

**TOWN OF BALLSTON  
COMMUNITY LIBRARY**

**POLICY AND PROCEDURE  
MANUAL**

## DOCUMENT REVISION HISTORY:

Overall Policy Update May 2005

Community Bulletin Board P6400 June 2006

Community Room P6200 Jan 2009

Safe Child Policy P2800 Feb 2009

Internet Use Policy P2500 May 2012

Special Regulations P2700 Jan 2010

Finance P5000 Feb 2010

Displays & Exhibits P2300 March 2010

Special Regulations October 2010

Video Surveillance P6600 December 2010

Conflict of Interest Policy February 2015

Petty Cash and Petty Cash on Hand Policy P5000 February 2015

Special Regulations Library Patron Behavior Policy P2700 July 2017

By-Laws P1000 June 27, 2018

Purchasing P5300 October 24, 2018

Emergency Purchases P5400 October 24, 2018

## TABLE OF CONTENTS

	Statement of Mission	P0100.....5
	Roles of the Library	P0200
Policy I	By-Laws	P1000.....6
Policy II	Library Operations	P2000.....10
	Borrowing Privileges	P2100
	Fines, fees & other charges	P2200
	Displays & Exhibits	P2300
	Library Hours	P2400
	Internet Use	P2500
	Emergency Procedures	P2600
	Special Regulations - Behavior Policy	P2700
	Safe Child Policy	P2800
Policy III	Collection Development/ Material Selection	P3000.....15
	Definitions	P3100
	Criteria	P3200
	Use of Library Material	P3300
	Guidelines for Selection	P3400
	Gifts	P3500
	Intellectual Freedom & Censorship Policy	P3600
Policy IV	Personnel	P4000.....20
	Definitions	P4100
	Employee Schedules	P4200
	Salary Payment	P4300
	Vacations	P4310
	Leaves of Absence	P4320
	Family Leave	P4330
	Holidays	P4340
	Termination of Employment	P4400
	Grievances	P4410
	Volunteer Help	P4500
	Special Talent Contributions	P4510
	Personal telephone calls	P4600
	Library Director Position Description	P4700

Table of Contents continued:

Policy V	Finance	P5000.....28
	Trustee Fund	P5100
	Petty Cash	P5200
	Purchasing	P5300
	Emergency Purchases	P5400
Policy VI	Facilities	P6000.....29
	Equipment and Facilities	P6100
	Regulations governing use of meeting room	P6200
	Computer Usage	P6300
	Community Bulletin Board	P6400
	Fax and Photocopier usage	P6500
	Video Surveillance	P6600
Policy VII	Appendix	P7000.....32
	Purpose of Library Board of Trustees	P7100
	Duties & Responsibilities of Library Board	P7200
	Desirable Qualifications for Trustees	P7300
	Long Range Plan	P7400
	Conflict of Interest Policy	P7500

A. LIBRARY MISSION:

P0100

As adopted by the Board of Trustees of the Town of Ballston Community Library on February 5, 2009, the Mission Statement of the Town of Ballston Community Library reads as follows:

***The Town of Ballston Community Library shall develop and maintain facilities, resources, and services to meet the ongoing needs of all persons for education, personal enrichment and recreation.***

B. ROLES OF THE LIBRARY:

P0200

It is the role of the Town of Ballston Community Library to:

1. Select from available materials, organize for user access, maintain, and improve its multi-media collection to best meet the needs of the community.
2. Encourage use of the library by members of the community as a source of information, enjoyment and learning.
3. Support the educational, cultural, and civic programs of other institutions and organizations in the community with the resources and services of the library.
4. Ensure timely public access to the entire collection for all individuals.
5. Provide an appropriate facility for the library community.
6. Periodically evaluate the effectiveness of the library's collections and services in meeting community needs.

Preamble: The Board of Trustees of the Town of Ballston Community Library, a special district library, hereafter designated as "The Board", created by a charter granted by the University of the State of New York June 28, 1963, hereby enacts the following By-Laws:

Policy I: BY-LAWS

P1000

A. TRUSTEES.

1. Trustees, seven in number, and residents of the Town of Ballston, shall be appointed by the Town Board for a term of five (5) years. The trustees shall appoint a member to fill out the unexpired term of a trustee. (Education Law 226 Para. 4.)
2. Trustees shall be limited to two (2) consecutive full terms of service.
3. Trustees shall act in accordance with library policy and other applicable laws.

B. OFFICERS

1. The officers of the Board, all of whom shall be trustees, shall be a President, a Vice-President, a Secretary, and a Treasurer.
2. Officers shall be elected yearly by a majority vote of the Board at the time of the regular meeting in the month of June and shall commence their terms July 1.
3. Officers of the Board are eligible to serve no more than four (4) consecutive one-year terms in the same office. If Trustees believe that it is in the library's best interest, they may, by a majority vote, allow an officer to remain in office for longer than otherwise allowed herein.
4. The President shall preside at all meetings and shall have the usual powers of a presiding officer; shall appoint all committees; shall certify all bills approved by the Board; and shall authorize calls for any special meetings.
5. The Vice-President shall act as President in the absence or disability of the President.
6. In case both the President and Vice-President are absent from a meeting, any member may call the meeting to order, and the members present (there being a quorum) shall select a Chairman pro tem.

7. In case the President resigns or leaves the Board for any reason, the Vice-President shall automatically become President.

8. As soon as a Vice-President becomes President, a new Vice-President shall be elected by the Board at its next meeting.

9. The Secretary shall have charge of the records of the Board and shall keep the minutes of its meetings. A copy of the minutes shall be kept in the library and shall be available for public study.

10. The Treasurer shall monitor special library funds separate from those budgeted and shall act as a financial advisor to the Board and Library Director.

Amended 6/27/18

### C. MEETINGS

1. The regular monthly meeting of the Library Board shall be held on the last Wednesday of each month at an hour and place designated by the Board. The President may change to time or day of the regularly scheduled meeting, if necessary, with proper notice to the board. Any such change shall be publicly posted in the library. The Board shall operate in accordance with the Open Meetings Law (New York State Public Officers Law Article 7).

2. The order of business shall be

- a. Call to order
- b. Minutes of the preceding meeting
- c. Report of special funds
- d. Monthly financial report of expenditures and receipts
- e. Report of Library Director/Librarians`
- f. Reports of committees
- g. Approval of bills
- h. Unfinished business
- i. New business
- j. Adjournment

3. The annual meeting shall be held at the time of the regular meeting in the month of June, and officers for the following year shall be elected.

4. Special meetings may be called by the President or upon the written request of four trustees for the transaction of business stated in the call for the meeting.

5. Four trustees shall constitute a quorum and a majority vote of the full board shall be necessary for the approval of motions and for the transaction of business.

6. In the absence of a quorum of four Trustees at the monthly meeting, the President may poll the membership by telephone or email on issues requiring immediate attention. Such decisions shall be ratified at the next monthly meeting. Receipt of email messages by the board shall be verified by the President.

#### D. COMMITTEES

1. The Board may consider and act on any matter before it with or without recommendations from a committee. The President shall appoint standing committees, to serve one year, and may appoint ad hoc committees, as described herein. Each committee chairperson shall be responsible for periodic meetings of the committee and shall have an opportunity to report at each regular meeting of the Board. A chairperson and committee members shall be assigned annually by the President. The President shall be a member, ex-officio, of all committees except nomination committees.

2. Standing committees shall include

- a. Policy committee
- b. Building and grounds committee
- c. Budget and finance committee
- d. Personnel committee
- e. Long-range planning committee
- f. Nominating committee

3. All committees shall consist of the President (ex-officio), and trustees appointed by the President and subject to the approval of the Board.

4. The Policy Committee shall formulate and revise rules pertaining to the library and the procedures of the Board. All committee recommendations shall be submitted to the Board for review and approval at a subsequent meeting.

5. The Personnel Committee shall have general management of all matters pertaining to personnel, subject to the approval of the Board.

6. The Building and Grounds Committee shall consider and determine all matters relative to the physical condition of the building and grounds and to the occupancy and maintenance thereof, subject to the approval of the Board.

7. The Budget and Finance Committee shall have general management of the finances of the library, subject to the approval of the Board, and shall have the responsibility of presenting an annual budget proposal to the Board.

8. The Long-Range Planning Committee shall periodically review and update the library's long-range plan, including building, finance, program and mission.

9. The Nominating Committee shall present the full slate of officers to the Board for the Board's approval at the annual meeting in June.

#### E. LIBRARY DIRECTOR

1. The Board shall appoint a qualified library director who shall be the executive and administrative officer of the library.

2. The Director shall be held responsible for the proper performance of duties as spelled out in the job description provided by the Board.

3. It shall be the duty of the Director to attend all meetings of the Board, including budget meetings, or public meetings where action may be taken affecting the interests of the library. The Director shall have the right to speak on all matters under the discussion at Board meetings, but shall not have the right to vote thereon.

#### F. AMENDMENTS to the BYLAWS

After presentation of proposed changes at a previous board meeting, these by-laws may be amended at any regular meeting of the Board at which a quorum is present.

#### G. FREEDOM OF INFORMATION LAW

The Library will respond to all requests for information in compliance with the Freedom of Information Law (New York State Public Officers Law Article 6).

#### H. ROBERT'S RULES OF ORDER

Unless otherwise specified, the latest edition of ROBERT'S RULES OF ORDER will be the governing manual.

The Board of Trustees shall formulate and adopt the written operating policies of the library. The Board shall delegate the responsibility of the administration of the policies to the Library Director.

A. BORROWING PRIVILEGES

P2100

1. To obtain materials from this library, any resident of the area served by the Southern Adirondack Library System or member of a New York Library Intersystem Borrowing Cooperative (NYLIB) must become a registered borrower. New applicants will be required, and borrowers renewing library cards may be required, to present acceptable proof of address.
2. A child may have a library card when he/she has enrolled in Kindergarten. The parent or guardian must sign the application card.
3. Students in seventh grade or above are not required to obtain the signature of a parent or guardian when registering for a library card.
4. Library privileges may be extended to temporary residents of the local area.
5. The library is not responsible for any damages to borrower's equipment caused by items borrowed from the library.
6. The loan period for circulating material shall be determined by the library director. The library may limit the number of items that a cardholder may borrow at one time.
7. The library is unable to extend borrowing privileges to corporate bodies, such as churches, schools, community organizations, clubs or agencies. Members of such groups who reside within the library's service area may use and borrow, library materials and resources with their personal library card for their organization's use. The individual borrower of such materials shall be personally responsible for the same.

B. FINES, FEES AND OTHER CHARGES

P2200

1. Fines and processing fees for overdue or unreturned materials shall be set by the Board of Trustees.
2. When the maximum fine ceiling is reached, library privileges for that cardholder shall be suspended until the fine is paid.

3. Replacement charges for lost or mutilated books, records, or other materials shall be determined by the Library Director.
4. Borrowers will be charged for the replacement of a lost card, the fee to be determined by the Board of Trustees.
5. The director shall establish and periodically review policies to prevent theft of library materials and property. Inventory of valuable items shall be completed as necessary and incidents of theft reported to the board.

#### C. DISPLAYS AND EXHIBITS

P2300

1. The Library Director may grant the use of the library facilities for temporary public exhibits when such use is in keeping with the purposes of the library. The Library Director will determine scheduling, duration, and assignment of the available display spaces in the library. Exhibits shall be open to the public only during the regular library operating hours unless special arrangements are made.
2. The library assumes no responsibility for the preservation, protection, or possible damage or theft of any item exhibited. When the exhibit is installed the exhibitor will provide a full list of the items to be displayed, including the monetary value. All items must remain on display until the end of the show, unless arranged for otherwise in advance. The exhibitor shall remove the exhibit promptly on the agreed upon date.
3. The library reserves the right to reject any part of an exhibit or to change the manner of display.
4. Although exhibitors' materials may be available for sale, the attachment of prices or the use of overt commercial devices may not be used in the exhibit or display. Artists may make price lists available. However, the library shall not be responsible for handling any money from the sale of items.

#### D. LIBRARY HOURS

P2400

The Board of Trustees shall establish and publicize hours of library operation and a holiday schedule.

The Town of Ballston Community Library recognizes that the Internet is a valuable source of information and greatly extends the resources the library can make available to its patrons.

Internet users should be aware that information found there is not subject to review in the way that books and articles are when they are edited, published, reviewed and selected for purchase. Therefore the Internet may contain material that is inaccurate, outdated, controversial, and that may be offensive to some users. The library merely provides access to the Internet and is not responsible for its content or any consequences that may arise from its use.

To encourage fair and responsible use, the following Internet access rules apply:

1. Users must sign in at each computer using their own valid library card number. Patrons under 17 must have a signed permission form or have a parent with them. Those patrons not having a valid library card must show a valid picture ID and if under the age of 17 must have an adult with them. Guest passes for using the computer are available for visitors from outside of the Southern Adirondack and Mohawk Valley Library Systems.
2. Computer usage is on a first come first served basis. The computer may be used by each person for 2 hours per session and the patron may ask for a limited additional time if no one is waiting. Patrons may have a second session after an interlude of 1 hour.
3. As long as other patrons are not being disrupted, there is no limit to the number of patrons on each computer.
4. Patrons may not install programs or save files to the computer. To save files patrons may use their own flash drive or a CD, which can be purchased at the Circulation Desk. The library does not provide headphones; they may be purchased at the Circulation Desk. Printed copies may be made for a per page fee.
5. If a patron fails to adhere to library computer use rules, deliberately misuses the computer in any way, or views material that is inappropriate in a public place, it will result in the suspension of the patron's internet privileges and the possible dismissal from library grounds.
6. This policy is subject to periodic review and change.

## F. EMERGENCY PROCEDURES

P2600

The director shall establish and maintain specific procedures concerning:

1. Closing of the library due to weather, power failure or other incident.
2. Steps to be taken in the event of injury to an employee or patron including, but not limited to incident reports and notification of the board president.
3. Actions which may be taken with regard to unruly or disruptive patrons.

## G. SPECIAL REGULATIONS

P2700

Town of Ballston Community Library Patron Behavior Policy

The Board of Trustees believes that patrons of the Town of Ballston Community Library have the right to use the library materials and services without being disturbed or impeded by other library users, that patrons and staff have the right to a secure and comfortable environment; and that patrons and staff have the right to materials and facilities that are in good condition.

Violation of the following rules will result in a warning and/or being asked to leave the library property. Whenever necessary, police will be contacted. The director and supervisory staff have authority to carry out all powers of this policy. The director will establish procedures for staff to follow, to include written incident reports and notification of patrons and/or parents when banning a patron for anything exceeding the remainder of the day.

The Board of Trustees

The following Code of Conduct will be posted on the library website and in public areas in the library and provided directly to patrons when discussing them.

### **Town of Ballston Community Library Code of Conduct**

- Behave in a lawful manner.
- Respect each other. Refrain from swearing, disturbing others, or fighting in the Library.
- Be mindful of children and directly supervise those with you.
- Communicate in a civil manner with staff and with other patrons.
- Maintain clear access to aisles, stairways, walkways and seating.
- Refrain from smoking or use of e-cigarettes, smokeless tobacco, alcohol, or drugs on library property or coming to the library while under the influence of alcohol or drugs.

- Mute the ringer on your cell phone. Keep calls short and quiet. Use headphones when listening to audio content.
- Wear clothing appropriate for a public building. This includes: shoes, shirt, shorts, pants, skirts, or dresses.
- Snacks that do not disturb others and covered non-alcoholic beverages are allowed.
- Get advance permission from the Person in Charge before taking video or photos.
- Take reasonable care of Library property. Let us know if something is damaged.
- Refrain from running, skating, skateboarding, bicycling, etc. in the Library or on Library property. Place bicycles in rack provided outside.
- Secure your personal belongings.
- Bring only service animals into the Library.
- Comply with lawful requests of library personnel

Thank you - The Trustees and Staff

Patron engaging in activities which violate these rules shall immediately cease such activity upon request by library personnel. Individuals who refuse to comply with the request may be asked by the Person in Charge to leave the library for the remainder of the day. If he or she refuses to leave, the police will be summoned. Repeat offenses may result in being asked not to return for a specific period of time. Individuals wishing to appeal such action may do so with written request to the Library Board of Trustees.

The Town of Ballston Library is dedicated to providing a warm, welcoming, exciting and safe environment for people of all ages. The safety of children left alone in the library is a serious concern of the library staff. The staff, however, has many duties to perform in order to serve all the patrons and cannot monitor the behavior and assure safety of children using the library. The responsibility for the behavior and safety of children in the library rests with the parent/caregiver and not with the library staff.

1. Children under the age of 10 must be supervised at all times by a responsible caregiver. If a child under the age of 10 is attending a library program, a parent/caregiver must be in the building and aware of the location and behavior of his/her child.
2. Youths ages 10--17 may use the library on their own provided that they comply with all library rules and the Patron Code of Conduct. Unattended youths are expected to display appropriate behavior, conducive to maintaining a peaceful atmosphere in the library for all patrons. A youth will be asked to leave the premises if proper behavior is not maintained. Youths left unattended must be able to reach a parent or caregiver in case of an emergency or if removal from the library is necessitated for any reason.
3. The library is not responsible for children or youth without a ride home at closing. Library staff will exercise appropriate procedures to ensure the safety of unattended children when the library is closing.
  - a) Children may use the library phone without charge in this situation.
  - b) If the child is under 14, two staff members will remain with the child and attempt to contact the parent. After 15 minutes local authorities will be contacted.
  - c) Parents/caregivers are responsible for being aware of the library's hours of operation, and must also keep in mind that the library may close unexpectedly for reasons out of control of the staff. Unattended children and youth should know what to do should this occur.
  - d) Library staff cannot give rides to any child.
4. Violation of this policy may result in suspension of library privileges for the family.

The purpose of this statement on material selection is to establish policies to guide staff and to inform the public about the principles upon which elections are made to develop the collection of the library.

A policy cannot replace the judgment of librarians, but stating goals and indicating boundaries will assist them in choosing from a vast array of materials available.

The library sets as its major goal in collection development and materials selection: to secure for all residents of the library's service area the informational, educational, cultural, and recreational materials in all media, both published and unpublished, that fit their needs.

A. DEFINITIONS:

P3100

1. The word "materials" used for the specific forms of media, has the widest possible meaning; it may include books (hardbound and paperbound), government documents, pamphlets, maps, magazines and journals, comic books, newspapers, broadsides, manuscripts, films, sound discs, sound tapes, slides, posters, videotapes, games, art reproductions or original art work, and software.
2. "Selection" refers to the decision that must be made either to add a given item to the collection or to retain one already in the collection. It does not refer to guidance in assisting a library user.
3. Final responsibility for selection and development of the collection lies with the Board of Library Trustees. However, the Board delegates to the Director authority to interpret and guide the application of the policy in making day-to-day selections. The Director may authorize other staff to apply this policy in building the collection. In exceptional cases the Director will present comprehensive information to the Board.
4. The primary objective of selection shall be to collect materials of contemporary significance and of permanent value. The library will always be guided by a sense of responsibility to both present and future in adding materials, which will enrich the collections and maintain an overall balance. The library also recognizes an immediate duty to make available materials for enlightenment and recreation, even though such materials may not have enduring interest or value.
5. All staff members selecting library materials will be expected to keep the objectives in mind and apply their knowledge and experience in making decisions.

B. CRITERIA OF SELECTIONS:

P3200

No item in a library collection can be indisputably accepted or rejected by any established given guide or standard. However, certain basic principles can be applied as guidelines. Every item must meet such of the following criteria as are applicable to its inclusion in the collection.

1. The degree and accomplishment of purpose.
2. Authority and competency of the author, composer, filmmaker, etc.
3. Comprehensiveness in breadth and scope.
4. Sincerity and fundamental objectivity.
5. Clarity and accuracy of presentation.
6. Appropriateness to the interests and skills of the intended users.
7. Relation to existing collections.
8. Relative importance in comparison with other materials on the subject.
9. Importance as a record of the times for present and future use.

C. USE OF LIBRARY MATERIALS:

P3300

1. The library recognizes that many materials are controversial and that any given item may offend some library user. Selections will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in relation to the building of the collection and to serving the interests of residents of the library's service area.
2. Library materials will not be marked or identified to show approval or disapproval of the contents, and no item will be sequestered except for the express purpose of protecting it from injury or theft.
3. The use of rare and scarce items of great value may be controlled to the extent required to preserve them from harm, but no further.
4. Responsibility for the reading, listening, and viewing of library materials by children rests with their parents or legal guardians. Selection will not be inhibited by the possibility that materials may inadvertently come into the possession of children.

D. GUIDELINES FOR COLLECTION AND SELECTION DEVELOPMENT: P3400

1. The library takes cognizance of the purposes and resources of other libraries in the region and shall not needlessly duplicate functions and materials. Through membership in the Southern Adirondack Library System and its cooperation with the Capital District Library Council, the resources of other libraries in the region will be made available through inter-library loan and other means to the Library's patrons to the extent possible.
2. The library acknowledges the purposes of educational programs for students of all ages provided by the educational institutions in the area. Text books and curriculum related materials for these programs are provided where the materials also serve the general public or where they provide information not otherwise available.
3. Legal and medical works will be acquired only to the extent that they are useful to the layman.
4. The library acknowledges a particular interest in local and state history; therefore, it will seek to acquire appropriate state, county and local public documents, and it will take a broad view of works by and about New York authors as well as general works relating to the State of New York. However, the library is not under any obligation to add to its collections everything about New York, or produced by authors, printers or publishers with New York connections. The library will attempt to collect comprehensively works about the local community, and to the extent possible, about surrounding communities.
5. Because the library serves a public embracing a wide range of ages, educational backgrounds and reading abilities, it will always seek to select materials of varying complexity.
6. In selecting materials for the collection the library will pay due regard to the special, commercial, industrial, cultural and civic enterprises of the community.

E. GIFTS: P3500

1. The library accepts gifts of materials and is grateful for such gifts, but it reserves the right to evaluate and to dispose of them in accordance with the criteria applied to purchased materials. Gifts, which do not accord with the library's objectives and policies, will be refused, sold at the library's book sales, or otherwise disposed of according to law. No conditions may be imposed relating to any gift either before or after its acceptance by the library. The library cannot appraise gifts for their value for tax purposes or other purposes.

2. Librarians are expected to use good judgment to remove from the collections whatever no longer serves a need, and to refurbish, by rebinding or other means, materials that might suffer deterioration if not so cared for.

F. INTELLECTUAL FREEDOM AND CENSORSHIP POLICY:

P3600

The library rejects any censorship of materials in the collection, which meet the criteria of this statement. The library will abide by the policies contained in the following Censorship Statements.

1. Any individual may reject materials for him or herself but may not restrict the freedom of others to read.
2. Whenever library material is challenged, it will be re-examined by the Library Director and, when necessary, referred by the Director to the Board of Trustees; if the material meets the criteria of the materials selection and collection development policy, it shall not be removed from the collection except by court order.
3. Complaints and/or objections to library materials will be considered in terms of the library's materials selection policy, the principles of the American Library Association Library Bill of Rights, and the opinions of the reviewing source(s) used in selection.
4. When materials are challenged library staff will:
  - a) Treat complaints with dignity and courtesy.
  - b) Provide a form "Request for Reconsideration of Library Materials" to obtain a formal complaint.
  - c) The full facts shall be presented to the Library Board of Trustees.
  - d) Defend the principles of freedom to read and the professional responsibility of the Library rather than the book.
  - e) If necessary seek the support of local press and the New York Library Association's Intellectual Freedom Committee.
5. The complaints, and/or objections, and response will be forwarded to the Library Director for review and relevant comments if received by a substitute in the Director's absence.
6. In the event that the person or group registering the objection is not satisfied, a direct meeting with the Library Director will be arranged.

7. If the complainant still feels that the problem has been dealt with inadequately, a final appeal to the Board of Trustees will be made. The Library Director will notify and inform the Board of the details of the case before a full hearing is scheduled.

**The following provisions apply to library employees hired prior to January 6, 2000. Employees hired after such date shall be subject to the provisions of the Personnel Policy of the Town of Ballston.**

A. DEFINITIONS:

P4100

1. Salaried Employees -- The Library Director and Youth Services Librarian, having met the requirements for such positions, shall be paid an annual salary.
2. Hourly Employee -- The clerical staff and pages shall be paid at hourly rates for the hourly performance of their various duties in accordance with this policy. Hourly employees who work 15 hours a week or more shall be entitled to paid vacation time, paid sick leave, paid holidays and paid personal time as stated in Sections D, E and F of this policy.

B. EMPLOYEE SCHEDULES:

P4200

1. The Regular schedule of a full work week for employees shall be 35 hours.
2. An extended or a shortened work week may be authorized at the discretion of the Board.
3. The pay for hourly employees shall be at the normal hourly rate as designated for each employee. No hourly increase shall occur up to and including 40 hours per week.
4. The Library Director and all hourly employees shall be available for assignment during all parts of the work week of both schedules. Exceptions may be authorized at the discretion of the Board.
5. All employees working a 4 hour period without lunch shall be entitled to a 10 minute interval away from their work.
6. In an emergency the following policies shall be employed.
  - a. The Library Director may close the library facility for the day when, in her judgment, conditions and/or employee safety warrant such closing.
  - b. When the library facility is closed early due to emergency conditions, hourly employees who have already begun a work shift, or who work a split shift, shall be paid through the termination of that individual shift even though they are dismissed before its termination.

c. When the library facility is closed early due to emergency conditions, hourly employees who have not yet begun a work shift shall be notified not to report for that shift and shall not be paid for that shift.

### C. SALARY PAYMENT

P4300

1. Salaries and hourly wages shall be paid bi-weekly.
2. Salary Increment Policy

This policy was designated to eliminate the extra bookkeeping involved in giving increments on the anniversary of the employee's beginning work, to provide an adequate probationary period, and to aid in the budget process.

a. Salary increments are given to employees beginning with the first paycheck after January 1. In order to provide a minimum probationary period of three months, new employees will receive their increments according to one of the following conditions. For example, an employee who begins work on July 17, 1990 will receive an increment on the next paycheck after January 1, 1991.

b. If an employee begins work during the period from October 1 through December 31, the employee will receive an increment beginning with the first paycheck after the second January 1 of their employment. For example, an employee who begins work on November 13, 1990 will receive an increment on the next paycheck after January 1, 1992.

### D. VACATIONS

P4310

1. Employees shall be entitled to paid vacation based on years of service using the following guidelines:
  - a. Employees with less than one year of service as of December 31 of the previous calendar year shall be entitled to one (1) week of paid vacation.
  - b. Employees with more than one year, but less than two completed years of service as of December 31 of the previous calendar year shall be entitled to two (2) weeks of paid vacation.
  - c. Employees with more than two completed years of service as of December 31 of the previous calendar year shall be entitled to three (3) weeks of paid vacation.

2. One week of vacation shall be defined as follows:
  - a. For salaried employees one week of vacation shall constitute five (5) working days.
  - b. For hourly employees one week of vacation shall be the average number of hours per week that each employee worked during the previous year.
  - c. Vacation time may not accumulate except upon approval of the director.
3. Vacation time shall be taken in blocks of time as follows:
  - a. Salaried employees shall take vacation time in multiples of 1/2 day.
  - b. Hourly employees shall take vacation time in multiples of two hours.
4. Vacation days and hours are to be scheduled with the approval of the Library Director.

#### E. LEAVES OF ABSENCE

P4320

1. Sick Leave
  - a. Salaried employees shall be allotted ten sick days per year. Salaried employees may accumulate up to a maximum of twenty sick days by adding to the ten sick days allotted for the current year, up to a maximum of ten unused sick days from the previous year.
  - b. Hourly employees shall be allotted a maximum of two weeks of sick leave per year. One week of sick leave shall be considered to be the average number of hours per week worked during the previous year.
2. Temporary Leaves
  - a. Salaried employees and hourly employees who work 24 hours or more per week, shall be granted time necessary for appearances in any legal proceeding connected with the library or for the performance of jury duty without loss of pay.
  - b. Hourly employees may be granted single day absences at the discretion of the Library Director, but equivalent time will be subsequently made up by the employee.

c. Salaried employees and hourly employees who work 24 hours or more per week, shall be granted up to three personal days during each calendar, which may be taken as half days, in order to attend to necessary business which they are unable to schedule outside of their normal working hours without loss of pay. The days are not cumulative and may not be attached to either the beginning or the end of vacation time unless explicitly so granted in writing by the Board.

### 3. Extended Leave

a. Salaried and hourly employees, for personal reasons, may be granted a leave of absence without pay for up to eight calendar weeks.

b. Such extended leave time shall be taken in multiples of one calendar week. Additional extended leave time beyond the original eight weeks may be granted at the discretion of the Board.

c. All requests for extended leaves shall be presented to the Library Director in writing. The response to the requests shall also be in writing.

d. The Library Director may authorize one calendar week of extended leave time. Time beyond one calendar week requires authorization by the Board.

### 4. Leave With Pay

a. One week of leave with pay shall be granted when a death occurs within the immediate family of an employee. Immediate family shall be interpreted as follows:

- i. Spouse or child
- ii. Parent or parent-in-law
- iii. Brother or brother-in-law
- iv. Sister or sister-in-law
- v. Grandchild
- vi. Grandparent or grandparent-in-law
- vii. Stepchild
- viii. Person living in the home in a parent-child relationship

b. Additional days may be granted by the Board at its discretion and upon written request. The Board's response shall be in writing.

c. In extenuating circumstances, the Board may, at its discretion, grant time regarding family relationships not otherwise covered by this policy.

d. One week shall be defined as follows:

- i. For salaried employees one week shall constitute five working days.
- ii. For hourly employees one week shall be the average number of hours per week that the employee worked during the previous year.
- iii. For contractual employees one week shall constitute the equivalent of one calendar week.

5. Leaves of absence not specifically stated in this policy may be granted, with or without pay, at the discretion of the Board.

6. All employees who are absent from work beyond the time allotted in Section E, 1, 2, 3, or 4 of this policy, unless specific time and terms have been granted in writing under Section E, 5, shall consider such time as vacation time.

7. Time away from work for all employees shall be recorded and filed using the form entitled "leaves". These forms shall be maintained and filed in the library under the supervision of the Library Director. The recorded information shall be made available to the Library Trustees and/or to the employee upon request.

## F. FAMILY LEAVE POLICY

P4330

1. A full-time employee may be granted an unpaid leave of absence for 90 days. Ninety days additional leave may be granted if said leave is requested before the initial 90 days has expired. This second period of 90 days includes no paid personal days.

2. In addition the following options regarding personal illness days with pay may be offered, at the discretion of the Board:

- a. 90 day leave with no personal illness days included.
- b. 90 day leave including the maximum number of personal illness days to which the employee is entitled.

## G. HOLIDAYS

P4340

1. A schedule of holiday closings for the library, as recommended by the Library Director, shall be established by the Board of Trustees prior to December 31 for the ensuing year.
2. Salaried employees and hourly employees who regularly work 24 hours per week shall be eligible for ten paid holidays or equivalent, including the scheduled closings, per calendar year. When the number of scheduled closings is less than this number, the additional days shall be scheduled on an individual basis with the concurrence of the Library Director.
3. Where employees eligible for paid holidays are not scheduled to work during one or more of the scheduled library closings, compensatory paid time may be taken prior to the end of the calendar year. Such absences shall be arranged with the Library Director who shall attempt to minimize the impact of such absence on library service.

## H. TERMINATION OF EMPLOYMENT

P4400

1. Resignation: resignation shall be made in writing to the Library Director or by the Library Director to the Board.
2. Retirement: a letter announcing retirement must be submitted two weeks prior to intended date of retirement.
3. Dismissal: The Library Director may dismiss employees for just cause and in writing. It is subject to review by the Board upon request, also in writing.

## I. GRIEVANCES

P4410

1. Grievances shall be made to the Library Director and/or to the Board in writing.
2. The Board may hold a hearing on such grievance.

## J. VOLUNTEER HELP

P4500

1. Volunteer services used within the library shall be governed by rules established by the Library Director and approved by the Board.

2. Rules established shall be posted in the Library Director's office in full view of volunteer help.

K. SPECIAL TALENT CONTRIBUTIONS

P4510

1. People desirous of contributing displays, and/or special talents shall be welcomed if such talents contribute to the overall objective of the library.

L. PERSONAL TELEPHONE CALLS

P4600

Telephone service is provided for necessary library business calls. Notwithstanding, it is recognized that it may be necessary for employees to make personal phone calls insuring the health or welfare of their families from their work stations. As a rule, personal phone calls both made and received, should be brief, infrequent and not interfere with library activities. Phone usage for personal calls should be limited to ten minutes on any given work day.

Since supervisors are responsible for monitoring employee phone use, the confidentiality of such calls cannot be assured. Employees placing excessive personal calls may be subject to disciplinary action.

M. LIBRARY DIRECTOR POSITION DESCRIPTION:

P4700

1. The Library Director shall have the following responsibilities and relationship to the Board of Trustees:
  - a. The Library Director shall be responsible for the administration of the policies of the Library as determined by the Board of Trustees and for the management of the library's day-to-day operations.
  - b. The Library Director shall be responsible for the recruitment, direction and assignment of the Library staff within the limitations of the annual budget and in accordance with the regulations outlined by the Saratoga County Department of Civil Service.
  - c. The Library Director shall be responsible for the interpretation and enforcement of the Library policy to the public and to the staff.
  - d. The Library Director shall encourage positive working relationships among staff and volunteers and promote a cooperative relationship with the public.

- e. The Library Director shall attend all monthly Board of Trustees meetings except those portions of meetings at which the Director's salary is discussed or determined. The Director shall prepare the agenda and the monthly financial report and shall communicate to the Board the operating needs of the facility. Changes and/or additions in the overall policy may be recommended at this time.
- f. The Library Director shall oversee the maintenance of financial records for the library, ensuring that sound accounting practices are employed at all times. Such records may include the following: monthly statements of Revenue and Expenditures, Trustees' Checking Account, Trustees' Savings Account, Library Endowment Fund, the Certificates of Deposit Account, and all other Additional special accounts of the Trustees.
- g. The Library Director shall be responsible for the coordination of all publicity releases to the news media concerning any library activities, meetings, events, and programs.

Policy V – FINANCE

P5000

A. TRUSTEES FUND

P5100

1. PURPOSE

The name of the Fund shall be the Town of Ballston Community Library Trustees Fund. The objective of the fund shall be to obtain an increasing source of funds for expenditures not funded by budgeted income. The monies generated by the Fund may be directed as specified by the donor or used at the discretion of the Director with the oversight of the Board of Trustees.

2. SOURCE OF FUNDS

Funds shall be generated by special gifts, bequests, and promotions for the specific purpose of increasing the Fund. Acceptance of any gift shall be subject to approval by the Library Board of Trustees. At the discretion of the Board, non-monetary gifts may be sold and the money realized from the sale shall be deposited in the Fund. The Library shall furnish receipts for tax deduction purposes, but the donor shall bear the cost of the appraisal. Such receipts shall be issued in the name of the Board of Trustees.

3. MANAGEMENT

Management and administration of the Fund shall be the responsibility of the Board of Trustees. The Library Director shall include this information as part of his/her monthly report to the trustees. The development of prudent, non-speculative investment practices shall be the responsibility of the Board of Trustees. Trustees' funds shall be kept distinct from other library monies.

4. EXPENDITURES

Expenditures of Fund money shall be made only with the approval of the Board of Trustees.

5. RECOGNITION

Unless anonymity is requested, public recognition of gifts shall be made by the Board of Trustees. The form of recognition to honor major honorees/donors shall be determined by the Board of Trustees.

B. PETTY CASH

P5200

The Town of Ballston Community Library has two distinct and separate petty cash funds, "**Petty Cash**," and "**Petty Cash on Hand**." The intent is to efficiently procure small dollar purchases, including mileage reimbursements or local travel costs.

1. The **Petty Cash** fund is a checking account, used to reimburse staff or pay small expenditures that are immediate or unusual.
2. The **Petty Cash on Hand** fund is cash kept in a locked cash box to allow a staff member to requisition up to \$50.00 for an immediate purchase (e.g., craft or program materials).

Requirements include:

1. No cash register or cash drawer funds will be used to fund these expenditures. This will facilitate the daily reconciliation of incoming revenues.
2. Petty Cash on Hand use is recorded in an activity log maintained by the assigned petty cash custodian and signed for by the staff member making the purchase. Receipts are attached to the log. Periodic reconciliation will be required to account for and reimburse petty cash through the Accounts Payable process. Trustees perform spot checks of the Petty Cash on Hand.
3. The senior library clerk and the director are signees for the petty cash checks. The director should sign all checks made out to the senior library clerk or relatives of same and the senior library clerk should sign all checks made out to the director or relatives of same.
4. The accounts clerk and director are the only ones with access to the petty cash on hand, which is kept in a locked file cabinet in the director's office.

C. PURCHASING

P5300

1. The procurement of materials, services and equipment is a direct responsibility of the Director or another library staff member designated by or with the approval of the Director.
2. The Library Director is authorized to spend up to \$1,500 within an approved budgeted line without prior board approval.

3. The Library Director is authorized to spend up to \$3,500 within an approved budgeted line with the approval of the Library Board President or the Chair of the appropriate Library Board Committee.
4. The Library Director is authorized to spend over \$3,500 within an approved budgeted line with approval by majority vote of the full Board of Trustees.

Approved November 28, 2018

D. EMERGENCY PURCHASES

P5400

Exceptions to the above spending limits include extreme emergencies and building and maintenance costs. The Library Director or designee may authorize an emergency purchase. These are not cash/check purchases and would follow the usual process for payment including an invoice and voucher. In the case of immediate payment requirements, the director or designee may use a personal credit card and request reimbursement.

1. An emergency purchase, especially one that circumvents normal purchasing procedures, shall be presented to the Board as soon as practical.
2. Verbal approval must be obtained from either the President of the Board of Trustees or the Town of Ballston Town Supervisor if the purchase exceeds the budgeted amount available in that line and/or the contingency line.
3. An emergency is defined as a circumstance that constitutes a threat to public safety, life or property; or a condition that requires immediate intervention.

Amended November 28, 2018

## VI FACILITIES

P6000

### A. EQUIPMENT AND FACILITIES

P6100

1. The film projector shall be operated only by authorized personnel and shall not leave the building for patron use.
2. The slide projector may be loaned to community organizations for a period not to exceed two library business days.
3. Separate policy statements exist for the computers, fax, photocopier, telephone and for building usage.

### B. USE OF THE COMMUNITY ROOM

P6200

1. The library is pleased to be able to offer a meeting room with a seating capacity of 50 for use by community groups which offer philanthropic, civic, educational or cultural programs. Reservations may be made through the library staff on a first-come, first-served basis. Application forms must be filled out by a representative of the organization seeking to use the room. Such individual shall accept responsibility for any damages to library equipment and furnishings which may occur. Exceptions may be made by the Library Board if the Board deems extenuating circumstances are involved. The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement of the group's policies or beliefs by the Library staff or Board.

5. The following are general rules of use for the community room:

- a. All meetings must be open to the public.
- b. The room may be reserved no more than ninety days in advance.
- c. It is understood that library programming will have first priority in room use.
- d. There will be no charge for use of the meeting room.
- e. No admission may be charged by the group.
- f. Refreshments, with the exception of alcoholic beverages may be served and shall be provided by the group. No smoking is allowed.
- g. The people using the room shall be responsible for setting up the room before and after use and leave it in neat, clean, orderly condition; if not, a cleaning fee may be charged.
- h. The Library is not responsible for any equipment, supplies, materials, clothing, or other items brought to the Library by any group or individual attending a meeting.

Library equipment is available for use by groups with the prior approval of the director

- i. The Library Board and staff do not assume any liability for groups or individuals attending a meeting in the Library.
- j. The meeting room is not available for purely social or commercial functions.
- k. A meeting may be terminated if found by the director to be disruptive to regular library services.
- l. The meeting room has a separate outside entrance and may be used after hours with the consent of the director.
- m. The library board reserves the right to refuse an application if the intended use violates any library policy.

C. COMPUTER POLICY

P6300

- 1. Only card holders of the Town of Ballston Community Library will be allowed to use library computers with permission from a staff member.
- 2. Children under age 10 must be accompanied by an adult who is a card holder at the library.
- 3. Any misuse of equipment or software, in the opinion of the staff, will result in the loss of access to the computer.

D. COMMUNITY BULLETIN BOARD

P6400

The library bulletin board is available for postings related to upcoming cultural, educational or community oriented events or programs by non-profit organizations. The library director shall pre-approve all postings. No petitions other than library-related may be posted. Lowest priority will be given to businesses or residents promoting their services and local employers soliciting employees. Such postings shall be on a space available basis. Notices posted by the library shall have first priority.

E. FAX AND PHOTOCOPIER

P6500

The fax machine and photocopier may be used with the permission and assistance of designated library staff. Anyone wishing to use either machine shall first seek

permission from a staff member at the circulation desk. The library may charge a fee for such usage to be set at the discretion of the Library Director.

#### F. VIDEO SURVEILLANCE

P6600

In order to maintain a safe and secure environment for its staff and patrons, the Town of Ballston Community Library employs the use of continuous video surveillance and recording in selected public areas of the library premises. Signage is posted at the library entrance at all times, disclosing this activity.

1. Video images will be routinely monitored in real-time. An exception will be that the community room will not be monitored during meetings.
2. Video records are stored digitally on hardware in the Library for a minimum of 14 days, or until image capacity of the system is reached.
3. Video records may be used to identify the person or persons responsible for Library policy violations, criminal activity, or actions considered disruptive to normal Library operations.
4. Video records may be shared among Library staff to identify person(s) suspended from Library property and to maintain a safe and secure environment.
5. Video records may be used to assist law enforcement agencies in accordance with applicable local, state and federal laws.
6. Video recordings of incidents can be retained and reviewed as long as considered necessary by the Library Director.

A. PURPOSE OF THE LIBRARY BOARD OF TRUSTEES

P7100

Trusteeship by definition is the agency of a person or persons designated to act as governors or protectors over property belonging to another. Since a public library belongs to its entire community, library boards have been created by law to act as citizen control or governing body of the library. Library trustees accordingly are public officials and servants of the public, and the powers delegated to library boards are a public trust.

Duties and responsibilities inherent in this public trust may be loosely classified as being of two kinds: the legal responsibilities specifically enjoined upon the board by statute, and the practical responsibilities dealing with day-to-day operation of the library.

The statutory board powers, such as fiduciary responsibility, handling of buildings and real estate belonging to the library, and control of the library's finances are clearly defined in the state and municipal laws affecting libraries. Legal responsibilities of a library board are binding, and cannot be delegated. Trustees at all times must accept and abide by this fact.

B. DUTIES AND RESPONSIBILITIES OF THE LIBRARY BOARD

P7200

1. Employ a competent and qualified librarian.
2. Determine and adopt written policies to govern the operations and programs of the library.
3. Determine the purpose of the library and secure adequate funds to carry on the library's program.
4. Know the programs and needs of the library in relation to the community; keep abreast of standards and library trends.
5. Establish support and participate in a planned public relations program.
6. Assist in the preparation of the annual budget.
7. Know local and state laws and actively support library legislation in the state and nation.
8. Establish among library policies those dealing with book and material selection.

9. Attend all board meetings and see that accurate records are kept on file at the library.
10. Attend regional, state, and national trustee meetings and workshops, and affiliate with the appropriate professional organizations.
11. Be aware of the services of the state library extension agency.
12. Report regularly to the governing officials and the general public.

C. DESIRABLE QUALIFICATIONS

P7300

1. Interest in the library, the community and the library's relationship to the community.
2. Readiness to devote time and effort to carrying out the duties of a trustee.
3. Recognition of the library's importance as center of community culture.
4. Close acquaintance with the community's social and economic condition and groups within the community.
5. Ability to work well with others.
6. An open mind, intellectual curiosity and respect for opinions of others.
7. Initiative and courage to plan and carry out policies, and withstand pressures and prejudices.
8. Devotion to the library's welfare and progress is the most important qualification.

D. LONG RANGE PLAN

P7400

The Long Range plan developed by the Long Range Planning Committee was officially adopted by the Library Board on.

**CONFLICT OF INTEREST POLICY**

**Board Approved on: February 25, 2015**

Definitions: Unless the context clearly provides otherwise, the terms set forth below shall have the following meanings:

1. "Interest" means a direct or indirect pecuniary or material benefit accruing to an officer or employee, or his/her relative whether as a result of a contract with the Town of Ballston Community Library and/or the Town of Ballston or otherwise. For the purpose of this policy, a library officer or employee shall be deemed to have an interest in the contract of:
  - a. A relative except as to a contract of employment with the library
  - b. A firm, partnership, or association of which such officer or employee is a member or employee
  - c. A corporation of which such officer or employee is an officer, director, or employee
  - d. A corporation of which more than five percent of the outstanding stock is owned by any such officer, employee, or his/her relative.
2. "Legislation" means a matter which appears on the agenda of the Library Board of Trustees or on a committee thereof, on which any official action will be taken and shall include proposed or adopted acts, local laws, ordinances, or resolutions.
3. "Officer" or "Employee" means an elected or appointed officer or employee of the library whether paid or unpaid.
4. "Relative" means spouse, a child, stepchild, parent, stepparent, brother, sister, stepbrother, stepsister, or legal guardian of any said persons of an officer or employee.
5. "Spouse" means the husband or wife of an officer or employee unless living separate and apart pursuant to:
  - a. A judicial order, decree, or judgment of separation, or
  - b. A legally binding written agreement of separating in accordance with the Domestic Relations Law.

Standards of Conduct: Every officer or employee of the library shall be subject to and abide by the following standards of conduct:

1. Confidential Information: No officer or employee shall disclose confidential information acquired on the course of official duties or use such information to further a personal interest.
2. Disclosure of Interest in Legislation: To the extent known, any officer or employee of the library who participates in the discussion or gives an official opinion to the library board on any legislation before it shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest he/she may have in such legislation.
3. Disclosure of Interests in Contracts: To the extent known, any officer or employee of the library who has, will have, or subsequently acquires any interest in any contract with the library shall publicly disclose the nature and extent of such interest in writing to the library board as well as to his/her immediate supervisor as soon as he/she has knowledge of such actual prospective interest.
4. Investments in Conflict with Official Duties: No officer or employee shall invest or hold any investment directly or indirectly in any financial, business, commercial, or other private transaction which creates a conflict.
5. Private employment: No officer or employee shall engage in, solicit, negotiate for, or promise to accept private employment or render services for private interests when such employment or service creates a conflict with or impairs the proper discharge of his/her duties.
6. Prohibited Conflicts of Interest: No library officer or employee shall have an interest in any contract between the library and a corporation or partnership of which he/she is an officer or employee when such library officer or employee has the power to:
  - a. Negotiate, prepare, authorize, or approve the contract or authorize or approve payment thereunder,
  - b. Audit bills or claims under the contract,
  - c. Appoint an officer or employee who has any of the powers or duties set forth above, and no chief fiscal officer, treasurer, or his/her deputy or employee shall have an interest in a bank or trust company designated as a depository, paying agent, registration agent or for investment of funds of the library of which he/she is an officer or employee.

The provisions of this action shall in no event be construed to preclude the payment of lawful compensation and necessary expenses of any library officer or employee in one or more positions of public employment, the holding of which is not prohibited by law.

7. **Certain Interests Prohibited:** No officer or employee of the library who has an interest any real property, either individually or as an officer or employee of a corporation or partnership shall participate in the acquisition or plan for acquisition of said property or any property adjacent to said property by the library. The term, participation, shall include the promotion of the site as well as the negotiation of the terms of acquisition.
  
8. No library officer or employee shall use or permit the use of property owned or leased to the library for other than official purposes or for activities not otherwise officially approved.

Responsibilities: It shall be the responsibility of the Director to ensure that: All staff (including the Director), volunteers, and Board of Trustee members are given a copy of this policy to read and to sign the attestation below – The signed attestations will be kept on file.

Attestation:

1. The standard of behavior at the Town of Ballston Community Library is that all staff, volunteers, and board members shall avoid any conflict of interest between the interests of the library on one hand, and personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as perceptions of conflicts of interest.
2. I understand the purposes of this policy are:
  - a. To protect the integrity of the library's decision-making process,
  - b. To enable our constituencies to have confidence in our integrity, and
  - c. To protect the integrity and reputation of volunteers, staff, and board members.
3. Upon or before election, hiring, or appointment, I will make a full written disclosure of interests, relationships, and holdings that could potentially result in a conflict of interest. This written disclosure will be kept on file and I will update it as appropriate.
4. In the course of meetings or activities, I will disclose any interests in a transaction or decision where I (including my business or other nonprofit affiliation), my family and/or my significant other, employer, or close associates will receive a benefit or gain. After disclosure, I understand that I will be asked to leave the room for the discussion and will not be permitted to vote on the question.
5. I understand that this policy is meant to be a supplement to good judgment, and I will respect its spirit as well as its wording.

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