

# ROYALTON HARTLAND COMMUNITY LIBRARY

## POLICY HANDBOOK

9 VERNON STREET  
MIDDLEPORT, NEW YORK

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## **(1) HISTORY OF ROYALTON HARTLAND COMMUNITY LIBRARY**

The Middleport Free Library was granted a provisional charter on July 19, 1929. It was later established on April 18, 1947 as a permanent charter to serve the residents of the Village of Middleport. An amendment to the Library's charter requesting an increase in the Library's service population area to include the Royalton Hartland Central School District and changing the name of the Middleport Free Library to the Royalton Hartland Community Library was submitted for approval from the New York State Education Department – Board of Regents.

This charter amendment was approved effective April 4, 2012 and the new name for the library was changed to the Royalton Hartland Community Library following this approval by the Board of Regents.

## **(2) HOURS OF SERVICE**

Royalton Hartland Community Library Hours of Service

Monday: 11:00A.M.-8:00PM

Tuesday: 11:00A.M.-8:00PM

Wednesday: 11:00A.M.-8:00PM

Thursday: 11:00A.M.-8:00PM

Friday: Closed

Saturday: 11:00A.M.-4:00P.M.

Sunday: Closed

In the event that Royalton Hartland Central School is closed for inclement weather, the Library will be closed. If there is weather that would endanger staff and patrons on evenings and Saturdays when school is not in session, the decision to close will be made by the Library Director. Staff will be paid.

## **(3) LIBRARY OBJECTIVES**

The general objectives of the Royalton Hartland Community Library are as follows:

1. To provide materials in order to promote through guidance and stimulation, the communication of ideas, an enlightened citizenship and enrich personal lives.
2. To serve the community as a center of reliable information.
3. To provide an atmosphere whereby original and sometimes critical ideas are present that society depends upon for its survival on free competition of ideas.
4. To encourage education, civic and cultural activities.
5. To provide the opportunity for all patrons to educate, entertain and enlighten themselves.
6. To identify community needs and provide services to meet these needs.

#### **4) COLLECTION MANAGEMENT POLICY**

See separate policy document for Collection Management.

#### **(5) REQUESTS FOR REVIEW OF MATERIALS**

The Library recognizes the right of any patron who is a resident of its service area to request review of any library materials and provides a forum for this purpose.

Discussion of such a request and actual review of the material is the responsibility of the Library Director and may not be delegated. If such review does not satisfy the patron, a written request may be made for a meeting with the Board of Trustees, whose decision is final.

#### **6) 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.

1. 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.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be prescribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide the information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meetings rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948

Amended February 2, 1961, June 27, 1967 January 23, 1980 ♦ By the American Library Association Council

## **(7) COLLECTION MAINTENANCE**

Materials which are no longer useful in the light of state objectives of the Library will be systematically weeded from the collection according to accepted professional practices. Regular weeding eliminates materials once interest has subsided. An effort is made to retain some information on both sides of a controversial issue.

The following criteria for weeding are:

- Information is out of date
- Deteriorating condition of material
- Space considerations
- Revised updated edition is available to replace current material
- Eliminate duplicates if little demand

NO MATERIALS SHALL BE WITHDRAWN FROM THE LOCAL HISTORY OR SPECIAL BOOK COLLECTIONS.

## **(8) BORROWING OF MATERIAL**

Generally, no limit on the number of items borrowed exists unless a patron is not in good standing (e.g. overdue books, lost books).

All books will be loaned for a two week-period. Items may be renewed if not reserved by another patron. Periodicals, DVD's and videos circulate for one (1) week.

If an item is overdue, the staff at the Library will attempt to call the patron up to two times as a reminder. If no action follows, a bill to the patron regarding overdue fees will be mailed. If satisfactory action does not follow, the patron may lose his/her library borrowing privileges.

Overdue fees are as follows:

- Books - \$0.10 per day (maximum fine up to \$5)
- Children's & YA books – Fine free
- Magazines - \$0.05 per day
- DVD/s, videos - \$0.50/day (maximum fine up to \$10)

Patrons are able to request materials not available at the Royalton Hartland Community Library from other libraries in the NIOGA system. Patrons must assume full responsibility for interloan materials.

## **(9) CONFIDENTIALITY OF LIBRARY USE**

The Royalton Hartland Community Library will not disclose patron identity in regard to library usage of materials as per New York State Law.

“Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, including but not limited to records related to the circulation of library materials, computer database researches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve request, or the use of audio visual materials, films or records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.”

1988 Chapter 12- S4509 Library Records

## **(10) PUBLIC USE OF COMPUTERS AND INTERNET ACCESS POLICY**

The Royalton Hartland Community Library offers access to electronic resources including computer stations and the Internet as part of its mission to provide services and materials in a variety of formats to meet the information and educational needs of the community. The Royalton Hartland Community Library cannot guarantee that information found through the Internet is accurate, authoritative or factual. The Library cannot be held responsible for the content of sites on the Internet. Users are hereby notified that they are responsible for the choices of sites they visit.

Library patrons are advised, as with all library materials, inclusion of an item in the Library's collection in no way implies endorsement of its author, contents, or views. Parents or responsible adults should guide minors in the proper use of the Internet and inform them about materials they should not use. Any restrictions of a child's access to electronic materials are the responsibility of the parents or guardians.

To use the public patron computer stations, a patron must first present his/her library card at the circulation desk before accessing a computer. The staff will then check out a computer station to that patron.

Due to the limited number of computers, the use of a computer will be limited to one (1) hour.

If there are no other patrons waiting, the user may be checked out to a computer for an additional hour. If others are waiting, a person must relinquish his/her right at the end of the session. If a person leaves his/her session for more than five minutes, it is assumed that he/she has yielded the remainder of his/her time, and the station will be considered unoccupied.

Patrons 12 and under must have a responsible adult with them or a signed permission slip from a responsible adult prior to using the Internet. Permission slips are available at the desk. Use of instant messaging, emailing, or chat rooms is not allowed.

No personal software may be used on Library computers.

It is the responsibility of all users of electronic resources at the Royalton Hartland Community Library to respect intellectual property rights. Copyright restrictions may exist for individual electronic resources. Patrons may only make copies allowable by copyright laws or licensed software agreements.

Printing material from computer stations is permitted as long as it does not violate the generally accepted rules of copyright. Patrons are responsible for all pages they print out. The cost for printed pages is 20 cents a page for black and white pages and 40 cents a page for color pages.

Users must not alter, remove, or damage configurations, software or hardware on the Library computers. Users may not change the settings of the computers or download software onto the computers.

Users must refrain from illegal, criminal, or unethical use of the Internet. Use of the Internet for activities that violate local, state, or federal laws is prohibited. This includes activities such as viewing pornography, committing fraud, hacking, violating software license agreements, unauthorized copying of copyright protected material, violating user privacy or spreading libel or slander. Any illegal activity involving the use of the Library's computers may be subject to prosecution by the appropriate authorities.

Users must respect the privacy of others using the computers/Internet stations. In addition, patrons must be considerate; displaying sexually explicit graphics is inappropriate for a public and open environment where children may be present and able to view the screen.

Any damage to the computer or its peripheral devices is the responsibility of the user. Misuse or abuse of the equipment or the service will result in the user being denied further access to the service and/or library privileges. Malicious damage may result prosecution.

The Royalton Hartland Community Library expressly disclaims any liability or responsibility, including copyright infringement arising from access to or use in information obtained through its electronic information systems, or any consequence thereof.

The Royalton Hartland Community Library Board of Trustees reserves the discretionary privilege to revise this policy and/or the Wireless Internet Access Policy when it is deemed necessary.

Misuse or abuse of the computer Internet access may result in suspensions of Internet and/or Library privileges.

### **(11) WIRELESS INTERNET ACCESS POLICY**

As a service to our patrons, the Royalton Hartland Community Library provides free wireless Internet access during regular Library hours. By using the wireless network, you are agreeing to comply with this Wireless Access Policy as well as the Library Policy concerning use of the Internet.

Wireless Internet access is available to patrons of all ages. Parents and guardians of children under 18 years of age are responsible for their child's Internet use.

Patrons utilizing the wireless service may not interfere with the normal operations of the Library including the computers and the circulation desk.

The use of the wireless network may be revoked at the discretion of the Library staff if a patron is interfering with the normal Library operations, and/or is in violation of this policy, including the provisions below.

Please be aware that the wireless network is not secure. Like many public wireless hot spots, information is not encrypted and is subject to electronic eavesdropping by others. Wireless users are responsible for providing for the security of their own equipment and electronic communications.

The Library assumes no responsibility for the safety, function, or performance of equipment, or for laptop configurations, security, or data files resulting from connection to the Library's network.

The Library will not be responsible for any personal information that is compromised, or for any damage caused to hardware or software on a patron's device due to electrical surges, security issues or consequences caused by viruses or hacking.

Library Staff is not able to provide technical assistance to wireless users.

While the Library strives to provide a quality wireless system, it cannot guarantee the signal quality, bandwidth availability, or general Internet site availability at any time.

Printing is available via the Library's public computers. It is not available via the wireless network.

## **(12) PUBLIC MEETING ROOM USE POLICY**

The meeting room at the Royalton Hartland Community Library is available to the public at no charge. There are, however, rules and regulations that govern use of this meeting room. Failure to abide by these rules may result in denial of future room use.

1. Reserving the meeting room may be done in person or by phone, but must be at least one week in advance of date needed. A request form must be completed and approved by the Library Director prior to actual room use.
2. All events must be open to the public. The meeting room may not be used for commercial purposes.
3. No alcoholic beverages are allowed.
4. Meeting times must coincide with regular library hours.
5. The meeting room must be left in a clean condition.
6. No smoking is allowed.
7. Library programming is given priority in scheduling room time. Outside groups will be assigned on a first come, first-served basis.
8. Groups will be held responsible for any damages to the Library premises or equipment and for loss of Library property.
9. The Library reserves the right to cancel prior meeting room reservations with at least 48 hours' notice, or with less notice in the case of an emergency.
10. The Library is not liable for injuries to person using the meeting room.
11. Groups using the meeting room may not exceed the capacity of the room.
12. Groups may appeal the Director's decision on meeting room use at the next regularly scheduled Board Meeting.

Meeting Room reservation forms are available at the Circulation Desk

### **(13) LIBRARY GIFTS POLICY**

The Royalton Hartland Community Library will accept gifts under the following conditions:

1. Gift materials will be judged by the same material selection policy that applies to purchased materials
2. We are unable to accept gift materials that place undue restriction or special conditions on its use.
3. Memorial gifts of money will be accepted for the purchase of library materials. The use of memorial gifts will accumulate in a memorial fund until the account balance is such to purchase library materials. Memorial gifts are subject to the material selection policy. Gifts will be formally acknowledged. An acknowledgment will be mailed to a designee of the donor.
4. Gifts of money, real property, stock or other securities will be accepted if conditions attached thereto are acceptable to the Board of Trustees and are in accordance with all pertinent laws.

### **(14) EMPLOYMENT PRACTICES**

The Royalton Hartland Community Library is committed to providing equal employment opportunities to all without regard to race, color, religion, creed, sex, age, national origin, marital status, sexual orientation, mental or physical handicap, veteran status, gender orientation, or any other protected characteristics as established by law.

Focus is placed on the essential functions of each job.

All practices and policies for hiring, promotion, and all other personnel activities are made without regard for the above protected characteristics.

### **(15) STAFF TRAINING**

Staff training is on-going with the Library Director coordinating such training. Emphasis is placed on good public relations – assisting our patrons in finding materials as needed as well as inter- loaning from the NIOGA system if our library is unable to accommodate a special request.

Special emphasis is placed on sensitivity to and awareness for disabilities of our patrons to better assist them.

NIOGA workshops are offered periodically to enhance the skills of our staff.

## **(16) RULES OF CONDUCT**

In order to ensure the orderly and efficient operation of the Royalton Hartland Community Library, the following rules of conduct for both patrons and workers will be in effect:

- ➡ Patrons and staff will be treated with courtesy at all times
- ➡ No excessive noise, disorderly conduct or inappropriate language will be tolerated
- ➡ All patrons will follow the rules established for computer use
- ➡ All patrons will follow any instructions as given by the staff
- ➡ No fighting, gambling, threatening or intimidating of other patrons or staff will be tolerated
- ➡ No smoking, drinking or eating is allowed on the premises
- ➡ All materials for posting must be approved by the Library Director
- ➡ Patrons in an intoxicated state, or in the judgment of the library staff, are under the influence of drugs, will be asked to leave
- ➡ Willful destruction of library materials will not be tolerated and legal action will be pursued

This list of “Rules of Conduct” is not intended to be all inclusive, but rather is designed to provide all patrons with an understanding of the kinds of rules that are necessary to ensure the orderly operation of our library. Exhibiting good manners and treating others with courtesy and respect are guidelines for conduct anywhere. Patrons who are unable to follow these established guidelines will be asked to leave. Repeat offenses may result in access to the Royalton Hartland Community Library being denied.

## **(17) UNATTENDED CHILDREN AND/OR DISRUPTIVE BEHAVIOR**

In order to ensure the safety and well-being of every patron who uses the Library, the following guidelines have been established to maintain a safe and pleasant environment for all of our patrons:

- ➡ Parents or a responsible adult are responsible for their children’s behavior in the Library
- ➡ Children under the age of 6 years old may not be left unattended in the Library
- ➡ Disruptive behavior will not be tolerated. Patrons who are unable to act in a courteous manner to other patrons or library staff will be asked to leave the premises. If the unacceptable behavior is demonstrated by a child, the parent or responsible adult will be asked to escort the child from the premises.

## (18) HARASSMENT POLICY (WORKER OR PATRON)

The Royalton Hartland Community Library will not tolerate harassment of any form in the Library, by either co-workers or patrons. Harassing conduct includes any behavior that degrades or shows hostility or aversion toward an individual or group based on race, religion, gender, national origin, age, or disability.

Sexual harassment, which is a form of harassment, is defined as any unwanted physical, verbal or visual sexual advances, requests for sexual favors, and other sexually-oriented conduct, which is offensive or objectionable to the recipient, including, but not limited to: epithets, derogatory or suggestive comments, slurs or gestures; and offensive posters, cartoons, pictures or drawings.

Worker harassment would occur when any of the following occurs:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment
- Submission to or rejection of such conduct by an individual is used as the basis for any employment decision affecting such individual, or
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment

The Royalton Hartland Community Library Board of Directors, or at their discretion, the Library Director, is responsible for taking corrective action to prevent harassment at the Library. Any worker has the right at any time to raise the issue of harassment without fear of reprisal. Allegations of harassment will be promptly investigated giving due regard to the need for confidentiality.

Where an investigation confirms that harassment has occurred by a worker, disciplinary action up to and including termination may be taken based upon the seriousness of the violation. If the harassment is the result of a patron's actions, the Board may bar the patron from access to the Library.

Complaints of harassment should be brought to the attention of any of the following: the Library Director or any member of the Board of Trustees.

Upon notification of a complaint, a confidential investigation will immediately be initiated to gather all facts about the complaint by one of the above listed individuals. The investigation procedure and all records pertaining to the investigation will be kept confidential on a "need to know" basis only.

Upon completion of the investigation, a determination will be made by the Board of Trustees regarding resolution of the complaint. Disciplinary action, if the harasser is an employee, up to and including termination may result. If the harasser is a patron, such person may be barred from future access to the Library.

## **(19) NON-RESIDENT USE OF LIBRARY**

Non-resident (i.e. individuals residing outside of the NIOGA Library System) are eligible for borrowing privileges at the Library at a charge. Non-residents as described above may obtain a library card for this purpose at a cost of \$40/year.

In order to obtain a library card, you must provide one of the following documents:

1. New York State Driver's license with current street address (a P.O. Box is not acceptable as it does not prove residence). Applicants in this case would need to provide another form of ID verifying address.
2. A valid picture identification card with name, current address and signature
3. Voter's registration card with current address

There is one exception to the above non-resident use of the Library:

- ➡ Out of area boaters visiting the area via the Erie Canal System

## **(20) CONFLICT OF INTEREST POLICY**

This Conflict of Interest Policy governs the activities of the Board of Trustees and staff at the Royalton Hartland Community Library. Questions about the policy should be directed to the President, Board of Trustees, or Library Director.

It is the duty of all Board members and staff to be aware of this policy, and to identify conflicts of interest and situations that may result in the appearance of a conflict and to disclose those situations/conflicts/or potential conflicts to the Library Director or President, Board of Trustees.

This policy provides guidelines for identifying conflicts, disclosing conflicts and procedures to be followed to assist the Royalton Hartland Community Library manage conflicts of interest and situations that may result in the appearance of a conflict.

### *What is a conflict of interest?*

A conflict of interest arises when a Board member or staff member has a personal interest that conflicts with the interests of the Royalton Hartland Community Library or arise in situations where a board/staff member has divided loyalties (also known as a "duality of interest"). The former can result in situations that result in inappropriate financial gain to persons in authority at the Royalton Hartland Community Library, which can lead to financial penalties and violations of IRS regulations. Similarly, situations or transactions arising out of a conflict of interest can result in either inappropriate financial gain or the appearance of a lack of integrity in the Royalton Hartland Community Library's decision-making process. Both results are damaging to the Royalton Hartland Community Library and are to be avoided.

### *Who might be affected by this policy?*

Typically, persons who are affected by a conflict of interest policy are the organization's board members and staff at the library. In some cases, a major donor could also be in a conflict situation. The Royalton Hartland Community Library takes a broad view of conflicts and board/staff are urged to think of how a situation/transaction would appear to outside parties when identifying conflicts or possible conflicts of interest.

### *Disclosure of Conflicts*

Board members and staff will annually disclose and promptly update any disclosures previously made on an Annual Conflict Disclosure Form provided by the Royalton Hartland Community Library. This form requests them to identify their interest that could give rise to conflicts of interest, such as a list of family members, substantial business or investment holdings, and other transactions or affiliations with businesses and other organizations or those of family members as well as other nonprofit organizations.

Board members/staff are also urged to disclose conflicts as they arise as well as to disclose those situations that are evolving that may result in a conflict of interest. Advance disclosure must occur so that a determination may be made as to the appropriate plan of action to manage the conflict. Staff should disclose to the Library Director and Board members should disclose to the President, Board of Trustees as soon as the person with the conflict is aware of the conflict/potential conflict or appearance of a conflict exists.

### *Procedures to manage conflicts*

For each interest disclosed, the full Board of Trustees will determine whether the Royalton Hartland Community Library should: (a) disclose the situation more broadly and invite discussion/resolution by the full board of what action to take, or (b) refrain from taking action and otherwise avoid the conflict.

In most cases the broadest disclosure possible is advisable so that decision-makers can make informed decisions that are in the best interest of the Library.

When conflict involves a decision-maker, the person with the conflict (i.e. "interested party"): (1) must fully disclose the conflict to all other decision-makers; (2) may not be involved in the decision of what action to take (e.g. may not participate in a vote) but may serve as a resource to provide other decision-makers with needed information.

In some cases, the person with the conflict may be asked to recuse him/her from sensitive discussions so as not to unduly influence the discussion of the conflict.

In all cases, decisions involving a conflict will be made only by disinterested persons.

The fact that a conflict was managed and the outcome will be documented in the minutes of the board meetings if the conflict was related to a board member, and reported by the President, Board of Trustees or Library Director if the conflict was related to a Board member or staff.

The President, Board of Trustees, will monitor proposed or ongoing transactions of the Library (e.g. contracts with vendors) for conflicts of interest and disclose them to the Board and staff, as appropriate, whether discovered before or after the transaction has occurred.

## **(21) DOCUMENTATION RETENTION & DESTRUCTION POLICY**

### **PURPOSE**

The purpose of this document retention & destruction policy is for the Royalton Hartland Community Library to ensure compliance with the Sarbanes-Oxley Act and to promote the proper treatment of Library records.

### **GENERAL GUIDELINES**

Records should not be kept if they are no longer needed for the operation of the Library or required by law. Unnecessary records should be eliminated from the files.

From time to time, the Library may establish retention or destruction policies or schedules for specific categories of records in order to ensure legal compliance, and also to accomplish other objectives, such as

preserving intellectual property and cost management. Several categories of documents that warrant special consideration are identified below. While minimum retention periods are established, the retention of the documents identified below and of documents not included in the identified categories should be determined primarily by the application of the general guidelines affecting document retention, as well as the exception of litigation relevant documents and any other pertinent factors.

*Exception for litigation relevant documents*

The Library expects all members of the Board of Trustees and its staff to comply fully with any published records retention or destruction policies and schedules, provided that all board members and staff should note the following general exception to any stated destruction schedule: If you believe, or the Library informs you, that the Library records are relevant to litigation, or potential litigation (i.e. a dispute that could result in litigation), then you must preserve those records until it is determined that the records are no longer needed. That exception supersedes any previously or subsequently established destruction schedule for those records.

MINIMUM RETENTION PERIODS FOR SPECIFIC CATEGORIES

- (a) Organizational Documents: Organizational records include the Library's Articles of Incorporation, By-Laws and all relevant IRS forms. Organizational records should be retained permanently.
- (b) Tax records: Tax records include, but may not be limited to, documents concerning payroll, expenses, proof of contributions made by donors, accounting procedures, and other documents concerning the Library's revenues. Tax records should be retained for at least seven years from the date of filing the applicable return.
- (c) Employment Records/Personnel Records: State and federal statutes require the Library to keep certain recruitment, employment and personnel information. The Library should also keep personnel files that reflect performance reviews and any complaints brought against the Library or individual employees under applicable state and federal statutes. The Library should also keep in the employee's personnel file all final memoranda and correspondence reflecting performance reviews and actions taken by or against personnel. Employment applications should be retained for three years. Other employment and personnel records should be retained for seven years.
- (d) Board and Board Committee Materials: Meeting minutes should be retained in perpetuity. All other Board and Board Committee materials should be kept for no less than three years by the Library.
- (e) Press Releases/Public Filings: The Library should retain permanent copies of all press releases and publicly filed documents under the theory that the Library should have its own copy to test the accuracy of any document a member of the public can theoretically produce against the Library.
- (f) Legal files: Legal counsel should be consulted to determine the retention period of particular documents, but legal documents should generally be maintained for a period of ten years.
- (g) Contracts: Final, execution copies of all contracts entered into by the Library should be retained. The Library should retain copies of the final contracts for at least three years beyond the life of the agreement, and longer in the case of publicly filed contracts.
- (h) Correspondence: Unless correspondence falls under another category listed elsewhere in this policy, correspondence should generally be saved for two years.
- (i) Banking and Accounting: Accounts payable, ledger and schedules should be kept for seven years. Bank reconciliations, bank statements, deposit slips and checks (unless for important payments and purchases)

should be kept for three years. Any inventories of products, materials, and supplies and any invoices should be kept for seven years.

(j) Insurance: Expired insurance policies, insurance records, accident reports, claims, etc. should be kept permanently.

(k) Audit Records: External audit reports should be kept permanently. Internal audit reports should be kept for three years.

(l) Electronic Mail: E-mail that needs to be saved should be either: printed in hard copy and kept in the appropriate file; or downloaded to a computer file and kept electronically or on a disk as a separate file. The retention period depends upon the subject matter of the e-mail, as covered elsewhere in this policy.

(m) FMC Repository: All documents from The FMC Corporation held as a repository will be retained permanently.

### DOCUMENT DESTRUCTION

The Treasurer of the Royalton Hartland Community Library is responsible for the ongoing process of identifying its records, which have met the required retention period and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding.

Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

### COMPLIANCE

The Treasurer of the Library will periodically review these procedures with legal counsel or a certified public accountant to ensure that they are in compliance with new or revised regulations.

## **(22) WHISTLEBLOWER POLICY**

If any Board of Trustee member or employee at the Royalton Hartland Community Library believes that some policy, practice or activity of the Royalton Hartland Community Library is in violation of law, a written complaint must be filed by that individual with the President of the Board of Trustees of the Royalton Hartland Community Library.

It is the intent of the Royalton Hartland Community Library to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the organization's goal of legal compliance. The support of all trustee members and employees of the Royalton Hartland Community Library is necessary to achieving compliance with various laws and regulations. An individual is protected from retaliation only if the trustee member or employee brings the alleged unlawful activity, policy or practice to the attention of the President of the Board of Trustees of the Royalton Hartland Community Library and provides the Royalton Hartland Community Library with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to trustee members and employees that comply with this regulation.

The Royalton Hartland Community Library will not retaliate against a trustee member or employee who in good faith, has made a protest or raised a complaint against some practice of the Royalton Hartland Community Library, or of another individual or entity with whom the Royalton Hartland Community Library

has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

The Royalton Hartland Community Library will not retaliate against trustee members or employees who disclose or threaten to disclose to the President of the Board of Trustees, Library Director or a public body, any activity, policy or practice of the Royalton Hartland Community Library that the individual reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare or protection of the environment.

## **(23) BOARD-DESIGNATED ENDOWMENT FUND SPENDING POLICY**

### *Statement of Spending Policy Objectives*

The Royalton Hartland Community Library Board of Trustees has determined that a spending policy with respect to the Library's Endowment Fund ("Endowment") should be subject to a written policy. The purpose of this Endowment Spending Policy is to establish the procedures and rules applicable to the annual – and overall- spending of the Library's Endowment.

The objectives of the Endowment Spending Policy are:

- To ensure that the spending of the Endowment is managed in such a way that the Royalton Hartland Community Library can continue to provide a highly valued service to the community while lessening, as much as possible, the financial burden on the taxpayers
- To grow the size of the Endowment

### *Purpose of the Endowment*

The purpose of the Endowment is to provide:

- Programs with a stable and predictable stream of revenue;
- A revenue stream that does not decline over the long term;
- A permanent source of financial support for the Library;
- A contribution to the annual operating budget of the Library as needed in an amount deemed appropriate by the Board of Trustees;
- A financial reserve against a serious financial shortfall due to unforeseen events; and
- Money for capital projects approved by the Board of Trustees

### *Allocation of Donations*

The Board of Trustees will determine whether funds received by the Library through contributions from donors are intended as contributions to the Endowment, the annual operating budget or specials projects. In any event, the Board of Trustees will act on the requests of individual donors that may dictate the specific purpose for which specific funds are received to the extent that such instructions are given.

### *Spending*

Subject to review and adjustment annually by the Board of Trustees, it is our objective to budget 5% of the Endowment Fund balance as of each June 30th to the next fiscal year's budgeted revenue. This target is set based on an estimated 5% average expected return of a balance portfolio.

### **Amendment**

The Board of Trustees shall review this Policy at the annual Library Board meeting and reserves the right to amend this Endowment Spending Policy at any time.

## (24) FINANCIAL AUDIT POLICY

*Details forthcoming*

## (25) SEXUAL HARASSMENT

1. Royalton Hartland Community Library's policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business, regardless of immigration status, with Royalton Hartland Community Library. In the remainder of this document, the term "employees" refers to this collective group.
2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination)
3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. Royalton Hartland Community Library will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of Royalton Hartland Community Library who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. All employees, paid or unpaid interns, or non-employees working in the workplace who believe they have been subject to such retaliation should inform the Library Director or Board Trustee. All employees, paid or unpaid interns or non-employees who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.
4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject Royalton Hartland Community Library to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.
5. Royalton Hartland Community Library will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. Royalton Hartland Community Library will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.
6. All employees are encouraged to report any harassment or behaviors that violate this policy. The Royalton Hartland Community Library will provide all employees a complaint form for employees to report harassment and file complaints.
7. Managers and supervisors are **required** to report any complaint that they receive, or any harassment that they observe or become aware of, to the library director.
8. This policy applies to all employees, paid or unpaid interns, and non-employees, such as contractors, subcontractors, vendors, consultants or anyone providing services in the workplace, and all must follow and uphold this policy. This policy must be provided to all employees and should be posted prominently in all work locations to the extent practicable (for example, in a main office, not an offsite work location) and be provided to employees upon hiring.

## (26) PHOTOGRAPHING, RECORDING AND/OR BROADCASTING/STREAMING

As a public library, the Royalton Hartland Community Library is obligated to ensure information access, patron privacy, and library service.

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

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

### Protocol

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

Individuals or media outlets who wish to engage in Recording on a more immediate basis, please contact the Director, or their designee working at the time, **as soon as possible**. This may be done by calling the library at (716) 735-3281 or emailing [mdtrpt@nioga.org](mailto:mdtrpt@nioga.org). Just like recording with more notice, those with urgent requests should be ready to discuss what access will meet your needs, and to adapt your needs to the library's ethical and operational priorities, including not being able to grant a same-day request.

For individuals or media outlets who wish to engage in Recording without notifying the library in advance, please know that any Recording activity that risks negatively impacting safety,

patron privacy, employee work conditions, and/or routine library operations, or a violation of our Staff, Patron, Visitor Code of Conduct Policy, will result in a requirement to cease Recording.

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

### Recording with Permission in the Library (non-commercial)

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

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

### **Recording with Permission in the Library (Commercial)**

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

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

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

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

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