

AGENDA
BOARD OF TRUSTEES
Cuba Circulating Library
Serving the Cuba Community for 150 Years!

Monday, May 9, 2022
5:30pm

1. Call to order
2. Public Comments
3. Friends Report
4. Minutes of March's Meeting
5. Financial Officer's Report
6. Corresponding Secretary
7. Director's Report
8. Committee Reports
 - i. Planning
 - ii. Finance
 - iii. Bldgs/Grounds
 - iv. Personnel
 - v. Technology
 - vi. Liaison with Friends
 - vii. Education
- b. Ad hoc committees
 - i. Children's Area Renovation
 - ii. Anniversary
 - iii. Tax Referendum
 - a. phone calls
 - iv. Disaster Plan
9. Unfinished Business
10. New business
 - i. Circulation Policy
 - ii. Recording in the Library Policy
 - iii. Water Detectors
11. Adjournment

**Cuba Circulation Library
Board of Trustees Monthly Meeting Minutes
Monday, April 11, 2022**

This was a combined GOTOMEETING and personal appearances.

Present: Sharry Semans, Lin Assink, Lynn Fulmer, Marsha Long, Lionel Legry, Thomas Donahue, Bradley Weaver

Absent: Faith Stewart, Sara Talbot, Wendy Sprague and Tracy Knavel

Also Present: Tina Dalton, and Pat Ash (Friends)

Call to Order: Due to the absence of Faith Stewart, and Sara Talbot, and Marsha Long's appearance via GOTOMEETING, the meeting was called to order by Sharry Semans, Secretary, at 5:37 PM.

Public Comment: None

Friends Report: Pat Ash reviewed a copy of a handout she distributed at the beginning the meeting, which was a year-end Financial Statement of 2021, and a President's Annual Report 2022. These documents are attached.

Minutes of Previous Meeting: Lynn Fulmer moved to accept the minutes of the March meeting. Lin Assink seconded the motion, and the motion passed unanimously.

Financial Officer's Report: A motion was made by Brad Weaver to accept the Statement of Activity, Budget vs. Actuals and Statement of Financial Position furnished by Marsha Long. Tom Donahue seconded the motion, and the motion passed unanimously. The documents are attached.

Director's Report: Tina reviewed her report, which is attached.

Committee Reports:

Planning: Marsha indicated all is going well with the anniversary planning.

Finance: Marsha and Tina discussed the issue of lack of funds in our checking account to pay our monthly bills and expenses, due to the fact we are no longer receiving tax funds from the Village or Town. Since we do have \$75,000 in a cash fund with Morgan Stanley that has been earmarked for children's area renovations, it was determined we should release \$70,000 of those funds to our Five Star checking account, which would allow us to pay for approximately three months of bills and expenses. We will reassess needs and move money again in summer, and by then we'll know the result of the vote. It was also agreed the \$70,000 would be placed back into the Morgan Stanley cash account once we receive the school tax money. A motion to move \$70,000 from the Morgan Stanley cash account to our Five Star Bank checking account for payment of upcoming bills and expenses, and then to replenish the Morgan Stanley account with \$70,000 from the future tax funding, was made by Lin Assink. The motion was seconded by Brad Weaver, and the motion passed unanimously. Marsha and Tina will work with Morgan Stanley to make that happen.

Building and Grounds: Dave Wise submitted a report. See attached.

Personnel: No report

Technology: No report.

Liaison with Friends: No one present from committee.

Education: Tom reviewed the new certificate and signup info. See attached.

Ad hoc Committees:

1. **Children's Area Renovation:** Lionel indicated the committee has talked to two design firms. The committee will continue to update us.
2. **Anniversary:** Lynn, Marsha and Tina met to work on Anniversary details. Duck Drop tickets are going well. We hope members will come on out at 11 on April 30th to cheer on the ducks! Annie's coffee cart will be at the Block Party as well as Mollee's if she has a cart up and running. That does not provide attendees a food option for the Block Party. We would like to have some volunteers man a grill to make hot dogs and hamburgers. Tina has since found that we would need a license and is looking into acquiring one. T-shirts were printed up and are going to be on sale at the library and our event.
3. **Tax Referendum:** Tina handed out telephone assignments.

Unfinished Business: None

New Business: 2022 Library Funding – see above.

Correspondence Secretary: Lynn Fulmer read thank you note from employees for their recent lunch, and another piece of correspondence.

A motion was made by Lynn Fulmer to adjourn. Sharry Semans seconded the motion, which passed, unanimously. Meeting adjourned at 6:15 PM.

Respectfully submitted:

Sharry Semans, Secretary

Cuba Circulating Library Association

Statement of Financial Position

As of April 30, 2022

	TOTAL	
	AS OF APR 30, 2022	AS OF APR 30, 2021 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1020 Five Star	17,041.89	42,263.77
1090 Savings	69,667.18	54,945.83
Total Bank Accounts	\$86,709.07	\$97,209.60
Accounts Receivable		
1500 Bequest receivable	0.00	0.00
Total Accounts Receivable	\$0.00	\$0.00
Other Current Assets		
1300 Investments - cash	0.00	0.00
1303 Endowment Investment	-70,000.00	0.00
American Balanced A	36,206.01	
American Cap Inc Builder A	138,829.91	46,554.32
American Cap World Growth & Inc	71,574.35	
American Fundamental Inv A	50,597.82	
American Funds Mortgage A	29,857.19	5,952.36
American Global Balanced A	111,657.74	52,504.83
American Inc Fd of America A	105,071.96	49,519.04
American Intm Bd Fd of Amer A	21,641.46	
American Inv Co of Amer A	52,443.20	
American Short-Term Bond A	29,432.06	10,934.93
American WA Mutual A	104,911.78	52,719.07
Cash, BDP, and Money Market Fds	76,487.67	-7,318.96
Stocks	895.02	
Unrealized Gain/Loss	179,283.89	42,183.82

Cuba Circulating Library Association

Statement of Financial Position

As of April 30, 2022

	TOTAL	
	AS OF APR 30, 2022	AS OF APR 30, 2021 (PY)
Total 1303 Endowment Investment	938,890.06	253,049.41
1305 Anonymous Investment	0.00	0.00
American Balanced A	0.00	34,402.25
American Cap Inc Builder	0.00	86,546.69
American Cap World Growth & Inc	0.00	72,473.46
American Fundamental Inv A	0.00	43,986.13
American Funds Mortgage A	0.00	23,810.79
American Global Balanced A	0.00	61,209.81
American Inc Fd of America A	0.00	56,593.15
American Intm Bd Fd of Amer A	0.00	21,431.21
American Inv Co of Amer A	0.00	49,356.26
American Short-Term Bond A	0.00	21,869.88
American WA Mutual A	0.00	48,845.60
Cash, BDP, and Money Market Fds	0.00	1,226.63
Unrealized Gain/Loss	0.00	109,655.08
Total 1305 Anonymous Investment	0.00	631,406.94
1306 Adams Mem Book Fund Investment	0.00	-1,000.00
American Cap Inc Builder A	5,727.92	5,176.37
American Inc Fd of America A	6,258.31	5,895.10
Cash, BDP, and Money Market Fds	0.66	0.66
Unrealized Gain/Loss	2,429.72	-4,687.61
Total 1306 Adams Mem Book Fund Investment	14,416.61	5,384.52
1400 Prepaid Fee	238.82	0.00
Repayment		
Travel Reimbursement	0.00	
Total Repayment	0.00	
Total Other Current Assets	\$953,545.49	\$889,840.87
Total Current Assets	\$1,040,254.56	\$987,050.47
Fixed Assets		
1520 Building and equipment	750,653.00	750,126.60
Elevator Replacement	41,645.00	20,822.50
Total 1520 Building and equipment	792,298.00	770,949.10
1525 A/D Building and equipment	-461,014.05	-441,232.63
1526 Capital Improvement	0.00	0.00
1530 Furniture and Fixtures	117,419.00	117,419.00
1535 A/D Furniture and Fixtures	-101,454.85	-92,812.57
Land	46,763.00	46,763.00
Total Fixed Assets	\$394,011.10	\$401,085.90

Cuba Circulating Library Association

Statement of Financial Position

As of April 30, 2022

	TOTAL	
	AS OF APR 30, 2022	AS OF APR 30, 2021 (PY)
Other Assets		
1000 Friends Cash	0.00	0.00
Total Other Assets	\$0.00	\$0.00
TOTAL ASSETS	\$1,434,265.66	\$1,388,136.37
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2001 Accounts Payable	963.00	0.00
Total Accounts Payable	\$963.00	\$0.00
Credit Cards		
5662 Bank Of America	0.00	0.00
Total Credit Cards	\$0.00	\$0.00
Other Current Liabilities		
2100 Payroll Liabilities	0.00	0.00
American Funds	230.18	
Federal Taxes (941/944)	0.00	
NYS Employment Taxes	1,467.92	
NYS Income Tax	494.92	
NYS Taxes	0.00	454.03
Payroll Liability	0.00	
Payroll Tax Federal	0.00	1,672.10
Total 2100 Payroll Liabilities	2,193.02	2,126.13
2200 Payroll taxes payable	0.00	0.00
2300 accrued payroll	0.00	0.00
Direct Deposit Payable	0.00	
PPE Currant Liability	0.00	0.00
Total Other Current Liabilities	\$2,193.02	\$2,126.13
Total Current Liabilities	\$3,156.02	\$2,126.13
Total Liabilities	\$3,156.02	\$2,126.13
Equity		
3000 Opening Bal Equity	0.00	0.00
3500 Unrealized Gain/Loss on Inv	181,957.86	171,123.59
3550 Realized Gain/Loss Equity	13,163.40	1,554.18
3800 Restricted Fund	10,000.00	10,000.00
3900 Fund Balance	1,318,480.14	1,226,761.69
Net Revenue	-92,491.76	-23,429.22
Total Equity	\$1,431,109.64	\$1,386,010.24
TOTAL LIABILITIES AND EQUITY	\$1,434,265.66	\$1,388,136.37

Cuba Circulating Library Association

Statement of Activity

April 2022

	Total	
	Apr 2022	Apr 2021 (PY)
Revenue		
4001 Town Income		9,500.00
4002 Village Income		4,750.00
4004 Local Lib Services Aid		452.31
4017 Memorials/Gifts	25.00	20.00
4020 Meeting Room Fee	100.00	100.00
4100 Other Income		
Book Replacement	16.99	
Copies Income	105.70	125.60
Donation Box	17.75	10.00
Fines	13.75	5.40
Misc Income	10.75	26.25
Total 4100 Other Income	\$ 164.94	\$ 167.25
4200 Restricted Funds Revenue		
Childrens Programs		184.00
Friends	1,211.76	
Grants		327.00
Total 4200 Restricted Funds Revenue	\$ 1,211.76	\$ 511.00
Total Revenue	\$ 1,501.70	\$ 15,500.56
Gross Profit	\$ 1,501.70	\$ 15,500.56
Expenditures		
6100 Payroll Expenses		
6101 Wages	12,100.07	9,200.13
6102 Taxes	1,222.79	829.23
Company Contributions		
Retirement	352.41	267.15
Total 6100 Payroll Expenses	\$ 13,675.27	\$ 10,296.51
6200 Library Materials		
6205 Books-J	537.63	340.23
6210 Books-A	1,034.36	487.47
6220 Serials	-6.99	
6230 Audio	168.00	38.48
6240 Equipment	62.55	
6250 Digital Books		2,930.00
6260 DVD	139.74	317.20
6270 Video Games	54.97	
6280 Adult Programming		44.94
6285 Childrens Programming	155.70	86.44
6290 STLS cost share		10,218.00
Total 6200 Library Materials	\$ 2,145.96	\$ 14,462.76
6202 Book Replacement	12.55	-18.00
6300 Restricted Fund Spending		
6310 Arts Grant Expense	-133.14	450.00
6315 ALA Grant	197.40	298.04
6320 Friends Expense	1,376.55	

Cuba Circulating Library Association

Statement of Activity

April 2022

	Total	
	Apr 2022	Apr 2021 (PY)
6350 Wilday Grant	68.37	
6370 Memorials & Gifts	179.53	631.68
Total 6300 Restricted Fund Spending	\$ 1,688.71	\$ 1,379.72
6410 Advertisement		140.32
6415 Bank fees		21.00
6420 Custodial supplies	48.10	35.82
6425 Discretionary Fund		54.88
6445 Library supplies	86.37	402.60
Library Equipment		163.74
Total 6445 Library supplies	\$ 86.37	\$ 566.34
6450 Postage	10.50	39.10
6455 Processing Fee	61.75	47.97
6465 Repairs/Building & Grounds	10.49	251.40
6470 Services		531.00
Argentieries	42.00	
Audit		2,500.00
Bookkeeper	600.00	
Water Softener	70.50	
Total 6470 Services	\$ 712.50	\$ 3,031.00
6480 Train/conference		49.00
6490 Utilities		
Electric	963.00	411.03
Extended Broadband	450.00	450.00
Fuel	413.07	905.12
Phone	117.95	120.08
Total 6490 Utilities	\$ 1,944.02	\$ 1,886.23
Total Expenditures	\$ 20,396.22	\$ 32,244.05
Net Operating Revenue	-\$ 18,894.52	-\$ 16,743.49
Other Revenue		
Anniversary Donations	1,623.00	
Total Other Revenue	\$ 1,623.00	\$ 0.00
Other Expenditures		
Anniversary Expenses	2,897.35	
Total Other Expenditures	\$ 2,897.35	\$ 0.00
Net Other Revenue	-\$ 1,274.35	\$ 0.00
Net Revenue	-\$ 20,168.87	-\$ 16,743.49

Thursday, Apr 28, 2022 02:34:17 PM GMT-7 - Accrual Basis

Cuba Library Director's Monthly Report

April 2022

	April 2022	March 2022	April 2021	April 2020	April 2019
Circulation	2325 (adult 1156) (J/YA 1169)	2712 (adult 1382) (J/YA 1330)	2105 (adult 1162) (J/YA 943)	58	3034 (adult 1821) (J/YA 1213)
Holds Filled	347	381	379	0	460
New Library Cards	12	12	12	1	8
Libby (eBooks)	464	446	485	539	353
Wifi Use	319	325	196	96	182
Visits to website	781	1300	732	443	
Door Count	1388	1654			

Upcoming Programs

Tues, May 3 & 17 @ 11 am	Chair Yoga with Jane Gram
Thurs., May 12 @ 6 pm	Red Cross Emergency Preparedness and Hands Only CPR
Tues, May 24 @ 11 am	Painted Rock Cactus Garden
Fri., June 3	Cheers, Cheese, and Chocolate

Programming: April was a very busy month for programming. We finished out the Healthy Eating for Seniors course, and held an author talk with Isaiah Rashad. Our most popular event of the month was Tom Taylor's "Postcards and Photos from Cuba's History." We plan to hold this event again in the summer, as many people expressed their regrets that they were unable to attend. We did have 15 people in attendance, and there was much lively discussion as we viewed the historic photos of Cuba's past. Shauna taught a birdhouse craft class on April 26 with 10 attendees. Patrons are eager for more daytime craft classes, and we plan to offer at least one per month moving forward.

I'd like to give a special thank you to Friends of the Library for holding their Spring Tea this year. We had 44 people in attendance at this beautiful event. A big thank you to Ann Gross and Martha Nenno for organizing the event. I'd also like to thank Faith Stewart for writing the skit to celebrate the library's anniversary, as well as Brad Weaver, Sallie Miller, and Connie Doyle for acting in the skit. It was a hit!

Anniversary: The Duck Drop was a great success. The weather was perfect and many people turned out to watch the drop on Saturday, April 30. Lynn Fulmer and Marsha Long did a wonderful job organizing the event—a heartfelt thank you goes out to them for all their work! Total profit from this fundraiser was \$1,685. We have registered 46 new library cards this year, out of our goal of 150.

Tax Referendum: I presented the proposed tax referendum at the Rushford CRCS school budget hearing. Cuba and Rushford reps met with Brian Hildreth on April 20 to discuss plans for finishing out the campaign efforts. I will present at the Cuba CRCS budget hearing on May 10, and the vote takes place May 17.

Grants: I've written and submitted a grant application to the Allegany County United Way for funding to support literary for early readers, specifically through our Summer Reading Program.



Youth Services Monthly Report: April 2022

Storytimes

We had 3 preschool storytimes. The week before Easter, we had an Easter Egg hunt upstairs after our regular storytime. It was a big success. Tina did one storytime while I was on vacation. We also did a bugs/caterpillars/butterflies storytime.

K-3 Group

K-3 technically only met once because of the break, the Pfeiffer Event, and the Friends' Spring Tea. We also had an Easter Egg hunt with that group, although their eggs were hidden in the whole upstairs, not just the children's area. I think they enjoyed it and left full of sugar.

Teens/Tweens

We had another teen game night, which was very successful. Six teens total attended. We also wrapped up Cooking Club, round 2.

Outreach

I had 5 classroom visits. I went to the school for four of them due to weather, etc.

Other

A local author shared her children's book, "Lucky Bunny" with a group of children and their grown ups during the school break. We hosted the Erie Canal Story Cloths, also during the school break. Pfeiffer Nature Center presented "Be a Tree Hero" We also gave out seedlings from the DEC.

Upcoming Programs

May 2 – Block Printing

May 4 – Star Wars Day

May 12 – Red Cross Emergency Preparedness and Hands Only CPR

May 23 – Teen Game Night

May 24 – Tween Game Night



April 2022 Programming

April 4	CRCS Visit – Quattrone	6 children, 3 adults
	Teen Game Night	6 teens, 2 adults
April 5	Preschool University	7 children, 6 adults
	Tween Cooking	7 children
April 7	After School Explorers	10 children
	CRCS Visit – Norton	4 children, 4 adults
April 11	Lucky Bunny Storytime	9 children, 7 adults
April 13	Erie Canal Story Cloths	9 children, 5 adults
April 19	Preschool University	3 children, 4 adults
April 21	Pfeiffer Tree Hero	13 children, 5 adults
April 26	Preschool University	7 children, 5 adults
April 27	CRCS AM Pre-K	18 children, 3 adults
	CRCS PM Pre-K	17 children, 3 adults
	CRCS Visit - Bump	16 children, 2 adults

April 2022

1. Fixed wall outside children's room.
2. Put door stop on wall outside children's room.
3. Picked up yard.
4. Called contractors to bury drain.
5. Called contractors to fix light at top of stairs and fix light.
6. Switch cover community room.
7. Assembled shelves.
8. Checked lights.
9. Called Shembeda Plumbing for leak in ceiling in office.
10. Searching for replacement ceiling tile.
11. Searching for replacing step edging.
12. Replaced light bulbs in emergency exit.
13. Cleaned bathroom fans

Cuba Circulating Library

CIRCULATION POLICY

PURPOSE: The circulation policy of the Cuba Circulating Library exists to facilitate community access to the materials and information in the library's collection.

POLICY:

Borrower's Registration

Library cards will be issued without charge to qualifying persons over 5 years of age. Those who are between the ages of 5 and 12 years must have a responsible adult as co-registrant. Identification with picture and current address, such as a state issues driver's license, is necessary to register. If ID does not have current address, alternate proof of address, such as a utility bill, is required. Replacement cards are issued for \$1.00.

Loan Periods

Hot Spots, Video Games, and Board Games may be borrowed for one week.

All other materials not on hold may be checked out for two weeks.

Renewals

Items from the adult "New Book Shelf" (blue dot on spine) and items that have a hold placed on them may not be renewed. All other materials may be renewed twice, by phone, in person or online. If an item does not have any holds or limitations on renewals, it will be automatically renewed once.

Overdue Notices

Individuals with items overdue by two weeks are phoned, or a notice is mailed. A second notice is mailed when items are four weeks overdue. A Final Notice that includes a bill for items is mailed when items are out more than six weeks. If an individual owes more than \$100 in unreturned or damaged materials, the Library Director phones. If materials are not returned, the local police are notified, who then contact the individual to return the items. ~~If items are checked out to minor children, notices are mailed to the parents or guardians.~~

Damaged/Lost Items

Cardholders are responsible for all borrowed materials, including fees incurred for lost or damaged items. Parents/guardians/caregivers are responsible for materials checked out on the cards of their minor children. If library material is returned damaged, the patron who had it checked out will be billed for repair/replacement costs. Items overdue for two months will be assumed lost and a Final Notice, requesting either the item(s) or payment for the item(s) is sent.

If a patron or household owes \$100 in fees or replacement costs, the appropriate police department is asked to contact the patron.

Wi-Fi Hotspots

This service allows you to borrow a portable device to access high speed internet anywhere a cell phone signal can be received. See [Wi-Fi Hotspot Policy](#) for further details.

Interlibrary Loans

The interlibrary loan process allows our library system to borrow items that we do not own. Please check our catalog before placing a request. We cannot place ILL requests for items already owned by the Cuba Library or another STLS library. Patrons can have up to 5 ILL requests at one time. This includes ILLs currently checked out as well as those that have been requested.

Interlibrary Loan Policies

- Patron must have a current, unblocked, and valid STLS library card, with less than \$5.00 in fines.
- Because these materials are being requested from libraries outside STLS, ILL requests may take a few weeks to fulfill.
- Patron is responsible for the replacement costs of any lost items which may be \$100 or more and is determined by the owning library.
- Late fines for ILL items are \$.50/day. Repeated failure to return items by the due date may result in a suspension or loss of interlibrary loan privileges for the patron.
- Patrons have one week from the arrival of an ILL to pick up their item. Repeated failure to pick up an ILL book may result in a suspension or loss of ILL privileges for the patron.
- **We cannot borrow items that have been published in the last 12 months.**

Please be aware that the following items are hard to obtain:

- Genealogical material
- Audiovisual materials (DVDs, CDs, VHS)
- Old or rare books; text books

Library card use

A Cuba Circulating Library card may be used in any of the automated libraries in the Southern Tier Library System (STLS). Individuals holding a library card from any automated library in the STLS may borrow from the Cuba Library. Items may be borrowed from one automated library in the STLS system, and returned to another STLS Library.

App: Dec. 14, 2020, Mar. 10, 2021

This "Policy and Protocol on Recording in the Library Template" is not legal advice; however, it is a fillable template intended to serve as a basis for discussion and review by the library's director, board, and lawyer, as the library considers a policy to address requests and demands to record in the library.

TEMPLATE: Policy and Protocol on Recording in the Library	Related policies: Charter, Bylaws, Code of [Ethics], [Patron Code of Conduct], [Visitor Policy], [insert other]
Adopted by: [INSERT]	Adopted on: [INSERT]

Purpose

This "Policy & Protocol" will be used by the [NAME library] to address non-employees photographing, recording and/or broadcasting/streaming images on library property.

Policy

As a public library, the [NAME Library] is obligated to ensure information access, patron privacy, and library service.

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

The Library will allow all Recording consistent with its Plan of Service, ethics, orderly operations, and mission. The Library reserves the right at all times to refuse any Recording that will negatively impact safety, patron privacy, employee work conditions, and/or routine library operations.

[OPTIONAL: Recording is always allowed, without prior discussion and for any reason, in the following areas: INSERT IF ANY; INCLUDE MAP.]

[OPTIONAL: Recording is never allowed in the following areas: INSERT IF ANY; INCLUDE MAP.]

NOTE: Per the Open Meetings Law, Recording is allowed at all meetings of the Library's Board of Trustees, except for executive sessions. Reasonable restrictions for safety and smooth operations apply.

Protocol

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

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This "Policy and Protocol on Recording in the Library Template" is not legal advice; however, it is a fillable template intended to serve as a basis for discussion and review by the library's director, board, and lawyer, as the library considers a policy to address requests and demands to record in the library.

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

For individuals or media outlets who wish to engage in Recording without notifying the library in advance, please know that any Recording activity that risks negatively impacting safety, patron privacy, employee work conditions, and/or routine library operations, or a violation of our [Patron Code of Conduct] and/or [Visitor Policy], will result in a requirement to cease Recording or to adjust where/how Recording is conducted.

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

Recording with Permission in the Library (Non-commercial)

Requests to Record in the Library for non-commercial purposes, including but not limited to journalism from credentialed journalists, will be confirmed with this permission **whenever time allows**:

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

Recording with Permission in the Library (Commercial)

Requests to Record in the Library for commercial purposes (movies, advertisements, documentaries, modelling sessions, etc.), especially if a film crew and/or multiple people will be present, will be confirmed by a contract, based on the project, and may include insurance requirements and indemnification.

Harassing behavior

The Library recognizes and honors that as a public entity, the public has a right to access information about the Library. To that end, the Library's policies and board materials are on our website, and the public may attend our meetings as required by law.

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

However, as it is a limited public forum whose primary purpose is library service¹, the Library's board of trustees also has the right to set the hours and conditions needed to operate the library, and this includes barring any activity that would impact safety, patron privacy, employee work conditions, and/or routine library operations, or a violation of a library policy.

Policy Summary

[INSERT]

IMPLEMENTATION NOTE (not a part of the policy!)

Trustees considering implementing their own version of this template will notice that this template "Policy & Protocol" references a "Patron Code of Conduct" and/or a "Visitor Code of Conduct", an "appropriate" policy for addressing issues of trespass.

References to these policies are in [brackets] because the names and approaches of these policies vary from library to library. Some public libraries have very detailed rules for patron conduct, as well as separate rules for visitors and vendors. Others have less robust protocols for how they handle issues of behavior, safety, and trespass.

No matter what combination of policies a library will use to govern conduct of non-employees on site, the key is to make sure they are current, that the employees are trained on them, and that they are supported by the Board. For municipal libraries, it is a very good idea to develop such policies together with the village/town/city attorney (especially if the municipality owns the building!).

Another note: whenever possible, this type of policy should be informed by the recent experiences and concerns of the library's employees. After all, while the overall well-being of the library is the job of the board of trustees, the day-to-day operations (like someone recording them in the library!) are in the hands of the employees. Asking the director to channel that input to the board (before the policy is passed) will be worth your time.

And finally, I encourage developing a "policy summary" that is a short version of your library's rules for recording, and dedicating some employee time for training and role-play in applying it (i.e. practicing using it "in the moment"). In my experience, if and when there is a recording issue your library, a board will be grateful the workers did a dress-rehearsal; this is how they will keep cool, reflect the mission of the library, and not create a viral incident, even in the face of pressure.

¹ If you are at an association library, substitute this section in yellow for "as a private, non-governmental association library".

This "Policy and Protocol on Recording in the Library Template" is not legal advice; however, it is a fillable template intended to serve as a basis for discussion and review by the library's director, board, and lawyer, as the library considers a policy to address requests and demands to record in the library.

I hope this template is a helpful resource for your library's own, customized version. I welcome your comments on implementing or working with this suggested policy and protocol.

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