

HOWLAND PUBLIC LIBRARY

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# 2021 Policy Manual

2021

313 Main Street Beacon, NY 12508



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## Howland Public Library COVID-19 Temporary Policy

In response to the COVID-19 pandemic, the Howland Public Library has developed temporary adjustments to its usual policies and procedures, with all due consideration of its standing obligations, to aid itself in operating safely and in compliance with government orders, and in the period of recovery to follow. To promote the mission of the library, the safety of all it serves and employs, and the needs of the community at this time, the following temporary changes to the following policies are made: Patron Code of Conduct, Computer Use, Room Use, and Personnel. Any changes listed supersede existing policies until the time the Board of Trustees votes to expire this policy.

### **Patron Code of Conduct**

Until the board votes to expire this temporary policy, the library will require all people on the premises to abide by the following safety practices:

- Follow social distancing practices by maintaining a six-foot distance from other patrons and staff,
- Abide by any and all signs regarding safety and COVID-19 regulations,
- Properly wear a mask or face covering at all times while in the building. Proper mask protocol according to the Centers for Disease Control and Prevention (CDC) are:
  - The mouth and nose are fully covered
  - The covering fits snugly against the sides of the face so there are no gaps
  - The cloth face covering can be tied or otherwise secured to prevent slipping
- Follow all instructions given by staff,
- Any patron exhibiting symptoms of COVID-19, as listed by the CDC, can be asked to leave the library.

Library staff has the authority to enforce these measures like any other of the library's rules. If a patron refuses to follow these rules, which are designed to keep our community safe while allowing access to the library, they will be asked to leave. Refusal to leave will result in the police being called. In the event an individual is not able to medically tolerate wearing a mask, please notify the Library Director.

### **Computer Use**

In order to enact proper social distancing protocols not all computers will be available for use. Patrons are not permitted to use a computer that is marked as unusable. Only one patron is permitted at a computer at a time for a maximum of two hours. Patrons must comply with all instructions from staff or they will be asked to leave the library. Patrons must properly wear a mask or face covering at all times while at their computer station, unless they are not able to medically tolerate wearing a mask, and have notified the Library Director.



### **Room Use**

Room use and reservations for both the Community Room and the Adult Program Room are suspended for the duration that the library is in Service Tiers A through E. When the library reaches Service Tier F, the Board of Trustees and Library Director will evaluate the library's capability of safely permitting room use and reservations according to current state and local regulations. This policy will be updated accordingly. The standing exception would be any critical business of the Board of Trustees that could not be conducted virtually.

**Amended by the Howland Public Library Board of Trustees July 13, 2021. Adopted by the Howland Public Library Board of Trustees June 4, 2020.**

# CIRCULATION



## Lending Rules

**Adopted by the Howland Public Library Board of Trustees December 8, 2015** (Adopted 07/11/06, Updated 07/07/09, Updated August 13, 2019)

Each patron must use his or her own library card. Unauthorized use of a library card may result in referral to local law enforcement.

A Library Card STOP will be generated automatically for unpaid fines or fees \$10 and above. No materials can be borrowed until unpaid amounts are less than \$10.

### **Non-circulating Items: For use in Library Only**

Computers - refer to *Computer Policy* online.

Copier

Most recent issue of magazines

Local History Materials - refer to *Local History Room Use Procedure* at circulation desk

Microfilm reader/printer

Newspapers

Reference materials (includes microfilm)

### **7 Day Loan (1 Week)**

DVD'S, Music CD's and Magazines

### **14 Day Loan (2 weeks)**

DVD series (a DVD set with more than 2 DVDs)

### **21 Day Loan (3 Weeks)**

Audio CD's, Audio Kits

Adult and Juvenile Books (other than those mentioned above)

New Books/Best Sellers

### **Renewals**

Books, audio CD's, music CD's, DVD's, magazines, and system holds may be renewed twice if not on a reserve list.

Exception: No renewals on Inter-library Loan books without approval of lending library.

Renewals may be done in person, by phone, or online – book **or** patron barcodes needed.

### **System Holds**

Patrons will be notified by phone or email when system holds are available for pickup.

Patrons will be given a date that items must be picked up by.

Items will be held for 7 business days (days that the Library is open).

If a patron cannot be notified by phone or email when system holds are available for pick up, items will be held for 7 business days. It is the patron's responsibility to keep their email address, phone number, and address current and up-to-date.

Holds not picked within 7 days, will be cancelled, returned to the lending library, and a \$1 fine will be added to the patron's record for each cancelled and returned item.

If a person calls the Library any time before the item is cancelled and returned (within 7 days) there will be no charge.

### **Vacation and Professional Loans**

We can be flexible, but reasonable. (No extensions on any materials in demand.)

### **Fines**

Adult & Juvenile – 10 cents per day per book to a maximum of \$10.

Audiobook CD's, music CD's, Magazines – 10 cents per day per item to maximum of \$10.

DVD's – 25 cents per day per item to maximum \$10.

Missing Barcode – \$1 each

Lost DVD cases – \$1 each

Lost CD cases – \$3 each

Bags – \$1 each

### **Suspension of library privileges due to health and safety**

It is the responsibility of the Howland Public Library to maintain a healthy and clean environment for all library patrons and staff; as well as protect the library's collections, equipment, and property in this regard. In order to proactively reduce risk, the library may restrict a patron's ability to borrow material when such use may jeopardize the health and cleanliness of library collections and users.

Health and safety instances in which borrowing materials may be suspended could include, but are not limited to:

- Evidence that items checked out on a patron's card were returned with insects known to be damaging to library materials, e.g. roaches, silverfish, and some types of beetles.
- Evidence that items checked out on a patron's card were returned with insects that could result in pest infestations in library facilities, e.g. fleas, lice, bed bugs or roaches.
- Evidence that library materials checked out on a patron's card were returned with stains that are clearly and obviously bodily fluids including but not limited to urine, feces, or blood, whether human or animal.

Should it become necessary to suspend a patron's library privileges in order to protect library collections and other individuals, direct notification of the suspension will be made by Library Director or designee. Suspension of access to borrowing privileges will be considered temporary and will be restored when the suspended patron demonstrates that the originating situation has been remediated. This may include proof of qualified extermination procedures conducted at the patron's primary residence, or other proof depending on each individual case.

### **Returning Material That May Have Come in Contact with Pests**

If library materials may have come into contact with bed bugs, roaches, lice, fleas, or other insects or pests while in a patron's possession, the patron SHOULD NOT return the material through the book drop. Instead, the patron should place the items in a securely closed plastic bag and notify a staff member immediately upon return of the materials to the circulation desk, so the staff member can take necessary precautions.

Materials that are returned with any of the above listed health and safety instances will be treated or discarded at the library's discretion. Materials that must be discarded may be charged to the patron at full replacement value, and all relevant circulation policies regarding fines and fees apply.

## Library of Things Policy

Library of Things items may be checked by patrons who are 18 years or older, have a library card in good standing, and are residents of the Beacon City School District. All patrons must sign a Borrower's Agreement to borrow Library of Things items.

### **Loan Period**

Items have a loan period of 14 days (two weeks). A maximum of three (3) Library of Things items may be borrowed at one time.

### **Renewals**

There are no renewals.

### **Holds**

There are no holds for Library of Things items. Staff may not hold items at the desk for patrons.

### **Fines**

Fines for all Library of Things items are listed on the Borrower's Agreement. Hot spots that are more than 2 weeks overdue will have their data turned off.

### **Returning Items**

All checked out items must be returned to the Howland Public Library circulation desk only. Staff will check in the item(s) at their earliest ability.

### **Damaged/Missing Parts**

Patrons are responsible for all parts that are checked out with their item including the storage bag/case. Full replacement costs are listed on the Borrower's Agreement. Replacement of individual parts will be determined on a case-by-case basis.

### **Returning Material That May Have Come in Contact with Pests**

The Library of Things items follow the same rules in the Circulation Policy for contact with pests.

### **Hot Spot Internet Use**

Hot Spot use will follow all terms under the Internet Use Policy.

### **Circulation**

Any aspect of circulation of Library of Things items not covered in this Policy shall fall under the Circulation Policy.

**Adopted by the Howland Public Library Board of Trustees August 10, 2021.**



## Confidentiality of Library Records

*Adopted by the Howland Public Library Board of Trustees October 27, 1986*

In accordance with the recommendation of the American Library Association, it is the policy of the Howland Public Library to:

Recognize its circulation records and other records identifying the names of library users with specific materials to be confidential in nature.

Advise all librarians and library employees that such records shall not be made available to any agency of state, federal or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory power.

Resist the issuance or enforcement of any such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction.\*

\* Note: Point 3, above, means that upon receipt of such process, order, or subpoena, the library's officers will consult with their legal counsel to determine if such process, order, or subpoena is in proper form and if there is a showing of good cause for its issuance; if the process, order, or subpoena, is not improper form or if good cause has not been shown, they will insist that such defects be cured.

<https://www.nysenate.gov/legislation/laws/CVP/4509>

§ 4509. Library records. Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials, films or records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.



## Law Enforcement Inquiry Policy

***Adopted by the Howland Public Library Board of Trustees July 1, 2014***

Howland Public Library supports efforts to preserve and protect the security of our nation and its populace. At the same time, however, it also respects the special trust that exists between the Library and members of the public. As the choice of books and other library materials, along with the use of the information resources of the Library is essentially a private endeavor on the part of each individual patron, the Library has the responsibility of protecting the rights and privacy of our patrons in accordance with NYS Law 4509.

Civil Practice Laws and Rules Section 4509 Library Records, (signed into law June 13, 1988) states "Library records, which contain names of other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials, films of records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user of pursuant to subpoena, court order or where otherwise required by statute."

The Library Director has been designated as the person responsible for handling law enforcement requests. All library staff should understand that it is lawful to refer the agent or officer to an administrator in charge of the library, and that they do not need to respond immediately to any request. A staff member should first contact the Director. The Director will contact the Library's Legal Counsel. If the Director is not available, the staff should contact the Board President, who will call Legal Counsel.

### During a visit:

If anyone approaches a staff member identifying themselves as law enforcement personnel requesting information, DO NOT DISCLOSE ANY INFORMATION. Instead, calmly ask for identification and immediately refer the agent or officer to the Library Director. Photocopy the identification or take a business card. The Director will meet with the agent with the Library Counsel. If Counsel is not available, the Library Board President or another Trustee should be in attendance during this meeting.

Ask to see the court order(s) (example: search warrant, subpoena, National Security Letter) authorizing law enforcement.

#### a. If the agent or officer does not have a court order compelling the production of records:

The Library Director or Counsel should explain the library's confidentiality policy and/or the state's confidentiality law (NYS 4509) and inform the agent or officer that users' records are not available except when a proper court order in good form has been presented to the library.

#### b. If there is no court order presented:

The FBI and /or local law enforcement has no authority to compel cooperation with an investigation or require answers to questions (other than the name and address of the person speaking to him/her). If the agent or officer makes an appeal to patriotism, the Director will explain that, as good citizens, the library staff will not respond to informal requests for confidential information, in conformity with professional ethics, First Amendment freedoms and state law.

c. If the agent or officer does present a court order:

The Director should immediately refer the court order to the Library's Legal Counsel for review.

d. If the court order is in the form of a subpoena:

(1) Library Counsel will examine the subpoena for any legal defect including the manner in which it was served on the library, the breadth of its request, its form, or an insufficient showing of good cause made to a court. If a defect exists, counsel will advise on the best method to resist the subpoena.

(2) Through Legal Counsel, the Director will insist that any defect be cured before records are released and that the subpoena is strictly limited to require release of specifically identified records or documents.

(3) The Library's Counsel or Director will require that the agent, officer, or party requesting the information submit a new subpoena in good form and without defects.

(4) The Library's Counsel and Director will review the information that may be produced in response to the subpoena before releasing the information. They will follow the subpoena strictly and will not provide any information that is not specifically requested in it.

(5) If disclosure is required the Library's Legal Counsel will draft a request to the court to enter a protective order keeping the information confidential and limiting its use to the particular case. The document will ask that access be restricted to those persons working directly on the case.

e. If the court order is in the form of a search warrant:

(1) Search warrants are executable immediately. However, ask to have Library Counsel present before the search begins to allow Counsel to examine the warrant and assure that the search conforms to the terms of the warrant. This request may not be granted.

(2) Gather records identified in the warrant and present them rather than allowing non-library personnel to go through the Library's databases or records.

f. If the court order is a search warrant issued under the Foreign Intelligence Surveillance Act (FISA) (USA PATRIOT ACT amendment):

(1) The recommendations for a regular search warrant still apply. However, a search warrant issued by a FISA court also contains a "gag order." That means that no person or institution served with the warrant can disclose that the warrant has been served or that records have been produced pursuant to the warrant.

(2) The library and its staff must comply with this order. No information can be disclosed to any other party, including the Director if not present at the time warrant is served and the patron whose records are the subject of the search warrant.

(3) The gag order does not change a library's right to legal representation during the search. The Library can still seek legal advice concerning the warrant and request that the Library's Legal Counsel be present during the actual search and execution of the warrant.

g. If the court order is a National Security Letter:

The procedure is the same as for a search warrant. However, a gag order applies. The Director will contact Library Counsel. If the Director is not available, contact the Board President, and Legal Counsel. He/she may request that the Library's Legal Counsel be present during the search and that the search



be delayed until Counsel examines the court document. If law enforcement chooses to proceed, the Library must comply.

The Howland Public Library Board recognizes that it is only through continued public confidence in the fact that these guidelines are being upheld that the public can maintain its confidence in the public library.

# COLLECTION



## Collection Development Policy

*Adopted by the Howland Public Library Board of Trustees July 11, 2006*

### **Mission and Goals**

The mission of the Howland Public Library is to offer people of all ages, abilities and life experiences the means to continue to learn throughout their personal and professional lives; to find, evaluate and use information in print, non-print and online resources; to meet their reading interests; to understand more fully their personal heritages; to meet for library and community programs, and to access computers for school, work and personal needs.

This Collection Development policy supports the Library in its mission and defines the purpose and objectives of the Howland Public Library, and it gives direction to its growth and development.

The Library is a forum for all points of view on current and historical issues and adheres to the principles of intellectual freedom as expressed in the Library Bill of Rights and contained within the Freedom to Read and Freedom to View Principles adopted by the American Library Association (ALA). It is the goal of the Howland Public Library to make available to its patrons materials that reflect the diverse, multiethnic and multilingual communities served by the Library's collections.

It is the Library's goal to offer the widest diversity of views and expressions, including those which may be unorthodox or unpopular with the majority or controversial in nature. The Library's decision to acquire material does not constitute endorsement of the materials content. The Library does not support or subscribe to any system or industry coding, rating, or labeling. Patrons are free to challenge the presence of materials in any collection and may request in writing reconsideration of the appropriateness of the item in question.

The Library provides free access to all materials, in print, non-print and electronic formats. All patrons are free to select or reject any item for their personal use. Children are permitted access to viewing and borrowing material in the adult collection. Responsibility for a child's use of library materials, regardless of format or content, lies with the parent or guardian, not the Library.

The Howland Public Library houses general and special interest circulating and reference collections for all age groups: children, young adults, adult, and senior adult, in languages which represent the ethno-linguistic character of the local community. It is the Library's intention that the collection addresses the individual needs and interests of its immediate community and to the degree possible, reflect the diversity of the entire county.

### **Formats Collected**

Materials in a variety of formats are collected to meet the informational and recreational needs of a diverse, multiethnic and multilingual community. The Library provides patrons with access to the Internet and other electronic resources and supports the ALA doctrine on Access to Electronic Information, Services, and Networks. The Internet is a global electronic network that provides dynamic resources and facilitates communication. Because Library staff cannot control access points that often change rapidly and unpredictably, patrons are responsible for the choice of sites accessed (see Internet Policy).

### **Collection Development**

The responsibility for the physical collection rests with the Library Board. The responsibility for selection of materials rests with the Director, who delegates this task to qualified staff.

The following are among the review sources regularly consulted as part of the material selection process: Kirkus, Publisher's Weekly, Library Journal, New York Times Book Review, Choice and sources available through the Internet. Materials selected must have received three recommendations or reviews for purchase by public libraries of similar size from professional literature. General criteria for selecting materials include importance of subject matter, timeliness of the material, permanent value of material as a standard work, informational, recreational or educational interest to the community, prominence of the author, critical reception, suitability of subject and style for intended audience, patron interest. Selection criteria for electronic resources additionally include: ease of access, hardware requirements, comparison of content with other available formats, licensing requirements, networking capabilities, and staff training and patron assistance requirements.

### **Juvenile**

The children's collections of the Howland Public Library serve children from birth through sixth grade, as well as their parents, teachers, caregivers, and other professionals working with children, by providing books and other media of the best available quality for recreational use, general information and elementary school level curriculum support. Literary excellence, accuracy and timeliness of factual material, and high quality art and illustrations are the standards met in materials selected for the Juvenile collections.

### **Young Adult**

The Howland Public Library Young Adult collections are designed to address the recreational, developmental and informational needs and interests including those which are curriculum related, of youth in grades seven to twelve and to stimulate the interests of young people in reading and the world around them. These collections are intended to be browsing in nature, to contain current interest material, to be changing constantly and to be aesthetically appealing. Materials are collected specifically for Young Adults.

### **Languages Other Than English**

Although the Library primarily collects materials in the English language, in order to address the ethno-linguistic needs of its diverse population, print and non-print collections are maintained in languages other than English which reflect local community needs. They are intended to guarantee equity of access to the community's diverse population and are integral parts of the Library's collections. The materials are further intended to assist in the acculturation process and to help maintain a connection to native languages and cultures. As the need arises, structured collection development programs are undertaken for specific languages.

### **Weeding and Collection Maintenance**

It is the policy of the Library to develop and maintain collections which meet community needs for current and retrospective information and which further address the community's cultural, educational and recreational needs and interests. The Howland Public Library cannot serve as a book repository and the Library works closely with Mid-Hudson Library System libraries on collective holdings. Weeding is a systematic and on-going process essential to this end.

When information in material becomes dated and misrepresentative of current knowledge, or the material themselves become damaged beyond use or are no longer in demand, they should be removed from all collections.



**Gifts**

All material presented to the Library as gifts is subject to the same scrutiny and review as materials that are purchased. The Library reserves the right to dispose of gifts as it deems appropriate. Material received as gifts may be included in collections, used in book sales or discarded.

## The Freedom to Read Statement

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

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

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

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

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

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

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

We therefore affirm these propositions:

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

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

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

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

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

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

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

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

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

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

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

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

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

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

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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



Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

*A Joint Statement by:*

[American Library Association](#)  
[Association of American Publishers](#)

*Subsequently endorsed by:*

[American Booksellers Foundation for Free Expression](#)  
[The Association of American University Presses, Inc.](#)  
[The Children's Book Council](#)  
[Freedom to Read Foundation](#)  
[National Association of College Stores](#)  
[National Coalition Against Censorship](#)  
[National Council of Teachers of English](#)  
[The Thomas Jefferson Center for the Protection of Free Expression](#)

## Freedom to View Statement

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

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

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





## Challenge of Library Materials

*Adopted by the Howland Public Library Board of Trustees March 7, 2006*

The Howland Public Library supports the American Library Association's Library Bill of Rights and the Freedom to Read, View, or Hear Statements. The Board of Trustees of the Howland Public Library has delegated the responsibility for selection and evaluation of Library resources to the Library Director and has established these Challenge procedures to address concerns about those resources.

Should any Howland Public Library user raise a question about the suitability of any Library provided materials, the complainant must file a written complaint with the Library Director on the form provided for this purpose.

The complainant must be properly identified before the challenge will be considered. The written complaint will be presented to the Board of Trustees. No action will be taken before the complaint is brought before the Board of Trustees.

The Board shall:

- a. read and examine the challenged material
  - b. consider the specific objections to the material voiced by the complainant
  - c. weigh the values and faults of the material as a whole
  - d. solicit advice or opinion from other library Directors, the Mid-Hudson Library System, the American Library Association Office for Intellectual Freedom and the New York State Intellectual Freedom Committee
  - e. issue a written report within ninety days to the Director containing its recommendations concerning any complaint.
- The Director shall review the report of the Board of Trustees, facilitate Board recommendations, and notify the complainant.



Reconsideration/ Challenge of Library Materials Form

Adopted by the Howland Public Library Board of Trustees March 7, 2006

If you wish to challenge or request reconsideration of Library resources, please return this completed form to the Library Director, Howland Public Library, 313 Main Street, Beacon, NY 12508.

Date:
Name:
Address:
City, State, Zip:
Phone:
Email:

Resource you wish to challenge or reconsider:
Book Audio Video Magazine Library Program
Newspaper Electronic Other (please specify)

Title:
Publisher/Producer:

What brought this resource to your attention?

Is your objection to this material based upon your personal exposure to it, upon reports you have heard, or both?

Have you examined (read/heard/seen) the material in its entirety?

What concerns you about the resource? Please cite specific passages, pages, etc. (use additional pages if necessary).

Are there resources you can suggest to provide additional information and/or other view points on this topic?



## Local History Collection Use

The age and rarity of many local history books and pamphlets necessitate control of the collection by the library staff. All materials are housed in locked cases, and will be made available to researchers only under the following conditions:

1. The borrower may call for particular titles, or books on a particular subject, at the circulation desk.
2. Upon receipt of the borrower's driver's license as security, the staff member on duty will retrieve the desired items. If the borrower has no driver's license, he or she may charge out the desired items with his or her library card, for use in the building on that day only.
3. The staff member on duty will return the borrower's driver's license or discharge the items used, when all books and/or pamphlets are returned to the circulation desk.
4. Local history materials may be photocopied under the supervision of the library staff.

# PUBLIC SPACE

## Patron Code of Conduct

In order to provide an appropriate library environment; to ensure constructive use of Howland Public Library facilities, materials, and services; and to protect the safety and personal comfort of all our library patrons and staff, the following Code of Conduct is in effect at all times.

Anyone who violates or deliberately subverts the Code of Conduct, or who violates any federal, state, or local criminal statute or ordinance, may be banned from the library, and risks prosecution to the full extent of the law.

The Library Board has the right to amend the Code of Conduct at any time.

No patron may disturb others using the library. Patrons shall be engaged in activities associated with the use of a public library, such as reading and writing, using library services or attending programs.

Appropriate behavior is required at all times or patrons will be required to leave the building.

Sleeping, staring, soliciting, loitering, and littering are prohibited. Repeat offenses may result in the suspension of library privileges. Patrons may not interfere with the staff's performance of duties. This includes, but is not limited to, engaging in extended conversation or behavior that engages or forces the attention of staff for an inappropriate period of time, inappropriate personal comments, sexual advances, or physical and/or verbal harassment.

These offenses may result in the suspension of library privileges. Patrons who ignore or disobey reasonable requests from library staff or security personnel will be asked to leave the library.

Repeat offenses will result in the suspension of library privileges. Misconduct which includes, but is not limited to, the use of foul, offensive or threatening language and gestures, lewd or indecent behavior, physical or verbal harassment, sexual misconduct, stalking, public drunkenness or drug usage, sale or exchange of alcohol or drugs, illegal gambling, loud talking and laughing, running, pushing, and fighting, and other offensive or intrusive behavior is not allowed on Library property. Bringing in weapons of any kind, theft or attempted theft of library or personal property, and damaging or vandalizing property is prohibited.

*The Beacon Police Department will be alerted to any behaviors that threaten the safety and security of library patrons or staff.*

Any questions/comments/complaints please see the Library Director.

## Children's Safety Policy

***Adopted by the Howland Public Library Board of Trustees October 2, 2007***

The Board of Trustees of the Howland Public Library urges parents and caregivers of young children to remember that the library is a public building and as in all public places, "stranger danger" is a real concern. Therefore, it is not in the best interest of young children to be left unattended. The library is not responsible for parents/caregivers forfeiting their responsibilities. Library staff members are here to perform professional tasks and cannot at the same time be responsible for the safety of unattended children.

Children under the age of ten (10) are not allowed to be in any area of the library unless attended by a responsible adult (18 years or older). ***If a child under the age of ten (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.***

Like all those who use the library, children over the age of ten (10) must comply with all library rules. The rules and policies have been developed to ensure fairness for all library users. If children do not comply, Library staff may tell them to leave the premises, or may contact the police.

The Library cannot substitute as a daycare, after school care facility, or baby-sitting service. We expect parents to set reasonable time limits for their children's library visits.

The Library is not responsible for minors without a ride home at closing. If a child is left after closing the police may be contacted and the parent/guardian may be subjected to charges of "endangering the welfare of a child" according to Penal Law 260.10-1.

Before sending children to the library, parents and caregivers should be familiar with the Library's hours of operation. They should be aware that the Library might have emergency closings due to heat or power loss that might also result in loss of phone access, inclement weather, etc. Children should know what to do should this occur.

The Library is not responsible for a minor's selection of materials. It is the right and responsibility of a parent or guardian to determine what is and is not appropriate in order to meet personal family standards and guidelines.

Children under the age of eighteen may sign on to the Internet by using their library card. Parents or guardians are responsible for their children's behavior when using the Library's computers. The Library is not, and cannot be, responsible for the content or appropriateness of any materials accessed on the Internet. Only parents or guardians may restrict their children from access to Internet resources accessible through the Library.

## Vulnerable Adults Policy

*Adopted by the Howland Public Library Board of Trustees January 10, 2017*

A vulnerable adult is an individual over the age of 18 who is mentally or physically challenged to a degree that may significantly impair that person's ability to provide adequately for his/her personal needs and manage his/her behavior without assistance.

Vulnerable adults who are unable or unwilling to care for themselves must be accompanied by a parent/guardian or caregiver who is responsible for monitoring the activities and managing the behavior of the vulnerable adults during their library visits.

Vulnerable adults who can understand the Patron Behavior Policy and who can care for themselves are welcomed to be in the library unattended. They should have contact information for someone who can assist them in an emergency. Library staff cannot be expected to monitor or prevent vulnerable adults from leaving the building or grounds or to assume responsibility for monitoring their behavior.

Subject to the Patron Behavior Policy, library staff will attempt to contact a parent, legal guardian or caregiver when an individual's:

- Health or safety is in doubt
- Behavior disturbs other library users and has caused staff to ask the individual to leave the library.
- Parent, guardian or caregiver is not present at closing time. If the parent, guardian or caregiver cannot be reached, library staff will contact the police.

## Howland Public Library Incident Report Form

Staff member filling out report:

NATURE OF INCIDENT:

Noise/Boisterous behavior (activity that disturbs other patrons)

Emergency/Accident/Illness

Angry/Threatening

Vandalism (intentionally damages library property or material)

Theft

Fighting/Aggressive behavior

cell phone or e-phones (usage of listening devices that are too loud)

Patron Complaint

Ambulance Called - Time help arrived: \_\_\_\_\_ First Aid Given: Y/N

NAME OF PATRON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

GENERAL

DESCRIPTION: \_\_\_\_\_

**DESCRIPTION OF INCIDENT:**

PEOPLE INVOLVED

WILLING TO TESTIFY:

WITNESSES

Y/N

Y/N

Y/N

Y/N

ACTION TAKEN:

POLICE WERE CALLED

TIME: \_\_\_\_\_

NAME OF OFFICER:  
\_\_\_\_\_

DISTURBANCE RESOLVED BY STAFF

ESCORTED FROM THE PREMISIS

TOLD NOT TO RETURN

PATRON LEFT ANGRY

other \_\_\_\_\_

Notes:

If you are injured or ill and refuse medical attention - please sign:

X



## Room Use Policy

***Adopted by Howland Public Library Board of Trustees May 3, 2016***

(Adopted by Board of Trustees October 27, 1986, Amended November 9, 2010 and September 2, 2014)

The Howland Public Library Community Room and Small Meeting Room are general purpose meeting rooms and are available for educational, recreational and civic purposes provided that such use does not interfere with regular library services or programs and that those groups using the rooms conform to the following rules:

1. The Howland Public Library Rooms must be reserved by filling out the Room Reservation Form, which is available at the Library circulation desk. Requests must be made at a minimum of two weeks and a maximum of three months in advance. Confirmation by telephone, email or in writing will follow as soon as possible. Special arrangements can be made to schedule regularly occurring (e.g. monthly) meetings.
2. Library events have priority. The Library reserves the right to cancel any reservation or move the reservation to another room if a Library event/program needs the space.
3. The Library's insurance company requires that proof of Liability Insurance be submitted with application by the person reserving the Room. Applicants not covered by insurance must sign the provided indemnification form.
4. Submission of application does not constitute approval. The applicant will be contacted by the Library with the decision within 5 days of receipt of application. Applicant may appeal rejection of request to Board of Trustees.
5. There will be no fee per use for non-profit civic, arts, or educational organizations and purposes. (See Room Reservation Form.) Room use is limited to not for profit purposes.
6. The Library reserves the right to refuse the use of Library space or cancel any reservation when it deems the action to be in the best interest of the Library.
7. The Library Board of Trustees reserves the right to limit the number of times a group may use Library space on a regular (i.e. monthly or weekly) basis, if so requested by the Library Director. No group may transfer use of Room to another group.
8. All programs and meetings held on Library premises must be open to the general public.
9. No admission may be charged by the organization sponsoring the event.
10. Commercial solicitation is prohibited. Rooms will not be used for personal or family purposes.
11. Use of Library space by any group in no way constitutes endorsement of the group's policies or activities by the Howland Public Library.
12. The Rooms will not be available in the event that the building is closed due to emergencies or inclement weather. If the library has an emergency closing, your contact person will be notified. The responsibility to check Library

closures lies with the applicant. Cancellations are posted at [beaconlibrary.org](http://beaconlibrary.org), [facebook.com/beaconlibrary](https://facebook.com/beaconlibrary), and [twitter.com/hpldirector](https://twitter.com/hpldirector). They are broadcast on PAMAL stations (e.g. WHUD-100.7 FM) and online at [pamal.com/stormcenter/whud.php](http://pamal.com/stormcenter/whud.php) and [cancellations.com](http://cancellations.com). A recorded message will be left at (845) 831-1134.

13. The person signing the reservation form must be 18 years of age or older and be in attendance when the reserved Room is in use. She/he shall be responsible for the conduct of the group, payment of bills and for protection of library property in connection with the meeting. The Library shall be promptly reimbursed by the signing party for any expense or damage resulting from the use of the facility.

14. Signs, working papers, posters, etc. must be removed from the walls of the meeting Rooms as part of general cleanup at the end of the meeting.

15. The Rooms may only be used during normal operating hours. All programs must end at least 10 minutes prior to Library closing times. The Rooms must be returned to their original condition. This includes disposal of trash (remove trash from library premises and dispose of in sponsoring agency's container) and returning all furniture and equipment to its original location.

16. Smoking or open flames of any kind are not permitted in any Room of the Library.

17. Occupancy of the library is limited to 82 persons as posted by the fire inspector.

18. For non-library related/sponsored programs, any material advertising a program to be held in a Library Room is limited to a designation of location only and must make it clear that the Howland Public Library is not a sponsor. All advertising materials must be submitted to the Library Director for approval prior to distribution.

19. Requests to serve refreshments must be made on the Room Reservation Form. No alcohol is allowed on Library premises.

20. Any groups using the facility must adhere to copyright laws, including those laws covering the showing of any media presentations without proper licensing agreements.

21. It is understood that normal library operations will continue while the Rooms are in use and all meetings or programs must not interfere with library operations.

22. The library retains the right to monitor all meetings and programs conducted on the premises to ensure compliance with all the above regulations. Any video or audio tape produced at a meeting or program held at the Library must be produced to the Library upon request.

23. Children under 10 must be supervised by a responsible adult in the same room.

24. Violations of any of these rules, regulations and procedures, or failure to comply with the instructions of a staff member may lead to denial of future Room use.



**Room Reservation Form**

*Adopted by Howland Public Library Board of Trustees May 3, 2016*

Date(s) of Meeting (s): \_\_\_\_\_ Starting Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

Meetings may be conducted during the following times:

Monday, Wednesday, Friday: 9:30 AM – 5:15 PM

Tuesday & Thursday: 9:30 AM – 7:45 PM

Saturday: 10:00 AM – 3:45 PM

Sunday: 12:00 PM – 3:45 PM

**ROOM CHOICE:** (check one)

Community Room \_\_\_\_\_ Small Meeting Room \_\_\_\_\_

Name of Organization/Group: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Representative/Contact: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Request permission to serve refreshments: \_\_\_\_\_

Anticipated attendance: \_\_\_\_\_

Anticipated Equipment needs:  projector  TV/DVD player  Computers/Internet  other

\_\_\_\_\_

I have read the Room Use Policy. My group agrees to abide by said policy and the undersigned agrees to be personally responsible for any infractions thereof and to assume all responsibilities indicated in the policy.

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

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

*Applicant may appeal rejection of request for room use to Board of Trustees.*

Proof of Liability Insurance is required by the Library’s insurance company.



This Hold Harmless Agreement may be completed and signed in lieu of Proof of Liability Insurance.

### **Hold Harmless Agreement**

***Adopted by the Howland Public Library Board of Trustees January 4, 2011***

We, \_\_\_\_\_, while utilizing portions of the premises known as The Howland Public Library located at 313 Main Street, Beacon, in the county of Dutchess and State of New York, hereby agree to save and hold harmless the said Howland Public Library from any liability whatsoever, including any claims made against said Library with respect to the use of the premises by our employees, members, guests and invitees between the dates of \_\_\_\_\_ and \_\_\_\_\_.

We further agree that we will neither commit nor omit any act, which may result in any type of liability against the said Howland Public Library during our use of the premises. In the event that the said Howland Public Library suffers any loss whatsoever, as a result of our use of the premises, we further agree to fully indemnify Howland Public Library for any such suffered loss.

Name (Print): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Organization: \_\_\_\_\_



## Complaints by Patrons

*Adopted by the Howland Public Library Board of Trustees February 27, 1989*

Handle complaints about the library's collection as specified in Challenge of Library Materials.

Respond to complaints about other matters pleasantly and explicitly:

If the problem is small, not covered by library policy, easily taken care of, the staff member should deal with it on the spot. For example, "It is too noisy in here!" Ask patron to quiet down.

If the complaint is against a policy of the library, so inform the patron (referring to written policy, if necessary); and explain that you have no authority to change or ignore policy. Refer policy and procedures complaints to the Library Director.

Be conscious of the difference between policies and procedures. Employees must enforce library policy. However, in special circumstances, and with common sense as your guide – you may occasionally alter procedures.

If a patron persists in complaining about something after the staff member has done all she/he can, refer the complainant to the Director, or librarian-in-charge.

## Programming Policy

***Adopted by Howland Public Library Board of Trustees January 10, 2017***

Library programs must be *non-commercial*. *Solicitation for business will not be permitted.*

The sale of products at a Library program is not allowed.

There are 2 exceptions:

1. Because the Library wants to encourage reading, writing and an appreciation for culture, writers, performers, and artists may obtain Library approval to sell their own works at the Library following Library programs.
2. The Friends of the Library may sell items at the Library programs they sponsor.

Selection of topics, courses, classes, events and their presenters will be made by Library staff on the basis on interests and needs of Library users, the community and compatibility with the Library's mission and goals. Library staff reserve the right to decline program offers, whether they are being offered for a fee, or for free.

Library programs will not exclude topics deemed controversial. Presentation of such programs does not constitute an endorsement of the topic by the Library. Library programs will not duplicate programs offered within the community, unless they support the Library's mission and strategic goals, there is sufficient local interest, and Library resources are available to support duplication. The primary beneficiary of programs offered are the residents living within the Beacon City School District, not the program leader.

The Library will co-sponsor programs with other agencies, organizations, and businesses when they are compatible with the Library's mission and goals. Co-sponsored programs must include either participation by Library staff to plan and develop program content, provide logistical support, or include information about Library collections relevant to the program. Co-sponsorship and collaboration decisions are made on the basis of mutual needs and equitable benefits between the Library and potential partners.

### **Registration and Attendance**

Library programs will be free. The Library reserves the right to set age limits for all programs. Attendees and performers may be photographed or videotaped for Library promotional use. Individuals who wish not to be captured on film should notify library staff at the beginning of the program.

For planning reasons, registration may be required. The Library reserves the right to limit the attendance at events due to wishes of the presenter or space considerations. A waiting list will be compiled and efforts will be made to confirm attendance prior to the event or program.

The Library reserves the right to cancel a program. Programs scheduled on a day when the Library is closed due to inclement weather are automatically cancelled. Rescheduling is at the discretion of the Library. Efforts will be made to reach out to those who cannot or do not come to the Library by offering programs at alternative sites in the community.

The Library staff will be responsible for press releases and public notification for Library programs.



## **Americans with Disabilities Act Compliance Policy**

***Adopted by the Howland Public Library Board of Trustees June 3, 2014***

The Howland Public Library affirms its support of equal access for persons with disabilities and the Americans with Disabilities Act. Our library building, built in 1945, is currently not completely handicapped accessible. The Library seeks to make its services, facilities, and programs as accessible as possible to the public, including those who have disabilities. To accommodate those with disabilities, the following services are offered:

- We provide patron access to Services to the Blind and Physically Handicapped
- We offer home delivery to patrons with disabilities
- We welcome service animals in the library

The following procedures have been developed in order to assist the Library in addressing concerns about accessibility.

People who wish to request accommodation or make a complaint about accessibility at the library have access to a three step procedure.

**Step One:** Requests for accommodation and/or complaints about accessibility may be presented in person, by mail, by email to [director@beaconlibrary.org](mailto:director@beaconlibrary.org), by fax to 845-831-1165 or by phone to 845-831-1134. These should be addressed to the Library Director who will make every attempt to provide accommodation and/or resolve the issue.

**Step Two:** If resolution is not achieved by Step One, a complaint may be presented in writing on an Accessibility Concerns Form. Assistance in completing this form will be provided as needed. Completed forms will be reviewed by the Library Director; a formal response will be made to the library user within ten working days of the date of submission of the form. The formal response may be a telephone call, followed by a letter confirming the telephone discussion, or directly by letter. The Library Director will make every attempt to resolve the issue through this means.

**Step Three:** If resolution is not achieved by Step Two, the concerned individual can request that the complaint be presented to the Library Board. The Library Director will place the matter on the agenda so that the concerned individual can present his or her concern at the next regularly scheduled Library Board meeting. The decision of the Library Board is final.

If resolution still is not achieved, the concerned individual may wish to pursue other courses of action as described in the American with Disabilities Act and related regulations.



## Accessibility Concerns Form

*Adopted by the Howland Public Library Board of Trustees June 3, 2014*

PLEASE DESCRIBE THE NATURE OF THE PROBLEM YOU HAVE ENCOUNTERED:

PLEASE DESCRIBE WHAT WE COULD DO TO PROVIDE BETTER ACCESS:

NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ DATE \_\_\_\_\_

Please see the attached policy and procedure to learn how your concern will be addressed.

Deliver completed form to:

Library Director  
Howland Public Library  
313 Main Street  
Beacon, NY 12508





## **ADJUDICATED COMMUNITY SERVICE POLICY**

The Howland Public Library offers adjudicated community service opportunities when the following criteria are met: The library has a need for a community service participant during the specified time period. Library staff is available to train and supervise the community service participant.

A community service participant must provide the name of and contact information for his or her intake officer or other court official. This person must be contacted before the community service participant may begin to work at the library. References may also be requested.

After a participant is accepted, he or she is expected to adhere to library policies and to follow library procedures. The library supervisor may terminate the adjudicated community service opportunity at any time.

Adopted by the Board of Trustees  
May 6, 2003

## BULLETIN BOARD RULES FOR USE

1. The Library bulletin board is to be used for the posting of notices of:
  - a) library business or activities and
  - b) public service items of educational or cultural interest to the community.
2. Members of the public are not permitted to post notices. Only authorized Library personnel may post notices on the Library bulletin board. Any notice to be considered for posting must be submitted to Library management for approval.

Notices posted without authorization will be removed.

3. The bulletin board is not to be used for advertising or for commercial notices.
4. All notices intended for posting on the Library bulletin board must contain the following:
  - a) name of sponsoring agency, and
  - b) address and telephone number of sponsoring agency or authorized representative.
5. Notice size (physical dimensions) can be restricted if deemed necessary to maximize available space.
6. Notices may be removed after two weeks, when they are no longer timely or when space is required for more current items.
7. The Library does not necessarily advocate or endorse the viewpoints of organizations permitted to post notices on the Library bulletin board.  
The Library accepts no responsibility for loss or damage to any item accepted for posting.

*Failure to comply with these rules may result in denial of future posting privileges.*

*This policy is determined by the Library Board of Trustees and is subject to periodic review and/or revision at the discretion of the Board. Appeals may be submitted to the Board in writing.*

Adopted by the Board of Trustees  
February 27, 2002

## COMMUNITY EXHIBIT POLICY

***The Howland Public Library provides our community with an inviting center for information, learning, instruction, leisure and cultural opportunities.***

***As part of this policy, the Library provides temporary free exhibition space.***

### **Statement**

The primary purpose of Howland Public Library displays is to enrich the Library experience of the Howland Library patrons.

Exhibits should reflect the library's role as an educational and cultural institution presenting a balanced program of exhibits in all suitable media. Artists must submit slides, photographs, color copies or prints of actual works for review. Items of high value or extreme delicacy are generally not selected. Artwork will be selected with the understanding that, unlike a museum that people may enter specifically to view an art exhibit, many people of all ages come to the library for a variety of activities and may not be able to avoid viewing an art exhibit. The Library recognizes that the contents of an exhibit may offend some library users. A request for reconsideration on any given item in an exhibit will be referred to the Library Board.

The Library Exhibit Committee is responsible for the selection of Library exhibits. The Library displays appropriate exhibits with the goal of creating a cultural and educational environment within the Howland Public Library. Special consideration will be given to local artists and organizations.

### **Library Exhibit Committee**

Composition of the Library Exhibit Committee to include five members appointed by the President of the Board of Trustees:

- A member from the Library's administrative staff named Exhibit Manager

- A member of the Community appointed by the Board

- Three members of the Board of Trustees

The Library Exhibit Committee is an *ad hoc* committee of the Board.

### **Exhibit spaces**

Please see Exhibit Manager.

### **Proposals**

Artists and local community organizations are encouraged to apply to exhibit in the Library exhibit areas. A contract may be picked up at the front desk and submitted to the Exhibit Manager. Owners of materials with local community interest, or historical significance are also encouraged to apply. Proposals will be considered by the Library Exhibit Committee. All proposals must follow the policies established by the Library (see contract). Preference may be given to artists and

organizations who have not displayed at the Howland Public Library before or within the last three years of request. An opening reception may be arranged with the Exhibit Manager and scheduled on a Sunday between 12:30 to 3:30 PM. Understand that meetings and programs may be held and ordinary daily traffic will continue in exhibit space during the period of the show and/or reception.

### **Exhibit Selection**

Local artists and art organizations, amateurs and professionals, are invited to exhibit. The exhibition spaces will focus primarily on two-dimensional works. In selecting exhibits, the Library Exhibit Committee will take into consideration:

- Overall community interest
- Relevance to Library programs
- Dates of previous Library exhibits by the same artist, lender or organization
- Special needs, costs, or requests associated with proposed exhibits

Selections are at the sole discretion of the Library Exhibit Committee.

### **Cancellation of Exhibits**

The Library Exhibit Committee reserves the right to cancel or remove any exhibit as needed.

### **Exhibit Presentation, Installation, and Dismantling**

Two-dimensional artwork must be suitably framed and ready for hanging. Unframed artwork will not be exhibited without specific permission of the Exhibits Manager. The lender of three-dimensional works of art must provide pedestals, display cases, or platforms as needed, which must be approved prior to installation by the Exhibits Committee.

Typical exhibits will run one month including installation and uninstallation. The library staff is responsible for installation and take down. All works must remain on display until the closing of the exhibition. Any costs associated with installation or display needs must be borne by the artist/lender.

Artists/lenders must remove exhibit from the Library on the agreed upon date and time and no later than 2 days after a cancellation by the committee unless the artist/lender has made written arrangements with the Exhibit Committee prior to the exhibit. If prior written arrangements are not made, the Library will charge the artist/lender a storage fee of \$25.00 per day after the second day. After 30 days anything left becomes the property of the library.

### **Sales**

It is the responsibility of the artist/lender to provide pricing information for all items available for sale. Pricing information must be submitted to the Library Exhibit Manager prior to the start date of the exhibition. All sales will be handled by the Library Administration Office. The Library shall charge a 20 percent commission of the gross price on all sales. A potential buyer must write a



check for 80 percent of the sale to the lender and a check for 20 percent of the sale to the library. All works sold or not, must remain on display at the library until the close of the exhibit.

**Security/Liability**

The Library cannot be responsible for reimbursement or replacement of lost, stolen, or damaged items. The Library encourages the artist/lender to obtain a rider on his or her insurance policy for the duration of the exhibit. The artists/lenders will be required to complete and sign a contract of Library liability before any works of art are exhibited.

**Adopted by Board of Trustees  
April 12, 2011**

### Tutoring Policy

Tutoring is an activity that relates to the library's role as an educational support center. Due to library space constraints, the use of the library's space is permitted for non-profit volunteer tutoring only (for example: Literacy Connections). Space for sanctioned tutoring is subject to availability.

The following guidelines are to be observed:

Volunteer tutors will contact the library to reserve use of the small meeting room. Each tutor must submit a room reservation form that will be kept on file at the library's circulation desk. Note: the room fee is waived for volunteer tutoring.

Non-profit tutoring **may** be allowed in the main part of the library when:

1. The tutor has an approved room reservation form on file at the library,

and

2. The small meeting room is unavailable

and

3. The tutor has received prior permission from the Reference Librarian.

Permission may be denied due to library needs or space constraints.

**Adopted by the Howland Public Library Board of Trustees December 7, 2010.**

## Video Surveillance Policy

### **Purpose**

The Board supports the use of video cameras inside and outside the Library building to enhance the welfare and safety of staff and patrons and to safeguard facilities and equipment. This policy is in force to deter public endangerment, vandalism, theft and mischief in unsupervised areas and to identify those individuals involved in such activity for law enforcement purposes, while adhering to applicable federal, state and local laws concerning the confidentiality of library records, the disclosure of public records, and the protection of individual privacy.

### **Public Notice**

The public will be notified that video surveillance is ongoing, using clearly worded signs prominently displayed.

### **Use of Images**

- Video image recordings will be used to identify the person or persons responsible for library policy violations, criminal activity, or actions considered disruptive to normal library operations.
- Video recordings may be used to assist law enforcement agencies in accordance with applicable state and federal laws.
- Images may be shared with other library staff to identify person(s) suspended from Library property and to maintain a safe and secure environment.
- While it is recognized that video surveillance will not prevent all incidents, its potential deterrent effect and resource as a means of identifying and prosecuting offenders is considered worthwhile.

### **Unauthorized Access and/or Disclosure Retention and Storage of Digital Images**

Video recordings will not be archived or retained beyond the physical capacity of the system employed, with the exception of records which support specific incident reports or as part of an ongoing investigation or litigation.

- Video records of specific, documented incidents can be retained and reviewed as long as considered necessary by the Library Director.
- All requests for security camera footage or still shots by law enforcement will be referred to the Library Director. In his or her absence, direct requests to the senior administrative person.

Images from the library video security system are stored digitally on hardware in the library. Security camera footage will be kept confidential and security recording equipment is housed in a locked area.



### **General Public Requesting Access to Security Camera Footage**

Confidentiality/privacy issues prohibit the general public from viewing security camera footage that contains patron information. If the library receives a request from the general public to inspect security camera footage which contains patron information, the general public will be advised to file a police complaint.

### **Compliance**

All staff will be instructed in this policy.

A breach of this policy may result in disciplinary action up to and including dismissal. Any library employee who becomes aware of any unauthorized disclosure of a video record and/or a potential privacy breach has a responsibility to ensure that the Library Director is immediately informed of the breach.

Failure by staff to comply with this policy may result in disciplinary action up to and including termination of employment.

**Adopted by the Howland Public Library Board of Trustees September 8, 2015.**



# TECHNOLOGY



## **Computer Use Policy**

***Adopted by Board of Trustees December 8, 2015***

Using a Library Computer:

Scan your library card (barcode) at the sign-in computer.

If you are not a resident please request a visitor pass at the front desk.

The system will then assign you to one of the public computers.

Once you log-on using you card number and PIN (password), you are permitted one TWO hour session per day. Please watch your time.

The Internet provided by the Howland Public Library is unfiltered in order to ensure access to vital medical and other information. However, filters are available on some search engines and web portals (ex. Bing/MSN, Google, Yahoo).

Printouts are \$0.15 per page. Please use Print Kiosk to pre-pay for prints. It is a good idea to use the Print Preview screen prior to printing.

You may use your own thumb drives (flash drives) in the public computers.

If you need help, please ask a librarian or a member of the front desk staff for assistance. However, do not wait until your time begins to run out to ask for help or try to print.

The public computers are automatically turned off 10 minutes before the Library closes. Please make sure to save and/or print your work before then.



## Internet Use Policy

***Adopted by the Howland Public Library Board of Trustees September 27, 2000***

To use the Internet patrons must have a current Mid-Hudson library card in good standing. Nonresidents must present driver's license or student ID.

Users should be aware that the Internet is an unregulated information source over which Howland Public Library has no control. As with any information resource, library patrons should approach the information critically. The Howland Public Library is not responsible for the accuracy or reliability of material found on the Internet. The Howland Public Library will provide patrons with starting points for exploring the Internet including resources that are appropriate to the library's mission statement. Howland staff can provide limited instruction on basic Internet procedures. Staff time is limited since we must continue to provide other services.

Internet services may be used only for lawful purposes. Use of this service in violation of any local, state or federal law and/or regulation is prohibited.

The library cannot assume the parents' responsibility to monitor the child's Internet use to see that such use conforms to the parents' standards. There is material on the Internet which most parents would consider inappropriate for their children.

Parent or guardians, NOT the library or its staff, are responsible for the Internet information selected and/or accessed by their children.

Parents-and only parents-may restrict their children-from access to Internet resources accessible through the library. The library staff cannot control or monitor your child's access to the Internet.

We recommend that parents tell their children not to give out their last names, addresses or telephone numbers on the Internet.

The Howland Public Library does not censor access to materials or protect you from information you may find offensive. There is sexually explicit material and other information resources on the Internet, which you may personally find controversial or inappropriate.

## Wireless Internet Policy

*Adopted by the Howland Public Library Board of Trustees February 3, 2015*

### WIRELESS REQUIREMENTS

- Laptop Computer or Mobile Device with a charged and working battery.
- Patrons may be able to use an electrical outlet at their own risk and when it is safe to do so. This use will be at the discretion of the Library staff. Wires may not stretch across space used by others.
- 802.11b Wireless Ethernet Device: This device is commonly found as a network card.
- TCP/IP Protocol: This is a requirement of the Internet.

### LIMITATIONS AND DISCLAIMERS

- Printing is not available using the Library's wireless network at this time; access a printer by using one of the public Internet computers.
- The Library's wireless network is not secure. Information sent to or from your laptop can be captured by anyone else with a wireless device and the appropriate software.
- Do not enable file sharing or printer sharing. If you do so, other people may gain access to your hard drive and files, misuse your computer.
- Do not do any online banking or other transactions where your personal information is required.
- It is also highly recommended that your laptop have up-to-date anti virus software installed and working before going onto the Internet.
- Library staff is not able to provide more than basic technical assistance. No guarantee can be made that you will be able to make a wireless connection with your personal device.
- The Library assumes no responsibility for the safety of equipment or for laptop configurations, security, or data files resulting from trying to connect to the Library's network.
- Always use a headset or earbuds when listening to content in a public place.
- Illegal or inappropriate use of the Internet is not permitted. If inappropriate images are displayed in view of others in the Library, the offending party will be asked to leave the building.

## Library Bill of Rights

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

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

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

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

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

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

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

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

Although the Articles of the Library Bill of Rights are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as [Interpretations of the Library Bill of Rights](#).

### 3D Printing Policy

***Adopted by the Howland Public Library Board of Trustees March 12, 2019***

The 3D printer is available at the Howland Public Library for patrons to design and create 3D objects based on computer generated 3D models.

- 1) The 3D printer may only be used for lawful purposes. Patrons may not create material that is:
  - a. Prohibited by local, state, or federal law;
  - b. Unsafe, harmful, or dangerous or poses an immediate threat to the well-being of others;
  - c. Obscene or otherwise inappropriate for the **public** library environment;
  - d. In violation of another's intellectual property rights. By submitting content, the patron agrees to assume all responsibility for, and shall hold the Library harmless in, all matters related to patented, trademarked or copyrighted materials; or
  - e. Regulated or requires a license to use or carry.
  
- 2) The Library reserves the right to deny a 3D print request. Should the Library deny your request, you may choose to appeal, by filing a written notice of appeal to the Howland Public Library Board of Trustees within 10 days after receipt of the decision. The appeal should be mailed to *The Howland Public Library Board of Trustees c/o Library Director, Howland Public Library, 313 Main Street, Beacon, NY 12508*. The appeal shall be heard at the next scheduled Board of Trustees meeting after receipt of the appeal, and the appellant shall be notified of the Board's decision within 10 days after the meeting.
  
- 3) The Library is not responsible for any damage, loss or security of data arising from the use of its computers or network, nor for the functionality or quality of content produced on the 3D printer.
  
- 4) Only designated Library staff and designated instructors will have hands-on access to the 3D printer.

### Guidelines

- 1) In order to submit a request for a 3D printer request, a Library patron must fill out and submit the "Howland Public Library 3D Print Request" form that is available on the Library's website.
  
- 2) Your file can be emailed to ***3dprinter@beaconlibrary.org*** or brought to the Library on a USB flash drive if an appointment has been made in advance to do so.
  
- 3) The submission must include a valid e-mail or phone number.
  
- 4) Only those Library users with a valid MHLS Library card that are in good standing may apply to use the printer
  
- 5) Every effort will be made to notify the applicant of the Library's decision regarding the request within ***five business days***.

6) Patrons will be limited to one submission per day, and approved prints will be completed on a first come, first served basis.

7) Completion times cannot be guaranteed. The Library shall not be responsible for any loss or damages that may result due to a print job being delayed.

### **Procedure**

1) Any 3D drafting software may be used to create a design. We recommend starting with TinkerCAD if you are new to 3D modeling. File submissions must be in one of the following formats:

- a) .STL
- b) .OBJ
- c) .DAE
- d) .AMF

2) Patrons are responsible for the creation of their own design. The Library provides public access computers that may be used to work on your design using the browser based software TinkerCAD, but staff will ***NOT make your design for you.***

### **Claiming a Completed Item:**

1) The Library patron will be notified when their item is complete and ready to be picked up.

2) Items may be picked up at ***the Reference Desk*** during normal business hours.

3) Items must be picked up by the Library card holder who made the request, or a patron whose account is linked to the requestor's account.

4) Items not picked up within 30 days will become property of the Library and you will be charged \$10 in accordance with this Policy. Such item may be recycled by the Library. **REMEMBER:** you must bring your Library card or photo ID to pick up your printed item.

# BOARD





## **Bylaws of Howland Public Library Board of Trustees**

***Adopted by the Howland Public Library Board of Trustees June 13, 2017***

### **ARTICLE I - NAME AND PURPOSE**

This organization shall be known as The Howland Public Library, existing by virtue of the Absolute Charter, Number 25,219, granted by the Regents of the University of the State of New York as amended October 19, 2010, and located at 313 Main Street, Beacon, New York 12508.

The purpose of The Howland Public Library shall be to provide superior public library service to the residents of the Beacon City School District.

### **ARTICLE II - BOARD OF TRUSTEES**

The Howland Public Library shall be governed by a Board of nine Trustees consistent with the above charter and any other applicable laws and regulations. Vacancies due to causes other than expiration of term shall be filled by the Board of Trustees at a regular or special meeting until the next annual election.

Eligibility for office shall be limited to qualified voters of the Beacon City School District.

Any Trustee who shall fail to attend three consecutive regular meetings of the Board, without prior notice, may be removed from the Board. Removal shall be by a two-thirds vote of the entire Board.

No Trustee may serve as an election official or poll inspector at any polling place in the Beacon City School District when library business is being voted upon.

### **ARTICLE III - ELECTION OF TRUSTEES**

Election of Trustees and submission of an annual budget for public vote shall occur on a date and place to be determined by the Board of Trustees and in accordance with New York State law.

The Board of Trustees shall consist of nine members. Each member shall serve a five- year term. Pursuant to the Library Charter and New York State Law, the terms of the Trustees are to be staggered so that no more than two five- year terms may be voted upon in any year.

At each election for Trustees of The Howland Public Library, the person or persons receiving the most votes shall be deemed to have been elected to the full five-year term or terms which would become vacant as of the first day of July following said election.

In the event that a Library Trustee resigns from his or her position before the expiration of the five-year term, the remaining members of the Board of Trustees may appoint a person to serve in such position until the 30<sup>th</sup> day of June of the school year in which the appointment is made.

**ARTICLE III – OFFICERS**

*A. ELECTION*

All newly-elected Trustees shall be officially seated at the special reorganization meeting held during the first two weeks in July. In addition, at this same meeting, the officers of the Board shall be elected from among the members of the Board of Trustees. The officers shall be: President; President-Elect; Secretary. The Treasurer is appointed by the Board, but is not an officer of the Board. This meeting shall be chaired by the most senior officer present and qualified to retain his or her office or, otherwise, a temporary chair elected by the Trustees present at the meeting.

*B. TERMS OF OFFICE*

Officers shall serve a term of one year from the meeting at which they are elected by the Board and until their successors are elected. Tenure of officers of the Board shall be limited to two consecutive years. The tenure of the President shall be limited to two years, after which the President-Elect shall be automatically nominated for the office of President upon completion of one term as President-Elect or in the event of that the President shall resign.

*C. DUTIES OF OFFICERS OF THE BOARD*

1. President:

The President shall preside at all meetings, be an ex officio member of all committees, is expected to consult regularly with the Director of the Library, the President-Elect, and committee chairs, and shall perform all duties usually incident to the office of President.

2. President-Elect:

The President-Elect shall in the absence or disability of the President, perform the duties and exercise the powers of the President. The President-Elect shall have such powers and perform such duties as may be delegated to him/her by the President or prescribed by the Board of Trustees. The President-Elect is expected to consult regularly with the President and Committee Chairs and perform all duties incident to the office of President-Elect. The President-Elect shall automatically be nominated President when the two-year term of the President is up or if the President resigns.

3. Secretary:

The Secretary shall perform all such duties generally associated with that office and also any duties other than those performed by the Board Recorder. The Secretary will take minutes in the absence of the Board Recorder and shall perform such other duties as are generally associated with that office.

A Board Recorder, who need not be a Trustee, may be selected by the Board to assist the Secretary in the performance of his/her duties. The Recorder shall keep a true and accurate record of all meetings of the Board and shall make minutes of all meetings of the Board and its committees available to the public within time limits prescribed by provision of the Freedom of Information Act and shall issue notice of all regular and special meetings.



#### 4. Treasurer:

The Treasurer is not an elected officer but is appointed by the Board of Trustees. The Treasurer is required to take an Oath of Office and to perform their duties as defined in state law. The Treasurer shall perform such duties as are generally associated with that office, including serving on the Finance Committee.

Checks over \$5,000 shall require two signatures: that of the Library Director and co-signed by a Trustee with check signing privileges.

A list of Trustees and Employees with check-signing privileges shall be reviewed annually at the reorganization meeting in July.

### ARTICLE V – COMMITTEES

The President of the Board shall appoint Board members to serve on each of the standing committees. Each committee shall consist of at least three Board members unless otherwise agreed upon. Committee members will serve for the term of one year, until the next reorganization meeting, and may serve on committees for consecutive years upon annual reappointment by the President of the Board.

All committees shall make a progress report to the Board at each of its meetings. If the committee is presenting a recommendation to the Board, it must circulate it via email in the form of a motion so that trustees can read it prior to the meeting. The motion will be presented for discussion and voting at the time of the Committee Report. This in no way precludes motions from the floor at any meeting.

The President of the Board of Trustees and the Library Director shall be ex-officio members of all committees, standing and ad-hoc.

The Board of Trustees shall have the following committees:

**Board Development & Policy Committee:** The standing Board Development and Policy Committee shall advise on areas of trustee development including Board of Trustees orientation and self-assessment and shall perform the necessary functions with respect to Board policies. Further, the Committee shall coordinate periodic review of these Bylaws and, if appropriate, present recommendations for change at any regular meeting throughout the year. The Committee will also review and recommend changes, additions, and/or amendments to library policies.

**Building Committee:** The standing Building Committee shall monitor all Library capital construction, renovation, and repair projects and shall provide regular reports and recommendations to the Board on such projects. The Facilities Manager will be a member of this committee.

**Finance Committee:** The standing Finance Committee shall regularly review the fiscal operations of the library. This committee shall review the annual budget prepared by the director for consideration by the Board and shall be charged with making recommendations to the Board to assure the fiscal health of the Library. The Treasurer may attend the committee meetings as well.

**Personnel/Nominating Committee:** The standing committee shall review personnel policies governing the terms of employment, salary schedule and employee benefits of library employees. They shall evaluate the Director annually. In addition, this committee shall present a slate of officers for election by the Board at the reorganization meeting in July. They shall also be responsible for proposing candidates for consideration by the Board to fill unexpired terms.

**Planning Committee:** The standing Planning Committee shall conduct short and long range planning functions for the Board. This committee shall periodically review the minimum standards of Library Service in New York State and shall prepare a written five-year plan for the Library subject to approval of the Board of Trustees. Members shall review the plan annually each October. This committee is responsible for the annual Helen Savoit Awards Event.

**Ad Hoc Committees:** The President may appoint Ad Hoc Committees as needed. Non-Board members may be invited to join Ad Hoc Committees.

**Liaison to Friends of the Library:** The President shall appoint a liaison annually who is expected to attend Friends meetings and report to the board.

## ARTICLE VI - MEETINGS

**A. Regular Meetings:** Regular meetings shall be held monthly at a time and date established by the Board.

**B. Special Meetings:** Special meetings may be called at the direction of the President or on the request of at least three Trustees. The notice of such meetings shall state the purpose or purposes thereof and indicate at whose request the meeting is being called. Trustees shall receive notification: written, telephone, or email, within 24 hours of the special meeting. No business other than that specified in said notice shall be transacted except upon the consent of the Board of Trustees.

**C.** In the case of a meeting called to remedy a public safety issue, an emergency meeting can be called without written notification.

**D.** All Board and Committee meetings shall be held on Library premises. All meetings shall be publicized and held in accordance with the stipulations of the New York State Open Meetings Law and at a place able to accommodate members of the public.

**E.** Notice of regular meetings, with attendant documents, shall be sent to all Trustees at least five but no more than ten days prior to the meeting.

**F.** A simple majority of the existing Board shall constitute a quorum for conducting all business.

**G.** In the absence of any other specific regulation or law, Robert's Rules of Order, Revised, shall apply to the conduct of the meetings.

**H.** The order of business for regular meetings shall include, but not be limited to, the following items:

Pledge of Allegiance  
Calling of the Meeting to Order  
Roll Call of Members  
Public Participation – limited to 5 minutes per speaker  
Speakers or Guests  
Minutes of Previous Meeting  
Treasurer’s Report  
President’s Report  
Director’s Report  
Committee Reports  
Old Business  
New Business  
Good and Welfare  
Announcement of Date for Next Board Meeting  
Adjournment

**ARTICLE VII - BUDGET AND FISCAL YEAR**

The fiscal year shall be from July 1 to June 30.

**ARTICLE VIII - RECORDS AND FINANCIAL ACCOUNTING**

A. All official records shall be maintained at the Howland Public Library in accordance with New York State law. Access to such records will be in accordance with prevailing law or in accordance with the policies adopted by the Board.

B. Copies of Board materials, policies, minutes, and other relevant documentation shall be available for public view at the Howland Public Library during normal business hours and retained as an electronic archive for public and Trustee use.

C. Use of electronic mail (e-mail) by Board members shall conform to the same standards of judgment, propriety and ethics as other forms of board-related communication. E-mail and e-mail attachments received or prepared for use in Board business or containing information relating to Board business may be requested as public records which may be inspected by any person upon request, unless otherwise made confidential by law.

The Board shall not use e-mail as a substitute for deliberations at Board meetings or for other communications or business properly confined to Board meetings. Board members shall avoid reference to confidential information about employees, library users, or other matters in e-mail or written communications because of the risk of improper disclosure. Board members shall comply with the same standards as library employees with regard to confidential information.

D. Authority to change Budget items from approved amounts shall rest with the Director for amounts up to \$1,500.00. These changes are subsequently to be reported to the Board of Trustees. Amounts over \$1,500.00 may only be changed with prior Board approval.



## **ARTICLE IX - DIRECTOR**

The Board shall appoint a Director who shall be the executive officer of the policies of the Board and shall have charge of the administration of the library under the direction and review of the Board. The Director shall be responsible for: care of the buildings and equipment; employment and direction of the staff; efficiency of the library's service to the public; and operation of the library under the financial conditions contained in the annual budget.

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

The Director shall report the appointment, promotion, resignation or dismissal of all employees.

## **ARTICLE X - AMENDMENTS**

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

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

Adopted by the Board of Trustees - December 3, 2002  
Amended by the Board of Trustees - June 3, 2008  
Amended by the Board of Trustees - November 9, 2010  
Amended by the Board of Trustees - March 5, 2013  
Amended by the Board of Trustees - June 13, 2017  
Amended by the Board of Trustees - May 6, 2020

## **Board Review of Joint Ventures and Partnerships**

In compliance with Internal Revenue Service guidelines for approval and management of any joint venture entered into by the Howland Public Library (HPL), the Board of Trustees adopts the following guidelines.

### **Activities Subject to this Policy**

For the purposes of this policy, the term “Joint Venture” is defined as any arrangement, including contractual or more formal arrangements undertaken through a limited liability company, partnership, or other entity, through which HPL and another entity jointly undertake any activity or business venture, or otherwise agree to joint ownership of any asset. A Joint Venture may include both taxable and tax-exempt activities.

### **Approval and Management of Joint Activities**

Before making any decision to participate in a Joint Venture, HPL will ensure that the Joint Venture furthers HPL’s exempt purposes and will negotiate at arm’s length contractual and other terms of participation that safeguard HPL’s exemption from federal income tax. Such terms shall be in writing in the operating agreement of the Joint Venture and shall include the following minimum requirements:

With respect to any whole joint venture (that is, a joint venture in which HPL contributes substantially *all* of its assets to the enterprise), HPL’s control over the Joint Venture through fifty-one percent (51%) or more of the voting rights and/or veto power;

- With respect to any ancillary joint venture (that is, a joint venture to which a portion of HPL's resources are contributed), HPL would, at a minimum, maintain sole control over the tax-exempt aspects of the Joint Venture and would have voting and ownership interests in the Joint Venture that are consistent with HPL's capital contributions;
- A requirement that any subsequent contract with HPL's partner in the Joint Venture be negotiated at arm's length and for fair market value;
- A requirement that the Joint Venture give priority to HPL's tax- exempt purposes over maximization of profit for the participants of the Joint Venture; and▪ A prohibition on activities that would jeopardize HPL's tax-exempt status.

Adopted by the Board of Trustees

September 7, 2010



## Conflict of Interest

*Adopted by the Howland Public Library Board of Trustees September 12, 2017*

A library's conflict of interest policy must comply with the NYS Nonprofit Revitalization Act that went into effect in July 2014. It must include:

- a definition of the circumstances that constitute a conflict of interest;
  - procedures for disclosing a conflict to the audit committee or, if no audit committee, to the board;
  - a requirement that the person with the conflict not be present at or participate in board/committee deliberation or vote on the matter giving rise to the conflict;
  - a prohibition against any attempt by the person with the conflict to influence improperly the deliberation or voting on the matter giving rise to the conflict;
  - a requirement that the existence and resolution of the conflict be documented in the corporation's records, including in the minutes of any meeting at which the conflict was discussed or voted upon; and
  - procedures for disclosing, addressing, and documenting related party transactions in accordance with NPCL §715
- It is also recommended that you include space on the policy for all new people associated with the library to sign and date that they read it.
  - A "Conflict of Interest Disclosure Form" should be attached to your policy.

### Conflict of Interest Policy

*Adopted by the Howland Public Library Board of Trustees September 12, 2017*

#### Article I -- Purpose

1. The purpose of this conflict of interest policy is to protect the Howland Public Library's interests when it is contemplating entering into a transaction or arrangement that might benefit the private interests of a covered person.
2. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.

#### Article II -- Definitions

1. **Covered Person:** any member of the Howland Public Library Board of Trustees and any employee of the Howland Public Library.
2. **Interested person:** any member of the Howland Public Library Board of Trustees and any Howland Public Library employee who has a direct or indirect financial interest, as defined in Article II, Section 3.
3. **Financial interest:** a covered person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which Howland Public Library has a transaction or arrangement;
- b. A compensation arrangement with Howland Public Library or with any entity or individual with which Howland Public Library has a transaction or arrangement;
- c. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial
- d. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which Howland Public Library is negotiating a transaction or arrangement.

#### Article III -- Procedures

1. **Duty to Disclose:** In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Howland Public Library Board of Trustees.
2. **Recusal of Self:** Any covered person may recuse at any time from involvement in any decision or discussion in which the covered person believes he or she has or may have a conflict of interest, without going through the process for determining whether a conflict of interest exists.
3. **Determining Whether a Conflict of Interest Exists:** After disclosure of the financial interest and all material facts, and after any discussion with the Howland Public Library Board of Trustees, the covered person may leave the Library Board Meeting while the determination of a conflict of interest is discussed and voted upon.
4. **Procedures for Addressing the Conflict of Interest**
  - a. An interested person may make a presentation at a Howland Public Library Board of Trustee meeting, but after the presentation, the interested person may leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
  - b. The President of the Board of Trustees shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
  - c. After exercising due diligence, the Howland Public Library Board of Trustees shall determine whether the Howland Public Library can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
  - d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Howland Public Library District Board of Trustees shall determine by a majority vote of the disinterested trustees whether the transaction or arrangement is in the Howland Public Library's best interest, for its own benefit, and whether it is fair and reasonable. Pursuant to that determination, the party seeking the determination shall be free to enter into the proposed arrangement or transaction.

## 5. Violations of the Conflicts of Interest Policy

- a. If the Howland Public Library Board of Trustees has reasonable cause to believe a covered person has failed to disclose actual or possible conflicts of interest, it shall inform the covered person of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Howland Public Library Board of Trustees determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

### Article IV – Records of Proceedings

The minutes of the Howland Public Library Board of Trustees and all committees with board delegated powers shall contain (a) the names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest; (b) the nature of the financial interest; (c) any action taken to determine whether a conflict of interest was present; (d) the Board's decision as to whether a conflict of interest in fact existed; (e) the names of the persons who were present for discussions and votes relating to the transaction or arrangement; (f) the content of the discussion, including any alternatives to the proposed transaction or arrangement; and (g) a record of any votes taken in connection with the proceedings.

### Article V – Compensation

A covered or interested person who receives compensation, directly or indirectly, from Howland Public Library is precluded from voting on matters pertaining to the compensation.

### Article VI – Annual Statements

Each covered person shall annually sign a statement which affirms they have received a copy of this policy, has read and understands this policy.

## Disclosure Statement for Conflict of Interest

The undersigned, being a trustee, officer, and/or Employee of the Howland Public Library, hereby acknowledges and confirms the following:

(1) I have received, read and understand the Howland Public Library Conflict of Interest Policy in effect as of the date written below, and I agree to comply with the Conflict of Interest Policy.

(2) I understand that Howland Public Library is nonprofit and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

(3) **Personal Interests & Relationships.** I am an officer, director, trustee, member, owner (either as a sole proprietor or a partner), or an employee of the following entities with which Howland Public Library has a relationship: *[If none, please write "None." If such interests exist, please specify the capacity in which you hold such an interest (for example, employee, director, or owner). If an owner, please specify your percentage ownership].*

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(4) **Interests & Relationships of Relatives.** A Relative (spouse or domestic partner, ancestors, brothers and sisters (whether whole or half blood), children (whether natural or adopted), grandchildren, great-grandchildren, and spouses of brothers, sisters, children, grandchildren and great-grandchildren) of mine is an officer, director, trustee, member, owner (either as a sole proprietor or a partner), or an employee of the following entities with which Howland Public Library has a relationship: *[If none, please write "None." If such interests exist, please specify the Relative (for example, sibling or spouse) and the Relative's position (for example, employee, director, or owner). If an owner, please specify the percentage ownership].*

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(5) **Transactions.** Howland Public Library is a participant in the following transactions in which I or my Relative may have a Financial Interest that may give rise to a Conflict of Interest or Related Party Transaction, as defined in the Conflict of Interest Policy. *[If none, please write "None." If such transaction(s) exists, please specify the transaction and the potential financial interest involved and whether you or a Relative has such an interest for any such transaction(s). Please specify the Relative and their position, if applicable.]*

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I certify that the above statements are true and correct to the best of my knowledge.

Name:

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Position:

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Signature:

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Date:

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## Disaster / Business Continuity Plan

**Adopted by the Howland Public Library Board of Trustees June 3, 2014**

*The library director is responsible for emergency closing decisions (snow, leaks, HVAC, etc.). If the director is out of the library, call him or her to report the need to close. If the director is not available, the most senior librarian on-site is responsible for closing. The director must authorize the expense of emergency building repairs.*

In order to insure the safety of library users and staff, the Board of Trustees of the Howland Public Library has established the following rules:

### Evacuation Procedure

1. People in the front of the library, technical services staff in 311 Main Street, and **people unable to climb steps** should evacuate through the front exits to Main Street.
2. People in the rear of the library should evacuate through the side exit (three steps) to South Cedar Street.
3. When possible, a staff member should remain at each exit to guide patrons out safely.
4. When possible, check all rooms/rest rooms to make sure everyone has evacuated safely.
5. Library staff should gather in the safest location – the corner of South Cedar Street and DeWindt Street or the corner of Main Street and South Brett Street.
6. Make sure the director and facility manager are aware of the situation, if they are on site.

The director will post updates on the library's website at [beaconlibrary.org](http://beaconlibrary.org) and leave a message at 845-831-1134, if possible. The director can be reached via personal cell phone.

### Fire

1. If there is any doubt about whether the fire can be controlled, **immediately evacuate** the building and **call 911** from a cell phone.
2. At the first indication of smoke or flame, investigate the situation to determine location and extent of the fire. Do not under-estimate the potential danger to patrons or staff.
3. The smoke detectors should set off the fire alarm and alert the Beacon Fire Department. If not, pull the fire alarm to notify the library, meeting room and rest room users to evacuate the building. Pull boxes are located:

☐☐ To the left of the Main Street (front) exit

☐☐ To the left of the S. Cedar exit

☐☐ Across the hallway from the Network (computer) Room

☐☐ To the right of the Main Street (front) exit in the Tech Services office

4. If the fire can obviously be contained and extinguished quickly and safely by staff, do so. Fire extinguishers are mounted on the wall at the following locations:

☐☐ Across the hallway from the Network (computer) Room

☐☐ In the Bookkeeper's Office near the typewriter

☐☐ On the column near the Reference Desk

☐☐ On the middle column near the Nonfiction Collection

☐☐ On the two columns flanking the Circulation Desk

☒☒ To the right of the Rest Room hallway door (in the hallway)

☒☒ In the Tech Services hallway next to the supply room

☒☒ On the wall of the Community Room near the S. Cedar exit

### **Using a Fire Extinguisher: P.A.S.S.**

*Be sure to read the instructions on our fire extinguishers - different fire extinguishers recommend operating them from different distances. In general:*

☒☒ **P**ull the Pin at the top of the extinguisher. The pin releases a locking mechanism and will allow you to discharge the extinguisher.

☒☒ **A**im at the base of the fire, not the flames. This is important - in order to put out the fire, you must extinguish the fuel.

☒☒ **S**queeze the lever slowly. This will release the extinguishing agent in the extinguisher. If the handle is released, the discharge will stop. A typical extinguisher has about 10 seconds of extinguishing power.

☒☒ **S**weep from side to side. Using a sweeping motion, move the fire extinguisher back and forth until the fire is completely out. Operate the extinguisher from a safe distance, several feet away, and then move towards the fire once it starts to diminish.

### **Gas Leak**

1. If someone thinks he or she smells natural gas, **evacuate the building immediately.**
2. Call Central Hudson as soon as possible at (800) 942-8274. This number is ONLY to be used to report gas odors. Account # 7640-0350-01-3
3. Don't light or use a match, turn lights on or off, use a flashlight, cell phone, telephone, flush or run water, or turn on or off any other appliance or electric/electronic device.
4. If a problem exists in the natural gas service line or meter, Central Hudson will repair. If the leak is in the library, the facility manager will contact D. Silvestri at 845-897-4008.

### **Power Outage**

*Affects lights, heat/AC, water, wireless/network, and telephones.*

1. If the outage occurs when the library is open, help library users **evacuate the building.**
2. There are emergency lights in public and staff areas. Lights stay on for over an hour.
3. Staff will have about 20 minutes of battery-backup to shut down computers and servers in the network closet and unplug copiers and other expensive equipment.
4. If the outage occurs before the library opens to the public, contact library staff scheduled to work by phone and tell them that they will be contacted when the library can open. Note: The library phone system will not work, with the exception of the fax line (831-1165). If no one has a cell phone, unplug the fax machine. Plug the line into the beige "touchtone" phone stored in the bookkeeper's office cupboard.
5. The facility manager will determine the cause of the problem, if possible
6. If the problem is outside the library, the facility manager, director, or senior staff will call Central Hudson to report the power outage: **(845) 452-2700** Account # 7640-0350-01-3
7. If the problem is inside the building, the facility manager, director, or senior staff will call electrician Rob Costas 845-206-6943.

**After a power outage or brownout, the phone system may not work properly:**

1. **Check to make sure the circulation desk telephone on/off light is on.** If it is off or blinking, push the on/off button until the light is a solid red. It should always be red.
2. The phone and voicemail systems are located in the bookkeeper's office on the South Cedar wall. If they still aren't working properly, unplug them, wait, then plug them in.
3. If the time is incorrect on the telephones, this can be reset in all phones using the **circulation desk phone**. Instructions in red folder near phone system.
4. If phone messages are on at the wrong time, the voicemail system time needs to be reset. Let the director know a.s.a.p. In an emergency, instructions are in red folder near phone system.
5. To test the telephones, call 831-1134 from a cell phone or outside line (831-4323).

**After a power outage, the network may need to be restarted:**

1. Network Server (Bottom shelf, second from right)
  2. SAM Server (On floor, marked)
  3. Network Router (On top of patch board, marked)
  4. Cable modem (On top of patch board, marked)
  5. Wireless router (On top of patch board, marked)
- If there is a problem, contact Matt Bowen at 845-522-0780 (cell).

**No Water**

If the director and/or facility manager are not in the building, call to inform of the situation. Call Mark, Hudson Valley Sewer and Drain, 845-838-0888.

**No Heat/Air Conditioning**

If the director and/or facility manager are not in the building, call to inform of the situation. Call D. Silvestri at 845-897-4008.

**Health Emergencies**

1. **Call 911** in the event of any serious problem, *even if the injured/ill person objects*.
2. Exercise caution when administering first aid of any kind, because of the safety of the injured individual and the potential liability to the library and staff member.
3. Do not move an injured person.
4. Do not dispense any medication, including aspirin, to the public.
5. Keep the person comfortable and protected from needless disturbance until medical help arrives. Staff should use their own judgment to do what is prudent and reasonable.
6. First aid supplies are located on the shelf above the copier in the bookkeeper's office and in the youth program room rest room.

**Natural and Man-Made Disasters**

1. Turn on radio, TV, PC, etc. and tune in to the Emergency Alert System (EAS) station.  
☞☞AM Radio: WABC 770, WCBS 880, WFAS 1230, WLNA 1420  
☞☞FM Radio: WHUD 100.7, WFAS 103.9  
☞☞Television: WCBS CH2, WNBC CH4, WNYW CH5, WABC CH7  
☞☞Internet: [www.nyalert.gov](http://www.nyalert.gov)



Find out the nature of the emergency and what you should do.

2. If instructed to remain indoors:

☒☒ Stay inside

☒☒ Close all windows and doors

☒☒ Turn off heaters, air conditioners and other ventilation systems

☒☒ Tune into radio or television

☒☒ Avoid using telephones, including cell phones

3. If told to evacuate, help public and staff reach the designated reception center.

### **Leaks/Flooding**

If there is danger of falling ceiling tiles or electrical issues, close the building. If not, for water leaks from the roof:

1. Protect the damaged carpet, etc. with wastebaskets, plastic sheeting, etc.

2. Set up plastic cones (in janitor's closet) to keep people away from the damage.

3. Place a sign on the front door.

The facility manager should call Don Smith, Bracadon Construction, 845-896-8108 (office) or 845-590-5563 (cell). If there is basement flooding, call Mark, Hudson Valley Sewer and Drain, 845-838-0888.

### **Bomb Threats**

**Do not evacuate building until police give the go-ahead.** Use the attached Homeland Security form.

**More emergency information at:**

<http://www.co.dutchess.ny.us/CountyGov/Departments/EmergencyResponse/ERIndex.htm>

[www.nyalert.org](http://www.nyalert.org)



## Retention and Disposition of Records

The records of the Howland Public Library will be retained and disposed of in accordance with Records Retention and Disposition Schedule LGS-1, published by the New York State Archives, an office of the New York State Education Department.

The current schedule is available online at <http://www.archives.nysed.gov>.

The Library Director or designee shall serve as the Records Management Officer for the Library in order to ensure compliance with the Records Retention and Disposition Schedule LGS-1.

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

**Amended by the Howland Public Library Board of Trustees June 9, 2021. Adopted July 9, 2019. (Originally adopted by the Howland Public Library Board of Trustees September 7, 2010).**

## Freedom of Information Policy

*Adopted by the Howland Public Library Board of Trustees June 3, 2014*

The Howland Public Library as a New York State governmental entity complies, as required by law, with the New York Freedom of Information Law (Public Officer Law, Article 6, Section 8470, Freedom of Information Law).

A person may request information and records available to the public in the following manner:

1. Use request letter form (see attachment Request).
2. Direct a request to the Library Director/FOIL Officer. Requests can be made by writing to 313 Main Street, Beacon, NY 12508, faxing 845-831-1165, calling 845-831-1134, or e-mailing [director@beaconlibrary.org](mailto:director@beaconlibrary.org).
3. Specify the records requested to be disclosed for inspection or to be copied. If certified records are requested, specify which ones.
4. Reimburse actual costs for reproducing and certifying (if requested) the records. The following fees apply: \$.25 per page for employee copied records, \$1.00 per page for certification of records.
5. The Library Director will respond to a written request within five (5) working days or sooner if possible. An extension of an additional fifteen (15) working days may be necessary to properly respond and if so the reason for doing this will be explained.
6. Inspect or copy records in person. An employee must be present throughout the inspection.
7. Make an appeal about the decision of the FOIL officer to the Board of Trustees (See Attachment Appeal)
8. The place and times where the records will be available are as follows: 10 a.m. to 5 p.m., Monday through Friday, Kingston Library, Director's Office

Information about the Freedom of Information Law can be obtained from the Committee on Open Government. Contact information for the Committee on Open Government is as follows:

### Mailing Address

Committee on Open Government One Commerce Plaza

**99 Washington Avenue, Suite 650**

Albany, NY 12231

### Telephone

(518) 474-2518

### FAX

(518) 474-1927

**Web** <http://www.dos.state.ny.us/coog/>



**Freedom of Information Law (FOIL) Request**

*Approved by the Board of Trustees June 3, 2014*

To: Director, Howland Public Library

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_

Address & Phone & email \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(Identify the records in which you are interested as clearly as possible.)*

Per the Freedom of Information Law, Howland Public Library must answer your request within five days of receipt. We will call or write if there is a problem with your request. Should your request be denied, you will receive a letter explaining why. Denied requests may be appealed to the President of the Board of Trustees.

*Space below is for Library use.*  
Date of Decision \_\_\_\_/\_\_\_\_/\_\_\_\_      **Approved**      **Denied**  
Decision (circle):  
If denied, please state why:



## Inclement Weather/Closing

### Emergency Closing Procedure

When the weather is bad, an emergency closing message will be left at the 831-1134 at least one hour before HPL's scheduled opening. Anyone due in early might want to delay coming in until a message is posted.

If you think the library should be closed for unusual or emergency reasons (water main break etc.) Please contact the Director at 845 853-5325. If there is no power, the library will be closed.

Our website homepage and calendar at [www.beaconlibrary.org](http://www.beaconlibrary.org) , PAMAL Radio Station (WHUD 100.7) or WHUD Storm Center online will also have closing information.

[www.facebook.com/beaconlibrary](https://www.facebook.com/beaconlibrary) will also post closing information, as well as, [cancellations.com](http://cancellations.com).

Please keep your contact call list at home and available so you can contact co-workers/supervisors in the event of emergencies.

**Disaster and Serious Emergency Closing Action:** If we need to evacuate the building please converge at the North East Corner of Main & So. Cedar Streets (formerly Trendy Tots) so we can be sure everyone has made it out of the building safely. If directed by police or fire department to move further away – proceed to Rite Aid on Main Street. One person on staff is a “Safety Patrol” and will make every effort to ensure that everyone has left the premises.



## **Public Relations Policy**

***Adopted by Howland Public Library Board of Trustees January 10, 2017***

The public relations goals of the Howland Public Library are:

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

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

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

All public relations materials must be reviewed and approved by the Library Director.

### **Emergency Situations**

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

If it is necessary for the library staff to provide the public with information, the library Director will inform the staff what is to be said. In the event that the Library has to close due to an emergency situation or inclement weather, the Library Director or designee will contact the media.

# FINANCIAL CONTROLS



## **Investment Policy**

***Adopted by the Howland Public Library Board of Trustees September 12, 2017***

The objectives of this policy are to minimize risk, to guarantee that cash is available when necessary, and to maximize return of investment.

The President, Vice-President, Library Director and Reference Librarian are all designated signatories on library bank accounts. All checks over \$5,000 require two signatures.

The President, Treasurer and Chair of Finance Committee are authorized, with library board approval, to invest in the following instruments: money markets or certificates of deposit issued by a bank or trust company authorized to do business in New York State; obligations of New York State; and obligations of the United States government. "Investing and Protecting Public Funds" by New York State Office of the Comptroller will be consulted when making investment decisions (<https://www.osc.state.ny.us/localgov/pubs/lmg/investingpublicfunds.pdf>).

All investments will conform to all applicable New York State laws and regulations governing the investment of public funds. The Board of Trustees will be provided with monthly reports which clearly provide the information regarding the financial situation of the Library including balances and activities on all accounts and investments. If applicable, the reports shall include information regarding the investment portfolio: types of investment, depository institution, principal balances, rates of return and maturities.

This policy shall be reviewed annually.



## Claims Audit Process

*Adopted by the Howland Public Library Board of Trustees January 5, 2016*

According to publication “Improving the Effectiveness of Your Claims Auditing Process” from OSC at <http://www.osc.state.ny.us/localgov/pubs/lmgm/claimsauditing.pdf> the following payments are allowed in advance of audit: electric, gas, water, sewer, telephone, fuel oil, and postage. Other payments that do not require a pre-audit prior to payment: fixed salaries of officers or employees regularly engaged at agreed-upon wages by the hour, day, week, month, year, or other authorized period, including any payroll withholdings; principal or interest payments on debt; payments made pursuant to a court order; amounts due upon lawful contracts for periods exceeding one year; retirement contributions by a participating employer in the New York State and Local Retirement System as billed by the State Comptroller. A list of account signatories will be approved at the Reorganization Meeting.

Procedure:

1. The Library Director or designated employee receives the bills on a daily basis.
2. The Library Director or designated employee recommends bills for payment and a voucher is created, which includes a unique number, the suppliers name, a brief description of goods or services, the account chargeable, and the amount of the bill.
3. The bookkeeper records expenses in an electronic format and generates checks to be signed by designated signatory.
4. A Board Member who is not a signatory on the library account will review the vouchers, bills and checks and will initial each voucher after review.
5. At the monthly Library Board meeting the bills will be presented to the Board for approval. Minutes will indicate beginning and ending voucher numbers approved for payment.

## Credit Card Policy

*Approved by Board of Trustees January 15, 2015*

The Board permits the use of Library-owned credit cards to pay for actual and necessary expenses incurred in the performance of work-related duties and to purchase goods for the Library. Certain online purchases may require use of this form of payment. The use of a credit card is not intended to circumvent prudent planning and purchasing. The bank credit card may not be used for personal expenses.

1. Bank credit cards will be established in the name of the Howland Public Library and the specific name of an individual. All monthly bank statements and correspondence will be sent to the Library.

2. Bank credit cards will be issued to: the Director, with a credit limit of \$4,000.00; Youth Services Librarian \$6,000.00; Adult Services Librarian \$2,000; Facilities manager \$2,000 and bookkeeper \$5,000.

3. Payment of the monthly statements must be made in a timely fashion so that finance charges are not incurred.

4. Hardcopy documentation for each purchase and/or charge must be delivered to the bookkeeper in a timely manner. The Library reserves the right to refuse to pay a claim that is not authorized. Unauthorized expenditures shall be subject to recoupment from salary or other monies due to the individual once notice is given and the individual fails to justify the expense in accordance with this policy.

5. Employees must take proper care of Library credit card and take all reasonable precautions against damage, loss or theft. Bank errors, losses, or other problems must be reported to the bookkeeper immediately.

The Director and the Board-designated claims auditor shall monitor compliance with this policy.

## Petty Cash Policy

*Approved by Board of Trustees June 3, 2014*

The Howland Public Library permits the maintenance of a petty cash fund. The bookkeeper is responsible for adequate security and control of petty cash funds. The fund should be secured at all times in a locked place.

### **Purpose and Use**

Petty cash can be used to reimburse individuals for non-travel, out-of-pocket expenditures. Petty cash can sometimes be used in place of the purchasing process where appropriate, for example, as reimbursement for small, incidental expenses when it is infeasible or impractical to use normal purchasing means. Petty cash should be used in this manner only when absolutely necessary.

### **Prohibitions**

Petty cash should not be used for the following:

Travel advances or expense reimbursements; payments to vendors for invoices submitted directly to the department where a purchase order was issued; payments to independent contractors, consultants, awards, etc., to non-employees; Payments to employees for services, awards, bonuses, etc.; payments of a taxable or non-taxable benefit to an individual; sales tax on purchases; personal borrowing

### **Responsibilities**

The bookkeeper is responsible for performing a reconciliation of the fund at least quarterly. The bookkeeper also handles fund replenishment. The bookkeeper is responsible for reporting all instances of loss of funds as soon as the loss is discovered.

### **Documentation**

Properly document each transaction in the following manner:

Submit a detailed journal of all transactions, identifying all pertinent information (who, purpose, transaction detail and date of expense). Identify each cost and the budget line (code) to be charged.

Tape original receipts onto an 8-1/2x11sheet, referencing each receipt's corresponding transaction on the detailed journal.

### **Audit**

Petty cash account will be subject to annual audit.



## **Disposition of Surplus Property Policy**

***Approved by Board of Trustees January 10, 2017***

Surplus property is defined as any personal or real property owned by the Library that is no longer needed for the provision of library services. Only property having more than a nominal monetary value need be formally declared surplus. Property that is obsolete, broken, has no useful purpose, and is of nominal value may be disposed of with the approval of the Director by the most appropriate and cost effective method. Surplus items that could neither be sold nor donated will be turned over for recycling if possible and economically feasible. The donation of surplus equipment to other local educational, charitable, social services, or to smaller library systems is encouraged. The Director is authorized to approve such donations on a case-by-case basis. All furniture, fixtures, and equipment with a value of more than \$1000 per item shall be approved by the Board prior to its disposition.

## Fund Balance Policy

**Approved by Board of Trustees February 14, 2017. Amended by the Board of Trustees August 13, 2019.**

The general purpose of this policy is to improve Howland Public Library's financial stability by protecting itself against emergencies and economic downturns and to establish a method of achieving long range Capital Project Fund goals.

Fund Balance is the difference between the assets, deferred inflows of resources, liabilities and deferred outflows of resources at the end of the period and represents the accumulation of revenues and other sources over expenditures and other uses over time. The total fund balance is the combined balance held in three bank accounts with M&T Bank: The Operation Account, The Payroll Account and the Savings Account.

The Fund Balance is allocated into the following categories:

**Nonspendable:** fund balance classification includes amounts that cannot be spent because they are either not in spendable form (inventories & prepaids) or legally or contractually required to remain intact.

**Restricted:** constraints are imposed on amounts externally by creditors, grantors, contributors, laws or regulations (As of 02.14.17 the Library does not classify any of its fund balances as restricted.)

**Committed:** constraints are imposed by Board of Trustees (As of 02.14.17, the Library does not classify any of its fund balances as committed).

**Assigned:** constrained by Library's intent. Assignments made by an action of the Board of Trustees. As of 02.14.17 the Library names the following as assigned funds:

Assigned for Capital Projects: funds allocated for projects with the purpose to build upon, improve or add to a capital asset.

Assigned Unspent Donations: funds allocated for purpose of which it was donated.

Assigned for Maintenance: funds allocated for use at the Director's discretion for short-term unplanned for events that require use of funds that are not otherwise reflected in the operational budget for physical plant, furniture, fixtures & equipment.

Assigned for Accrued Benefits: funds set aside in the event of retirement or departure of staff members that could require payout of accrued benefits.

Assigned for Subsequent Year's Expenditure: funds that are included in annual budget for specific projects.



**Unassigned:** not assigned, restricted, committed for a specific purpose.

Pursuant to New York State Office of the State Comptroller the “order of use of fund balance” is as follows:

The library considers restricted amounts to have been spent when an expenditure is incurred for purposes of which both restricted and unrestricted fund balance is available. The Library considers that committed amounts are reduced first, followed by assigned amounts, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of those restricted fund balance classifications can be used.

The Treasurer and Library Director shall prepare an annual report at the end of each fiscal year documenting the status of the fund balance and compliance with this policy.