefits for injuries sustained while functioning as a volunteer.

## IV) BYLAWS

### ARTICLE I NAME

The name of the corporation is the BLOOMFIELD PUBLIC LIBRARY (the "Library"). The Library is a domestic education corporation duly chartered by the Regents of the University of the State of New York, pursuant to New York Education Law Sections 216 and 255, and has its principal place of business in Bloomfield, New York.

### ARTICLE II PURPOSES

The purpose of the Library is to promote and maintain library facilities, resources and services in and for the people of the Bloomfield Central School District, State of New York.

### ARTICLE III MEMBERSHIP

The corporation shall have no members.

### ARTICLE IV BOARD OF TRUSTEES

1. Powers. All powers of the Library shall be vested in the Board of Trustees ("Board"). The Board shall be authorized to take any and all actions in furtherance of the Library's purposes, and make all rules, regulations, and policies for the transaction of the business of the Library, not inconsistent with law, its charter and these By-laws.

2. Composition. The Board shall consist of seven (7) trustees, elected or appointed in accordance with law and these By-laws.

3. Election and Qualification. A candidate for election or appointment as trustee must be a legal resident of the Bloomfield Central School District of Ontario County, New York (the "District"), must be a qualified voter of the District, and must otherwise meet the requirements for election as a trustee set forth in applicable provisions of the Education Law. Trustees shall be elected by the voters of the District in accordance with those provisions.

4. Terms.

- a. Except as otherwise provided by these By-laws, a trustee's term of office shall be three (3) years. The terms of office of the Trustees have staggered end dates so that not more than three (3) trustees' terms shall expire in any year.

- b. Trustees elected to fill a vacancy caused by the resignation, death, or removal of a Trustee shall serve the balance of the term of the trustee who they have been elected to replace.
- c. Elected trustees shall assume their duties on July 1<sup>st</sup> next following their election and qualification, or as soon thereafter as they may be able to take the oath of office, and shall serve until June 30<sup>th</sup> of the last year of their term; provided, however, that a vacancy occurring by reason of the resignation, removal or death of a serving trustee shall be filled by the Board until the next regularly scheduled election, in accordance with the provisions of Section 5 of this Article, and any such person appointed to fill a vacancy on the Board shall take office following their appointment and qualification, or as soon thereafter as they may be able to take the oath of office.
- d. At any election where more than one trustee vacancy is being filled, and where one or more persons are to be elected for a full term or terms and one or more persons are to be elected for the unexpired portion of a term or terms, the candidate receiving the highest number of votes shall be entitled to the longest term and the candidates receiving the next highest number of votes shall be entitled, in decreasing order of the respective numbers of votes, to the several vacancies, in decreasing order of the length of such terms or unexpired portions of terms.

5. Vacancies. A vacancy occurring among the elected members of the Board shall be temporarily filled by the affirmative vote of the majority of the remaining trustees. A person so appointed shall assume his or her duties at the meeting at which he or she is appointed by the Board, and shall serve until a successor is duly elected and qualified.

6. Attendance. Any trustee who is absent from three (3) consecutive Board meetings and/or four (4) meetings of the total number of meetings held by the Board in any given year, shall be deemed to have resigned as a trustee if such absences are determined by majority vote of the trustees then in office to have been without reasonable cause.

7. Resignation. Any trustee may resign at any time by submitting his or her resignation in writing to the President or Secretary of the Board. Such resignation shall be effective upon receipt unless another date is specified therein.

8. Compensation of Trustees and Officers. No trustee or officer shall receive, directly or indirectly, any compensation or other payment from the Library unless authorized by the concurring vote of two-thirds of all trustees then in office and in no event shall any compensation or payment be paid or made except reasonable compensation for services actually rendered or reimbursement for disbursements actually incurred. A trustee or officer with an interest, direct or indirect, in any contract relating to the operation of the Library or in any contract for furnishing supplies thereto shall disclose such interest at or prior to the meeting at which approval of such contract is to be considered. The Library shall not enter into such contract unless doing so is authorized by a majority of the trustees then in office, excluding the interested trustee.

## ARTICLE V

## OFFICERS AND THEIR DUTIES

1. Officers and Election. The officers of the Library shall be the President, Vice President, Vice President for Finance, and Secretary, each of whom shall be elected annually, for a one-year term by majority vote at the Annual Meeting, upon nominations from the floor, and will continue to serve until such time as a replacement is elected at the next Annual Meeting, or they are removed. Only trustees of the Library may serve as officers.

2. Vacancies. Any vacancy in a Library office, with the exception of the presidency, shall be filled by majority vote of the remaining trustees then in office, upon a nomination from the floor. Any officer so elected shall serve for the balance of the unexpired term of his or her predecessor.

3. Duties.

a. President. The President shall preside at all meetings of the trustees, and shall assure appropriate Board representation at presentations of information to individuals who, or organizations that, provide funds to the Library. He or she shall have such powers and exercise such duties as are required by these By-Laws or as are commonly incident to the office of President of a New York educational corporation. The President is the official spokesperson for the Board of Trustees.

b. Vice President. In the absence of the President, the Vice President shall serve in his or her stead, and shall perform such other appropriate duties as may be requested from time to time by the Board or the President. If the President shall resign, die, or be removed from office, the Vice President shall become the President for the balance of that person's unexpired term.

c. Vice President for Finance. The Vice President for Finance, with the assistance of the Treasurer as necessary, shall present a report of the Library's financial activities and condition to the Board as often as the Board may require; shall present the proposed expenditures of the Library to the Board for approval; shall prepare the Library's annual budget for the approval of the Board; and shall, in connection with annual independent audits, prepare and file an annual financial report with the Board. In the absence of the President and Vice President, the Vice President for Finance shall serve in his or her stead.

d. Secretary. The Secretary shall keep written minutes of the meetings of the Board and perform such other duties as may be required by the Board or the President. The Secretary may arrange to have meeting minutes recorded by another person at his/her discretion. In the absence of the Secretary from any meeting of the Board, the President may appoint a Secretary, pro tempore, for that meeting.

e. In the absence of the President, Vice President, and Vice President for Finance from a meeting of the Board, those trustees present shall elect a President, pro tempore, to preside at that meeting.

4. Removal. Any officer elected as provided in the By-Laws may be removed by a two-thirds vote of the trustees then in office when, in their judgment, the best interest of the Library will be served by

such removal.

5. Resignation. Any officer may resign his or her office at any time, by submitting a resignation in writing to the President, Vice-President, or Secretary of the Board of Trustees. Such resignation shall be effective upon receipt unless another date is specified therein. The resignation by a trustee from an office on the Board shall not be construed as a resignation of the trustee as trustee, unless such resignation is also tendered in accordance with Article IV, section 7 of these By-laws.

## ARTICLE VI MEETINGS

1. Annual Meeting. The Annual Meeting of the Board shall be the next regular meeting after July 1<sup>st</sup> in each calendar year. It shall be held at such time and place as the trustees shall determine.

2. Regular Meetings. Regular meetings of the Board shall be held at least monthly, at such times and places as the trustees shall determine; provided, however, that the Annual Meeting of the Board shall, for purposes of this section, be deemed to be the regular meeting of the Board in and for the month in which such Annual Meeting is held.

3. Special Meetings. Special meetings of the Board shall be held at the call of the President, on his or her own initiative or upon the written request of two (2) or more members of the Board. Such meeting shall be held as soon as practicable after notice is given to all Board members in accordance with Section 4 of this Article. The agenda of a special meeting shall be limited to the specific items set forth in the notice for the meeting.

4. Notice of Meetings. Public Notice of all Board meetings shall be given in accordance with the open meetings provisions of the Public Officers Law.

5. Waiver. Attendance of a trustee at any meeting shall constitute a waiver of notice of such meeting except when a trustee member, as applicable, attends for the express purpose of objecting to the transaction of any business on the basis that the meeting is not lawfully called or convened. A trustee may also waive notice of any meeting in a writing delivered to the Secretary at or before such meeting.

6. Quorum. Four trustees, present, shall constitute a quorum for the purpose of transacting business at all meetings of the Board. A majority of the duly appointed members of any committee, present in the same manner, shall constitute a quorum for the purpose of transacting the business of the committee. In the absence of a quorum, the chair of the meeting shall adjourn the meeting to another time. Notice of such adjournment shall be given to all trustees or committee members, as applicable, not in attendance at the adjourned meeting.

7. Parliamentary Authority. The Library shall utilize the current edition of Roberts Rules of Order, Newly Revised as its parliamentary authority and agrees, to the extent possible, to follow its guidelines in the conduct of its business.

8. Open Meetings. In accordance with the New York State Open Meetings Law, all meetings of the Board are open to the public. Executive sessions may be called and held when necessary as appropriate. Every Executive Session must first be approved in an open meeting by a majority vote and



the purpose of the session recorded in the minutes of the open meeting.

9. Action of the Board. Except as otherwise required by law or these By-laws, no action of the Board shall become effective unless three (3) or more trustees shall affirmatively vote in favor of it. Voting by proxy shall not be permitted.

## ARTICLE VII APPOINTED EXECUTIVES

### 1. Library Director

- a. Appointment. The Board shall appoint a Library Director, who shall be the executive and administrative officer of the library, acting on behalf of the Board and under its review and direction. The Board shall evaluate and fix the compensation of the Library Director annually, by June 30<sup>th</sup>.
- b. Responsibilities. In accordance with the official Civil Service title specification for the position, the Library Director shall be responsible: for the proper specification of duties of, the direction of, and the supervision of Staff and he or she shall possess the power and authority to appoint and remove all subordinate employees; for the care and maintenance of Library property; for adequate and proper selection of Library materials in keeping with stated policies established by the Board; for the effectiveness of Library service to the public; for operation within the Library budget; and for such other matters consistent herewith as may be identified by the Board from time to time. The Library Director or his/her designee is the official spokesperson for the Library.
- c. Board Meetings. The Library Director shall attend all meetings of the Board of Trustees and respond to questions from trustees. The Library Director shall give a report to the Board at all regular meetings. The Library Director may participate in the discussions at meetings of the Board and Committees and offer professional advice, but shall not have a vote.

### 2. Treasurer

- a. Appointment. The Board shall appoint a Treasurer at the Annual Meeting, who shall be the financial officer of the library, acting on behalf of the Board and under its review and direction. The Treasurer shall not be a current trustee of the Library. The Treasurer shall serve at the pleasure of the Board for a one-year term. The Treasurer may succeed himself or herself in office.
- b. Responsibilities. The Treasurer shall have custody of the monies of the Library. He or she shall be responsible for collecting the debts owed to the Library; paying the obligations of the Library upon the approval of the Board; administering the budget of the Library in coordination with the Library Director; filing the Library's tax returns; and maintaining books and records in which are recorded the financial transactions and affairs of the Library.

- c. Meetings The Treasurer may be required, from time to time, to attend meetings of the Board and/or its committees and respond to questions from trustees.

## ARTICLE VIII COMMITTEES

1. Committees of the Board. The Board may, from time to time, create committees of the Board. The Board shall appoint three or more members of the Board to such committees and, except as otherwise provided by these By-laws, shall designate the Chair of each no later than the first regular meeting after the annual meeting.

2. Committees of the Corporation. The Board may create committees of the corporation for any other library purpose. The members of any such committee shall be appointed by the Board and may include trustees and one or more persons other than trustees. The Board shall also designate the chair of any such committee. No such committee shall have the authority to bind the Board.

3. Committee Records and Reports. Each Committee established in accordance with these By-Laws will keep written records of its meetings and activities, provide a copy of such records to the Secretary for inclusion in the permanent records of the Library, and report to the Board as often, and in such form, as the Board may require.

## ARTICLE IX FISCAL YEAR

The fiscal year of the Library shall commence on July 1<sup>st</sup> and end on the following June 30th.

## ARTICLE X INDEMNIFICATION

1. The Library shall indemnify, to the fullest extent permissible under Public Officers Law §18, any person, and the heirs and personal representatives of such person, against any and all judgments, fines, amounts paid in settlement and reasonable expenses, including attorneys' fees, actually and necessarily incurred by or imposed upon such person, or in connection with, or resulting from any claim, action, suit or proceeding, whether civil or criminal, in which such person is a party or is threatened to be made a party by reason of such person being or having been a trustee, officer, employee or agent of the Library, or of another library, joint agent of the Library, or of another library, joint venture, trust or other organization in which such person serves as a director, officer, employee or agent at the request of the Library, or by reason of such person being or having been an administrator or a member of any board or committee of the Library or of any such other organization, including, but not limited to, any administrator, board or committee related to any employee benefit plan.

To the fullest extent permissible under law, the Library may advance expenses incurred in defending a civil or criminal action, suit or proceeding to any such trustee, officer, employee or agent upon receipt of any undertaking by or on behalf of the trustee, officer, employee or agent to repay such amount, if it shall ultimately be determined that such person is not entitled to indemnification by the Library.

The foregoing right of indemnification and advancement of expenses shall in no way be exclusive of any other rights of indemnification to which any such person may be entitled, under any bylaw, agreement, vote of trustees or otherwise, and shall inure to the benefit of the heirs and personal representatives of such person. Any repeal or amendment of this Section 1 of Article X shall be prospective only and shall not adversely affect any right of protection of a person with respect to any act or omission occurring prior to the time of such repeal or modification.

2. The Library may purchase and maintain insurance on behalf of any person who is or was a trustee, officer, employee or agent of the Library, or is or was serving at the request of the Library as a trustee, officer, employee or agent of another Library, partnership, joint venture, trust or other enterprise against any liability asserted against such person and incurred by such person in any such capacity, or arising out of the person's status as such, whether or not the Library would have the power to indemnify such person against such liability under Public Officers Law §18.

## **ARTICLE XI** **DISSOLUTION**

Upon the dissolution of the Library, the Board shall, after paying or making provision for the payment of all of the liabilities of the Library, distribute the remaining assets in accordance with the provisions of the Education Law and Not-for-Profit Corporation Law of the State of New York.

## **ARTICLE XII** **AMENDMENTS**

These By-Laws may be amended, or be repealed, by a majority vote of the trustees then in office at any meeting of the Board, provided that written notice of the proposed change or repeal has been provided in writing to members of the Board at least ten (10) days before, or presented at the regular meeting prior to, the meeting at which the proposed change(s) will be considered by the Board. The notice shall include the language of the proposed change(s) and a brief statement of the purpose(s) thereof.

These By-Laws shall also be subject to a mandatory review by the Board every five (5) years.

Adopted: June 26, 2018