



# Policy Manual

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## **Cuba Circulating Library**

### **Conflict of Interest Policy**

Cuba Library trustees and employees shall adhere to the highest standards of honesty, good faith and fair dealing in all activities relating to the organization.

No trustee, employee or any member of their respective families or households shall accept gifts, gratuities, or favors of any kind from any person, firm or corporation doing business or seeking to do business with the library, and which could reasonably be expected to influence, or create the appearance of influencing, their actions affecting the library.

Without full and complete disclosure to and approval by the Board of Trustees, no trustee or employee shall have any position of influence with, or a material financial interest in, any other entity, the existence of which does or could reasonably be expected to conflict with the proper performance of their duties or responsibilities to library, or which could reasonably be expected to affect their independent judgment and action with respect to transactions between the library and such other entity. If such a position exists, it must be disclosed to the Library Director and to the president of the Board.

Each trustee and the Library Director shall provide the Board of Trustees with a written notification of any transaction or situation that may imply any reasonable doubt concerning the possible existence of a conflict of interest by the director or staff person.

In the event that the library may wish to contract or enter into an arrangement for goods or services under circumstances that may present a conflict of interest affecting one or more of its trustees or employees, the following shall apply. The affected person(s) of the library agree(s) to provide full information to the Board of Trustees to allow the Board of Trustees to approve or disapprove by resolution, with the advantage of full disclosure, such contract or arrangement. The affected person shall recuse himself from the vote.

Annually, and upon start of duties, library trustees and employees shall complete and return to the president of the Board a Disclosure of Interests Form.

The president of the Board shall administer this policy. Any disputed action of the Library Director or other library employee with respect to this policy shall be resolved by the Board of Trustees.

Adopted by the Library Board of Trustees on 03/11/2024

## **Disclosure of Interests Form**

The Conflict of Interest Policy, which sets forth standards of expected conduct, includes a provision that requires trustees and employees to disclose all interests which could result in a conflict.

Please complete and return the enclosed Disclosure of Interests Form. Please be assured that the disclosure requirements are intended to provide the Board with a systematic and ongoing method of disclosing and ethically resolving potential conflicts of interest. Although it is impossible to list every circumstance giving rise to a possible conflict of interest, the following will serve as a guide to the types of activities that might cause conflicts and that should be fully reported:

### **1. Outside Interests**

- A. To hold, directly or indirectly, a position or a material financial interest in any other entity from which the individual has reason to believe the library secures goods or services (including the services of buying or selling stocks, bonds, or other securities), or that provides services competitive with the system.
- B. To compete, directly or indirectly, with the library in the purchase or sale of property or property rights, interests or services.

### **2. Outside Activities**

To render directive, managerial, or consultative services to any outside concern that does business with, or competes with the services of the library, or to render other services in competition with the library.

### **3. Inside Information**

To disclose or use information relating to the library's business for the personal profit or advantage of the individual or their respective families or households.

### **4. Gifts, Gratuities, and Entertainment**

To accept gifts, excessive entertainment, or other favors from any outside concern that does, or is seeking to do, business with, or is a competitor of, the library - under circumstances from which it might be inferred that such action was intended to influence or possibly would influence the individual in the performance of their duties.

This prohibition is not intended to preclude business meals or other nominal benefits in the reasonable and ordinary course of business.

Full disclosure of any situation in doubt should be made so as to permit an impartial and objective determination. It should be particularly noted that disclosure relates not only to yourself, but also to your respective families or households.

TO: President of the Library Board of Trustees

RE: Conflict of Interest Disclosure

A copy of the library’s Conflict of Interest Policy has been furnished to me. I hereby state that I, or members of my respective families or households, have the following affiliations or interest and have taken part in the following transactions that, when considered in conjunction with the position with or relation to the library, might possibly constitute a conflict of interest. (Check “None” where applicable)

**1. Outside Interests**

Identify any interests, other than investments, of yourself or your respective families or households, as described in the first numbered paragraph of the accompanying disclosure form.

None

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**2. Investments**

List and describe, with respect to yourself or your respective families or households, all investments that might be within the category of “financial interest”, as described in the first numbered paragraph of the accompanying disclosure form.

None

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**3. Outside Activities**

Identify any outside activities, of yourself or your respective families or households, as described in paragraph number 2 of the accompanying disclosure form.

None

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**4. Other**

List any other activities in which you or your respective families or households are engaged that may be regarded as constituting a conflict of interest, giving particular attention to the paragraphs numbered 2 and 3 of the accompanying disclosure form.

None

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5. I hereby certify that neither I nor any member of my respective families or households has accepted gifts, gratuities, or entertainment that might influence my judgment or actions concerning the business of the library, except as listed above.

I hereby agree to report to the Board president any further situation that may develop before completion of my next questionnaire.

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Date	Name (Printed or typed)	Signature
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Adopted by the Library Board of Trustees on 03/11/2024



## **Cuba Circulating Library**

### **PERSONNEL POLICY**

**The Cuba Circulating Library Association (“library”) is an Equal Opportunity Employer. No person shall be denied a volunteer or paid position in the library on the basis of any legally prohibited discrimination involving but not limited to: race, religion, color, political beliefs, national or ethnic origin, sex, sexual orientation, age, marital or family status, veteran status or disability.**

**The library complies with the Americans with Disabilities Act (“ADA”) by providing an equal opportunity to all qualified persons with disabilities. The library also provides a reasonable accommodation to applicants and employees with disabilities.**

**The library adheres to the highest standards of honesty, good faith, and fair dealings, as well as the ethics of the American Library Association and the New York Library Association. No employee shall accept gifts, gratuities, or favors which could influence his or her actions affecting the library. No employee shall have a position of influence or a material financial influence in another entity which could pose a conflict of interest for decisions made affecting the library. If a possible conflict of interest exists for a contract or arrangement for goods or services between an employee of the library and an outside entity, it must be disclosed to the Library Director or President of the Board of Trustees in writing.**

#### **I. RECRUITMENT AND HIRING**

##### **A. Positions**

The Library Director will work at least thirty-five (35) hours a week. The Youth Services Coordinator will work at least twenty-five (25) hours a week. All staff are paid hourly. The Library Director supervises all staff. The Board of Trustees supervises the Director.

B. Recruitment

Open positions are first made known to current staff so it can be explored if their experience and talents can meet the need to be filled. If not filled by current staff, open positions for Library Director and Youth Services Coordinator will be advertised in newspapers, appropriate online venues, and with agencies appropriate for announcing said library positions. If not filled by current staff, other open positions will be advertised locally or regionally as deemed necessary for recruitment.

C. Hiring

1. Structured interviews with a committee of Board members will be held for the Library Director and Youth Services Coordinator. At the discretion of the board, the current Library Director may be part of the interview team for any position. At the discretion of the board, the current Youth Services Coordinator may be part of the interview team for Library Director and the Youth Services Coordinator.

2. Structured interviews with the Library Director and one other staff will be held for Library Assistant positions.

3. Other positions will be filled by the Library Director, with or without structured interview, but always on the basis of merit and qualifications.

4. Prior to being hired, a candidate will have their name checked against the New York State Sexual Offenders Registry.

5. In the event a candidate discloses or is discovered to have a criminal conviction, the library shall apply the factors required by law, and shall document any decision based on such convictions, as required by law.

D. Resignation

1. The Director and Youth Services Coordinator shall give six (6) weeks' notice of resignation. Other staff shall give two (2) weeks' notice of resignation.

**II. SALARY/WAGES**

A. The Board of Trustees will determine salaries/wages for all staff.

B. Payroll procedure

1. Payroll period will consist of fourteen (14) consecutive days beginning on a Monday and ending on a Sunday.
2. Payroll checks will be distributed on the first Wednesday following the end of the payroll period.
3. Employee compensation will be a bi-weekly hourly rate determined by the Board of Trustees.
4. Bi-weekly compensation for hourly employees will be determined by the number of hours worked in the payroll period times the rate of pay.
5. Employees eligible for the Paid Family Leave will have deductions taken from their paychecks as prescribed by New York State Law.
6. The library shall secure annual written confirmation of any payroll deductions not authorized by law.

C. IRA contribution

The Library will match up to three percent (3%) of an employee's gross annual wages/salary, if the employee wishes to participate in an IRA Retirement plan. This will be done by payroll deduction. An employee is eligible to retain the amount matched by the employer after one year of employment.

### **III. INSURANCE**

New York State requires most employers to maintain Disability, Worker's Compensation and Paid Family Leave benefits. The library provides such insurance coverages as required by law for the long-term wellness and financial protection of all employees. Each benefit is unique and is administered as described below.

A. Disability

Disability benefits coverage is provided to all employees for an off-the-job injury or illness. These benefits provide temporary weekly cash benefits to replace, in part, wages lost due to injuries or illnesses that do not arise out of or in the course of employment. Disability benefits are also paid to an unemployed worker to replace unemployment insurance benefits lost because of illness or injury.

The library obtains this coverage through a disability benefits insurance carrier who is authorized by New York State's Worker's Compensation Board. This coverage is paid for entirely by the employer. Employees who seek disability benefits shall notify the Director, who shall notify the President of the Board of Trustees, in a timely manner, to file a claim. Employees will be asked to complete and submit a Notice and Proof of Claim for Disability Benefits form. The Worker's Compensation Board is responsible for the review and approval of claims.

## B. Worker's Compensation

Worker's Compensation coverage is insurance that provides cash benefits and/or medical care for workers who are injured or become ill as a direct result of their job. This coverage is paid for entirely by the library, and is obtained through a disability benefits insurance carrier who is authorized by New York State's Worker's Compensation Board.

Employees who are injured or become ill on the job shall seek medical attention immediately. The employee shall also notify the Director of the accident and how it occurred. The Director is responsible for completing an Accident Form immediately following the accident and notifying the President of the Board of Trustees. The Director will file the accident form with the insurance provider.

Employees approved for benefits shall follow the required claims process. Partial use of sick time is allowed to bring compensation up to full normal pay. Employees do not usually accrue credit in the NYS Retirement System unless sick time is used. In that case, credit in the NYS Retirement System would be pro-rated. In any event, such credits are subject to the rules of the Retirement System. The Worker's Compensation Board is responsible for the review and approval of claims.

## C. Paid Family Leave

Paid Family Leave coverage provides employees with job protected, paid leave to bond with a new child, care for a loved one with a serious health condition or to help relieve family pressures when someone is called to active military service abroad.

This coverage is paid for entirely by the employee through biweekly payroll deductions. Deductions are based on a percentage of the employees' weekly wage set by New York State. The library obtains coverage on behalf of the employee through a benefits insurance carrier who is authorized by New York State's Worker's Compensation Board.

Employees who wish to apply for Paid Family Leave shall notify the Director, who shall notify the President of the Board of Trustees, at least thirty (30) days before leave will start. The employee must complete a Request for Paid Family Leave and submit it to the Director, who will notify the President of the Board of Trustees. The Director will complete the employer section of the form and return to the employee within three (3) business days. The employee is responsible for submitting the form and all necessary documentation to the library's Paid Family Leave Insurance carrier. The insurance carrier is responsible for the review and approval of claims.

The Director will administer all claims, unless involved in a claim him/herself, in that case, the President of the Board of Trustees will administer that claim.

#### D. Health Insurance

The library will pay fifty percent (50%) of the cost of a single BCBS of WNY Silver Standard health insurance plan or equivalent, for the positions of the Director and the Youth Services Coordinator. The eligible employee is responsible for the remaining premium. Qualified employees who opt not to use the coverage provided per the section may elect to receive \$3,000.00/year "Alternate Benefit", pro-rated at \$250/month, in any one of the following ways, or a combination of the following ways: 1) payment to a Health Savings Account (not taxed as income); or 2) additional compensation as a stipend (this amount will be considered income and is subject to taxes and withholding). Employees declining coverage and electing the Alternate Benefit must notify the Library by August 31 annually. Once a selection is made, it will stand until timely alternate notice is received.

### IV. EARNED LEAVE

#### A. Holiday Leave

The Library Director and Youth Services Coordinator are paid for holidays that the library is closed. Staff who would otherwise be scheduled to work on that day will also be paid.

#### B. Vacations

1. Beginning after six (6) months of employment, the Library Director shall receive two (2) weeks of paid vacation a year. Beginning after six (6) months of employment, the Youth Services Coordinator shall receive two (2) weeks of paid vacation equal to normal work week hours. After four (4) years of employment, the

Library Director and Youth Services Coordinator shall receive three (3) weeks of vacation equal to normal work week hours. Vacation must be used in the year in which it was earned, unless granted an exception by the Board.

2. Beginning after six (6) months of employment, hourly staff receives one (1) week (of their average regular work week) of vacation a year. Hourly employees earn an additional four (4) hours vacation for every additional year of employment, up to two (2) full weeks of vacation a year. Vacation must be used in the year in which it was earned, unless granted an exception by the Board.

3. Employees who resign can cash out accrued unused vacation, provided they give a timely resignation in keeping with library policy.

#### C. Sick Days

Each employee will accrue sick leave pay at the rate of one and one-quarter hour (1.25) hours per every thirty (30) hours worked. An employee's unused sick leave shall be carried over to the following calendar. Annual sick leave use is capped at 80 hours. All sick leave will be taken pursuant to the provisions of New York Labor Law Section 196-b. An employee will not be paid for unused sick leave upon such employee's termination, resignation, retirement, or other separation for employment.

#### D. Bereavement Leave

Four (4) days of paid mourning leave is granted, equal to the number of hours an employee usually works in a week, per year. Bereavement leave is used for the death of a spouse, child, sibling, parent, grandparent or in-law of the employee.

#### E. Jury Duty

If called to jury duty, employees will be paid equal to the number of hours that employee usually works for up to one (1) week's jury duty.

#### F. Weather and Other Emergency Closings

The library will close due to weather at the discretion of the Library Director. If the library closes because of extreme weather conditions or emergency conditions, employees scheduled to work will be credited with time as if worked.

To be eligible for compensation during a time of emergency closure or reduced hours, employees must be ready, willing and able to work remotely on projects identified by library leadership during their regularly scheduled working hours, and must

complete such duties as assigned. When performing tasks remotely, employees should note the time worked and submit their time to the Library Director via email.

## V. CONDITIONS OF EMPLOYMENT

### A. Job Descriptions

1. The Director and Board of Trustees establish employee classification and job descriptions according to prevailing library practices and the needs of the library. All job descriptions are available to all current employees as well as to applicants.

2. It is the Library Director's responsibility to keep these descriptions current.

### B. Probationary Period

The probationary period is the first three (3) months of an hourly staffer's employment, during which time the employee may work closely with another staff member. The probationary period for the Library Director is six (6) months. At the end of the probationary period, the employee will receive a written evaluation of work. An unsatisfactory evaluation may result in termination.

### C. Hours of Work

1. Evening and Saturday work is a condition of employment in the library and is a part of the customary and usual work week.

### D. Work Environment

1. Employees are expected to be prompt. Employees are encouraged to find their own replacement if possible if they are unable to work. If a replacement cannot be found, the Director is to be notified. There should be at least two (2) employees

on duty in the evening. There should be enough employees to handle the work flow at all other times, ensuring that customer service is prompt.

2. The conduct of personal business while at work, including phone calls, is discouraged.

3. The library building is a non-smoking environment. Smoking is not permitted

in any place in the building or within fifteen (15) feet of the main entrance of the library in accordance with New York State Law.

E. Personal Appearance

Employees are expected to dress in a professional manner which reflects their position. At all times, an employee's appearance should be neat, clean, respectful of others, and garments should not pose a safety hazard.

F. Social Media

Library staff are welcome to interact with the library's social media outlets using their personal social media accounts, including but not limited to commenting, reposting, etc. original library posts. However, library staff may not use social media to violate the library and/or patron's privacy and may not use any social media outlets to speak for the library (i.e., preface any posts dealing with the library but not promoting specific events or programs with a statement like 'The following doesn't represent the library or library board's opinions').

G. Breaks

Employees receive a paid fifteen (15) minute break for each complete four (4) hours worked. If an employee is at work more than six (6) hours a day, that employee must take a 30-minute unpaid break. Staffing plans and breaks shall be structured to ensure break times do not leave the circulation desk unattended during hours the library is open.

**VI. TRAINING**

A. Staff Development

Staff is expected to attend pertinent training and meetings, including monthly staff meetings. With the approval of the Library Director, workshop fees are paid by the library. Mileage to meetings and training is paid at the prevailing Internal Revenue Service rate.

**VII. EVALUATIONS**

Evaluations of all staff will be done annually. Prior to the meeting the employee will be given a copy of the evaluation form on which to note special accomplishments of the year. Thus the employee and Director work together on the evaluation and also work together on the goals for the coming year. The form is signed by both the Director and the employee. The Director is evaluated in the same manner annually by the Board of Trustees in accordance with their hire date



## **VIII. REPORTING COMPLAINTS AND CONCERNS**

### **A. Employee Grievance**

1. An employee with a grievance will define that problem in writing and submit it to the Director and/or the Chair of the Personnel Committee. If the problem is not resolved to the satisfaction of the employee within fifteen (15) working days, a written complaint with details should be submitted to the Board of Trustees by the employee. After hearing from the employee and the Director, the final decision of the Board of Trustees will be rendered in writing within thirty (30) days of the receipt of the complaint. If the complaint is not resolved to the satisfaction of the employee, any further action is the sole responsibility of the employee.

### **B. Concerns about Theft or Failure to Follow Policy**

1. [Whistleblowers Policy](#)\* See Attached Cuba Circulating Library Association Whistleblower/Ethical Behavior Policy for further details.

### **C. Reporting Illegal Discrimination and Harassment**

1. An employee concerned that they have experienced or witnessed sexual harassment may report it to the Director or a trustee per the library's Sexual Harassment Prevention Policy, and may use the same protocol to report other types of illegal discrimination.
2. Trustees, the Director, and the Youth Services Coordinator are required to report any harassment they witness as required by the policy.

## **IX. CUSTOMER SERVICE**

The first duty of all employees is to serve the customer. Courtesy and a spirit of excellence in customer service are the first requisites of a staff member. All customers are served on a first come, first served basis, and business like and cordial conduct is presupposed at all times.

Personal conversations should be kept to a minimum and should never take precedence over customer service. Maintaining confidentiality of customer records and customer behavior is a requisite of the job.

## **X. EMPLOYEE CONSIDERATIONS**

Library employees are able to make copies at half the public's cost.

## **XI. DISCIPLINARY ACTION**

Cuba Library employees are required to follow library policies and procedures and to meet acceptable standards of conduct normally expected in an office environment.

Any employee who engages in illegal, abusive, harmful, disrespectful, or insubordinate conduct, or violates library policy will be subject to discipline, which may range from verbal warnings to termination of employment.

Following is the normal sequence of steps that should be followed while recognizing concern for the rights and interests of each employee and the library:

Step 1 – Verbal warning by supervisor to employee

Step 2 – Written warning by supervisor to employee

Step 3 – Probation and/or suspension

Step 4 – Termination

Depending on the seriousness of the infraction, and at the discretion of the supervisor, steps 1 & 2 may be repeated or skipped. Each case is considered on an individual basis by the library director.

Verbal Warning: The first step in resolving work-related behavioral problems is usually for the library director to inform the employee of the infraction and request the employee to respond to the allegation or complaint. It provides the employee and the director with an opportunity to verbally discuss problems and to determine when and how these problems can be corrected. A memo of the warning will be placed into the employee's personnel file.

Written Warning: In documenting the infraction, the following outline should normally be followed:

- A. The specific nature of the violation or undesirable behavior, and the date of occurrence
- B. Previous discussion or discussions of this issue

- C. Previous disciplinary actions taken, if any
- D. Method or methods of discipline, if any
- E. Course of action to be taken in the future if the behavior is repeated
- F. Description of what constitutes improved behavior or conformance to policy and appropriate deadline.

The employee must review the memorandum and acknowledge, in writing, that he/she has read it. The memorandum is to be placed in an employee's personnel file immediately after review and discussion with employee. The employee is to receive a copy as well.

Probation and/or suspension: The length of the probation or suspension period is at the discretion of the Director, as is salary compensation provided to the employee during this period.

A serious breach of conduct may result in immediate probation, suspension, or termination.

## **XII. Policy Changes**

This document is intended to confirm the routine, day-to-day conditions for working at the library, but it is not a contract; to the degree it may do so by law, the board reserves the right to amend any policy or practice in this manual without notice.

In particular, practices set forth in this manual may be changed to address exigent circumstances, emergencies, and evolving situation.

Any input on the content of this manual may be communicated to the Director for consideration by the board.

## **EMPLOYEE ACKNOWLEDGEMENT**

I have received my copy of the Personnel Policies of the Cuba Circulating Library and I understand that it is my responsibility to read and comply with these policies.

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Employee Signature

Date

Adopted: July 14, 2003

Rev: 07/12/2004, 12/13/2004, 11/10/08, 05/09/2011, 06/18/2012, 11/10/2014, 08/2018, 04/08/2019, 05/15/2019, 03/30/2020, 12/14/2020, 02/08/2021, 01/09/2023, 11/13/2023

## **CUBA CIRCULATING LIBRARY**

### **Director Evaluation Policy**

#### **Working Together – Board & Director Responsibilities**

The Cuba Circulating Library Board of Trustees is responsible for selecting, hiring and regularly evaluating a qualified Library Director.

In addition to this responsibility, the Library Board is charged with working in partnership with the Library Director to:

1. create and develop the mission of the library
2. plan and evaluate the library's service program based on community needs
3. secure adequate funding
4. exercise fiduciary responsibility
5. adopt policies regarding library governance
6. maintain facility needs
7. promote the library to the community
8. conduct library business in a legal, ethical and transparent manner
9. incorporate practices of diversity, equity and inclusion to promote a just library

In return, the Library Director is equally accountable for working with the Board of Trustees on all library matters that fall under Library Board responsibilities by developing a healthy institutional culture for staff, volunteers, patrons and community members to ensure successful public library services. Specific responsibilities are highlighted within the Library Director's Job Description.

#### **Process**

The Library Director of the Cuba Circulating Library shall have their performance and salary evaluated annually in accordance with the anniversary date of the Library Director's hiring by the Board of Trustees.

The performance evaluation will be developed by the Board of Trustees based on the following:

- Goals and objectives as mutually established by the Board and Director.
- Execution of duties and responsibilities as described in the Director's Job Description
- Accomplishment of the library's goals as described in the Strategic Plan.

Assessment for the performance evaluation may utilize the following means:

- Survey of the Library's Board of Trustees
- Analysis of library performance
- Director's self-evaluation and list of accomplishments

Upon completion of assessment, the Personnel Committee shall present the written performance evaluation along with any supporting data to the Board for approval. The Personnel Committee may make a recommendation for salary change to the Board of Trustees to be effective in January of the next fiscal year.

Considerations for determining salary change may include:

- Overall results of assessment as summarized in written performance evaluation
- A comparison to other Library Director wages

In the case of a newly hired Library Director, a six-month progress report shall be conducted based on realistic objectives established by the Board of Trustees and the Library Director at time of hire. The new Library Director will also have a one-year anniversary evaluation to begin the annual evaluation process detailed in this policy. Objectives for one-year anniversary are similar to the objectives established at time of hire.

The Library Director may submit a written reply to the Library Board in the form of a letter that serves as supporting documentation to the review process. The letter can support or disagree with comments shared by the Library Board within the written review.

A written copy of all evaluations furnished by the Board, and signed by the Board President and Library Director, along with supporting documents shall be filed in the Library Director's personnel file, and made available to the Board of Trustees or Library Director upon request.

Adopted by the Cuba Circulating Library Board of Trustees 04/12/2021

## **Cuba Circulating Library**

### **CONFIDENTIALITY OF LIBRARY RECORDS**

Confidentiality of library records is necessary to protect our First Amendment rights, a core value of libraries of all types. Without confidentiality about our viewing and reading, our freedom to view and read constitutionally protected speech is curbed and our strength as a democratic institution is diminished.

In keeping with the Consolidated Laws of New York State (Civil Practice Laws and Rules, Sec. 4509) and the core values of librarianship, the library will hold all library records and inquiries confidential.

For people to make full and effective use of library resources, they must feel unconstrained by the possibility that others may become aware of the books they read, the materials they use or the questions they ask. Therefore, the library's Board of Trustees has adopted the following guidelines concerning disclosure.

The library will hold as confidential the following information:

1. A patron's name (or whether an individual is or has been a registered borrower)
2. A patron's address
3. A patron's phone number
4. A patron's borrowing records
5. The number or character of questions asked by a patron
6. The frequency or content of a patron's lawful visits to the library

Any other information supplied to the library or gathered by it shall not be given, made available or disclosed to any individual, corporation, institution, government agency or other agency without a valid process order or subpoena. Upon presentation of such, the library shall resist its enforcement until such a time as proper showing of good cause had been made in a court of competent jurisdiction. If the process or subpoena is not in proper form or good cause has not been shown, insistence shall be made that such defects be cured before any records are released.

Children have the same rights under this law as adults. Signing a minor's library card application only shows acceptance for the responsibility of fines and fees; it does not exempt parents or guardians from New York law.

Adopted Dec 2007; Revised Dec 2007, April 08, 2024

## **Cuba Circulating Library**

### **SAFETY POLICY**

**PURPOSE:** The Cuba Circulating Library is committed to providing a healthy and safe work environment for its employees and preventing occupational illness and injury. The Safety Policy of Cuba Circulating Library is designed to comply with the Standards of the Occupational Safety and Health Administration, and to endeavor to maintain a safe and injury/illness free workplace, as well as a safe place for patrons.

Compliance with the following Safety Policy and all items contained therein is mandatory for all employees of the library. The authorization and responsibility for enforcement has been given primarily to the Library Director. The Youth Services Coordinator shares in this responsibility as well.

**POLICY:** It is library policy that accident prevention be a prime concern of all employees. This includes the safety and well-being of our employees, and patrons, as well as the prevention of damage to property and equipment.

Firearms, alcoholic beverages, or illegal drugs are not allowed on library property at any time. The use or possession of illegal drugs or alcoholic beverages by employees on the jobsite will result in immediate termination.

This Safety Policy applies to all employees of the Cuba Circulating Library. The Safety Rules also apply to subcontractors and anyone who is on a library project site. Every employee is expected to comply with the Safety Policy, as well as OSHA Health and Safety Standards.

#### **Reporting of Injuries**

All employees will be held accountable for filling out an Accident Report (see attached) immediately after an injury occurs, even if medical treatment is not required. Notice must be made at or near the time of the injury and on the same day of the injury. Employees must report the injury to the Library Director. A casual mention of the injury will not be sufficient. Failure to report an injury immediately is a violation of the Safety Policy and may lead to employee disciplinary action.

Contact information for witnesses shall be taken at the time of the incident. Photographs of the area where the incident occurred and any other relevant items are to be taken. The completed accident report form will be sent to the property insurance company and shared with the library Board of Trustees at the Director's discretion.

App: Dec. 14, 2020

## **Cuba Circulating Library**



## OPIOID OVERDOSE PREVENTION PROGRAM

**PURPOSE:** To combat the continuing rise in opioid related deaths in New York State and potentially save a life.

**POLICY:** The Cuba Circulating Library has instituted an Opioid Overdose Prevention Program Policy. The Cuba Circulating Library will partner with Southern Tier Health Care Systems, Inc., and will adhere to all requirements stipulated by the partner organization. To combat the continuing rise in opioid related deaths in New York State, laws were recently amended to allow New York State's Public Libraries to participate in opioid overdose prevention programs by partnering with a NYSDOH Registered Opioid Overdose Prevention Program operated by another organization. Public Libraries who choose to participate and act reasonably and in good faith, shall not be subject to criminal, civil or administrative liability solely by administering naloxone and may maintain IN naloxone on-site in adequate supplies. Choosing to participate permits employees who volunteer, and volunteer workers, to be trained in accordance with public health laws to administer IN naloxone without liability.

### Applicable New York State Laws

- **Education Law §922 & Commissioner's Regulations §136.8**: permits schools districts, boards of education, charter schools, non-public schools, and public libraries to participate in opioid overdose prevention programs.
- **Public Health Law §3309 and its implementing regulation (10NYCR §80.138)**: establishes opioid overdose prevention programs which allow trained individuals to administer naloxone. Under this law and regulations, administration of naloxone shall be considered first aid or emergency treatment for purposes of any statute relating to liability.

App: Dec. 14, 2020

**CUBA CIRCULATING LIBRARY INCIDENT REPORT**

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

Time of accident: \_\_\_\_\_

Place of accident: \_\_\_\_\_  
\_\_\_\_\_

Name of injured party: \_\_\_\_\_

Address of injured party: \_\_\_\_\_  
\_\_\_\_\_

Telephone (Home): \_\_\_\_\_ (Business): \_\_\_\_\_

Witnesses:

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

Address of witness: \_\_\_\_\_  
\_\_\_\_\_

Telephone (Home): \_\_\_\_\_ (Business): \_\_\_\_\_

Witnesses:

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

Address of witness: \_\_\_\_\_  
\_\_\_\_\_

Telephone (Home): \_\_\_\_\_ (Business): \_\_\_\_\_

Detailed description of incident: \_\_\_\_\_  
\_\_\_\_\_

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Action taken by staff: \_\_\_\_\_

Report submitted by: \_\_\_\_\_

The statements on this report are true to the best of my knowledge: \_\_\_\_\_

*(Signature of accident victim)*

*Keep one copy. Send second copy to insurance agent.*

App: Dec. 14, 2020

## **Cuba Circulating Library**

### **WHISTLEBLOWER AND ETHICAL BEHAVIOR POLICY**

**PURPOSE:** The Cuba Circulating Library Association requires Trustees, employees, and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Representatives of this organization must practice honesty, fair dealings, and integrity while fulfilling their responsibilities and comply with all applicable laws and regulations.

**POLICY:** A Trustee, employee, or volunteer has a responsibility to report concerns of harassment, questionable accounting or auditing, and violation of policy set by this organization. Anyone reporting a concern must act in good faith and have reasonable grounds for their reporting.

A report by an employee, Trustee, or volunteer should be made to their immediate supervisor, if practicable, otherwise it is to be reported to any currently serving Trustee of the Board of Trustees, or any appropriate legal entity.

There will be an immediate investigation and necessary steps will be taken to resolve the reporter's concern. If it is decided that the concern is unwarranted or that no steps will be taken to resolve the concern, no further action is required. If the reporting Trustee, employee or volunteer feels the matter has not been resolved, the Director or President of the Board of Trustees has the responsibility of further investigation/action.

Reports of concern and their investigations shall be kept confidential to the extent possible.

This Whistleblower and Ethical Behavior Policy is intended to enable Trustees, employees, and volunteers within the Cuba Circulating Library Association to raise concerns for investigation and appropriate action. No Trustee, employee, or volunteer who in good faith, reports a concern shall be subject to retaliation or, in the case of an employee, adverse employment consequences. Moreover, a Trustee, employee, or volunteer who retaliates against someone who has reported a concern in good faith shall be subject to discipline.

App: 02/13/2017

Rev: 12/14/2020

## Cuba Circulating Library

### SEXUAL HARASSMENT POLICY

**PURPOSE:** Cuba Circulating Library is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. Cuba Circulating Library has a zero-tolerance policy for any form of sexual harassment, and all employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of Cuba Circulating Library’s commitment to a discrimination-free work environment.

Sexual harassment is against the law. All employees have a legal right to a workplace free from sexual harassment, and employees can enforce this right by filing a complaint internally with Cuba Circulating Library, or with a government agency or in court under federal, state or local anti-discrimination laws.

### POLICY:

1. Cuba Circulating Library Policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business with the library.
2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action, up to and including termination.
3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse employment action including being discharged, disciplined, discriminated against, or otherwise subject to adverse employment action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. The library has a zero-tolerance policy for such retaliation against anyone who, in good faith, complains or provides information about suspected sexual harassment. Any employee of the library who retaliates against anyone involved in a sexual harassment investigation will be subject to disciplinary action, up to and including termination. Any employee, paid or unpaid intern, or non-employee<sup>1</sup> working in the workplace who believes they have been subject to such retaliation should inform the Library Director or the Board of Trustees president. Any employee, paid or unpaid intern or non-employee who believes they have been a victim of such retaliation may also seek compensation in other available forums, as explained below in the section on Legal Protections.

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<sup>1</sup> A non-employee is someone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in the workplace. Protected non-employees include persons commonly referred to as independent contractors, “gig” workers and temporary workers. Also included are persons providing equipment repair, cleaning services or any other services provided pursuant to a contract with the employer.

*Adoption of this policy does not constitute a conclusive defense to charges of unlawful sexual harassment. Each claim of sexual harassment will be determined in accordance with existing legal standards, with due consideration of the particular facts and circumstances of the claim, including but not limited to the existence of an effective anti-harassment policy and procedure.*

4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and subjects the library to liability for harm to victims of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who knowingly allow such behavior to continue, will be penalized for such misconduct.
5. Cuba Circulating Library will conduct a prompt, thorough and confidential investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.
6. All employees are encouraged to report any harassment or behaviors that violate this policy. The library will provide all employees a complaint form for employees to report harassment and file complaints.
7. The Library Director is required to report any complaint that they receive, or any harassment that they observe to the Board of Trustees president.
8. This policy applies to all employees, paid or unpaid interns, and non-employees and all must follow and uphold this policy. This policy must be posted prominently in all work locations and be provided to employees upon hiring.

### **What Is “Sexual Harassment”?**

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, gender identity and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual’s sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive work environment, even if the complaining individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual’s employment.

A sexually harassing hostile work environment consists of words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an

individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, or which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.

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

### **Examples of sexual harassment**

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical assaults of a sexual nature, such as:
  - Touching, pinching, patting, grabbing, brushing against another employee's body or poking another employees' body;
  - Rape, sexual battery, molestation or attempts to commit these assaults.
  
- Unwanted sexual advances or propositions, such as:
  - Requests for sexual favors accompanied by implied or overt threats concerning the victim's job performance evaluation, a promotion or other job benefits or detriments;
  - Subtle or obvious pressure for unwelcome sexual activities.
  
- Sexually oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experience, which create a hostile work environment.
  
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
  - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
  
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
  - Interfering with, destroying or damaging a person's workstation, tools or

equipment, or otherwise interfering with the individual's ability to perform the job;

- Sabotaging an individual's work;
- Bullying, yelling, name-calling.

### **Who can be a target of sexual harassment?**

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. A perpetrator of sexual harassment can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

### **Where can sexual harassment occur?**

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises or not during work hours.

### **What is "Retaliation"?**

Unlawful retaliation can be any action that would keep a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation.

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in "protected activity." Protected activity occurs when a person has:

- filed a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- complained that another employee has been sexually harassed; or
- encouraged a fellow employee to report harassment.

### **Reporting Sexual Harassment**

**Preventing sexual harassment is everyone's responsibility.** The Cuba Circulating Library cannot prevent or remedy sexual harassment unless it knows about it. Any employee, paid or unpaid intern or nonemployee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to the Library Director or the Board of



Trustees president. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to the library Board or the Board of Trustees president.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy, and all employees are encouraged to use this complaint form. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee's behalf.

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

### **Supervisory Responsibilities**

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, are required to report such suspected sexual harassment to the director or a trustee.

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue. Supervisors and managers will also be subject to discipline for engaging in any retaliation.

### **Complaint and Investigation of Sexual Harassment**

*All* complaints or information about suspected sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner, and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, and should be completed within 30 days. The investigation will be confidential to the extent possible. All persons involved, including complainants, witnesses and alleged perpetrators will be accorded due process to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. Employees who participate in any investigation will not be retaliated against.

Investigations will be done in accordance with the following steps:

- Upon receipt of complaint, the Library Director will conduct an immediate review of the allegations, and take any interim actions, as appropriate. If the complaint is oral, encourage the individual to complete the "Complaint Form" in writing. If they refuse, prepare a Complaint Form based on the oral reporting.
- If documents, emails or phone records are relevant to the allegations, take steps to obtain and preserve them.

- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses;
- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
  - A list of all documents reviewed, along with a detailed summary of relevant documents;
  - A list of names of those interviewed, along with a detailed summary of their statements;
  - A timeline of events;
  - A summary of prior relevant incidents, reported or unreported; and
  - The final resolution of the complaint, together with any corrective action(s).
- Keep the written documentation and associated documents in the employer's records.
- Promptly notify the individual who complained and the individual(s) who responded of the final determination and implement any corrective actions identified in the written document.
- Inform the individual who complained of their right to file a complaint or charge externally as outlined below.

### **Legal Protections and External Remedies**

Sexual harassment is not only prohibited by Cuba Circulating Library but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at the library, employees may also choose to pursue legal remedies with the following governmental entities at any time. New York State Division of Human Rights (DHR) The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with DHR or in New York State Supreme Court.

Complaints with DHR may be filed any time within three years of the alleged harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, within three years of the alleged discrimination. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to the library does not extend your time to file with DHR or in court. The three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that discrimination has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If discrimination is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to act to stop the

harassment, or redress the damage caused, including paying monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458, (718) 741-8400, [www.dhr.ny.gov](http://www.dhr.ny.gov). Contact DHR at (888) 392-3644 or visit [dhr.ny.gov/complaint](http://dhr.ny.gov/complaint) for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

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

The EEOC enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. If an employee believes that they have been discriminated against at work, they can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (1-800-669-6820 (TTY)), visiting their website at [www.eeoc.gov](http://www.eeoc.gov) or via email at [info@eeoc.gov](mailto:info@eeoc.gov)

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

## **Local Protections**

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit [www.nyc.gov/html/cchr/html/home/home.shtml](http://www.nyc.gov/html/cchr/html/home/home.shtml)

## **Contact the Local Police Department**

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

App: Oct. 11, 2018

Rev: Dec. 14, 2020, Mar. 11, 2024

# **Cuba Circulating Library**

## **Complaint Form for Reporting Sexual Harassment Cuba Circulating Library**

New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form for employees to report alleged incidents of sexual harassment.

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to the Library Director or president of the Board of Trustees. Once you submit this form, your employer must follow its sexual harassment prevention policy and investigate any claims.

If you are more comfortable reporting verbally or in another manner, your employer is still required to follow its sexual harassment prevention policy by investigating the claims as outlined at the end of this form.

**For additional resources, visit: [ny.gov/combating-sexual-harassment](http://ny.gov/combating-sexual-harassment)**

### **COMPLAINANT INFORMATION**

**Name:**

**Home Address:**

**Work Address:**

**Home Phone:**

**Work phone:**

**Job Title:**

**Email:**

**Select Preferred Communication Method: (Please select one)**

In-person                      phone call                      email

**COMPLAINT INFORMATION**

1. Your complaint of Sexual Harassment is made against:

Name:

Title:

Address (work/home):

Phone (work/home):

Relationship to you: \_\_\_ Supervisor  
                                 \_\_\_ Subordinate  
                                 \_\_\_ Co-worker  
                                 \_\_\_ Patron  
                                 \_\_\_ Other

2. Please describe the conduct or incident(s) that is the basis of this complaint and your reasons for concluding that the conduct is sexual harassment. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

3. Date(s) sexual harassment occurred:

Is the sexual harassment continuing?

4. Please list the name and contact information of any witnesses or individuals that may have information related to your complaint: *The last two questions are optional, but may help facilitate the investigation.*

5. Have you previously complained or provided information (verbal or written) about sexual harassment at the Cuba Circulating Library? If yes, when and to whom did you complain or provide information?

*Employees that file complaints with their employer might have the ability to get help or file claims with other entities including federal, state, or local government agencies in certain courts.*

6. Have you filed a claim regarding this complaint with a federal, state, or local government agency?

Have you instituted a legal suit or court action regarding this complaint?

Have you hired an attorney with respect to this complaint?

*I request that Cuba Circulating Library investigate this complaint of sexual harassment in a timely and confidential manner as outlined below, and advise me of the results of the investigation.*

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

## **Instructions for Employers**

If you receive a complaint about alleged sexual harassment, you must follow your sexual harassment prevention policy by investigating the allegations through actions such as:

- Speaking with the employee
- Speaking with the alleged harasser
- Interviewing witnesses
- Collecting and reviewing any related documents

You should create a written document of the findings of the investigation, along with any corrective actions taken and notify the employee and the individual(s) against whom the complaint was made. This may be done via email.

App: Oct. 2018

Rev: Mar. 11, 2024

## **Cuba Circulating Library**

### **SOCIAL MEDIA POLICY**

Cuba Circulating Library social media sites are intended to inform community members about programs, services, events and educational opportunities taking place at the library, within the library's community, or at other Southern Tier Library System (STLS) member libraries. Our sites also encourage dialogue, the exchange of information and ideas between the library, STLS member libraries and community members.

Social media is defined as any web application, site, or account registered to the library that facilitates the sharing of information and ideas about library – related subjects, community events or library system services. Social media formats include blogs, listservs, websites, social networks, and any other digital platforms that facilitate information exchange.

The library reserves the right to create, edit, and remove any content on its social media sites created by library staff, member libraries, or community members. Content comprises posts, comments, messages, and all other types of written, visual, or audio content.

The library strives to foster a positive, creative, and healthy social media experience. Anyone who interacts with social media formats in contrast to this belief will be blocked from use. Content containing the following is against library policy and will be removed:

- slanderous, libelous, threatening or defamatory statements
- copyrighted or trademarked material
- spam
- content not related to the STLS mission, its programs, events, resources, or materials
- advertising or sale of merchandise or services, or charitable solicitations or political campaigning
- duplicate posts from the same individual
- inappropriate/obscene/off-topic posts, images, or comments
- specific and imminent threats

The library encourages community members and other STLS member libraries to comment on or share library posts. The sharing of ideas about related subjects, resources and programs is also permitted. Comments or postings by community members and other libraries does not indicate library endorsement.

Community members and other STLS member libraries are responsible for their own content and should be aware that they may be held liable for commentary that is defamatory, obscene,



proprietary, or libelous by any offended party, not just the library. By choosing to comment on library social media sites, individuals agree to these terms. The library does not collect, maintain, or otherwise use personal information stored on any third-party social media sites, other than to communicate with users.

### **Library Staff Responsibilities**

Employees who contribute to library social media accounts shall present content in a professional manner, check facts, cite sources, avoid copyright infringement, present balanced views, acknowledge and correct errors, and check grammar and spelling before posting. Employees shall not discuss confidential, work-related matters through social media.

Content that is posted on library-sponsored social media sites is subject to the Freedom of Information Act and records retention requirements.

Library staff are public employees and cautioned that content shared pursuant to official duties is not protected speech under the First Amendment and may form the basis for discipline if deemed a violation of library policy or procedure. Employees shall keep in mind the following best practices.

When representing library via social media, staff shall:

- conduct themselves at all times as representatives of the library
- identify themselves by name as library personnel, when appropriate
- not make statements about patrons, or post, transmit, or otherwise disseminate confidential information in violation of library confidentiality policy
- Not represent postings as official library opinion or policy, unless this has been clearly approved by the library director
- Not conduct political activities or personal business
- Observe and abide by all copyright, trademark, and service mark restrictions in posting materials to social media.

App: July 11, 2016

Rev: Dec. 14, 2020; April 9, 2024

## **Cuba Circulating Library**

### **VOLUNTEER POLICY**

**PURPOSE:** The Volunteer Program of the Cuba Circulating Library creates opportunities for individuals to feel personal satisfaction while performing a valuable service for the community. The program serves as a method for encouraging area residents to become familiar with their library and its services, and supplements the efforts of paid library staff.

**POLICY:** A volunteer is a person who performs tasks for the Cuba Circulating Library without wages, benefits, or expectation of compensation of any kind. Volunteers do not replace paid staff but enhance and extend their services and are not considered employees of the library.

Selection of volunteers is based on the needs of the library at any given time, the qualifications, skills and interests of applicants, and the volunteer's ability to commit to a consistent and ongoing schedule of hours.

All volunteers must submit an application. The screening process includes an interview, background check, orientation, training, supervision, and follow-up. Volunteer applicants are submitted for background check to:

Justice Criminal Services  
c/o Sexual Offenders Registry  
4 Tower Place  
Albany, NY 12203-3764  
By mail, or faxed to 518-485-5805.

Anyone with a sexual offense conviction is ineligible to volunteer. The minimum age requirement for adult volunteers is 18 years old. For teen volunteers, the minimum age is 13 years old.

Prior to being assigned to a volunteer position, volunteers will be interviewed to ascertain their suitability for, interest in, and ability to meet the requirements of the position, factors that will have a bearing on placement of volunteers.

Volunteers are accepted and enrolled by the library upon successful completion of the above screening process.

Applications will be kept on file for a period of one year. Applicants will be called if a project is identified that matches their interests and qualifications.

Library staff cannot volunteer at the library. The library cannot guarantee a position for each potential volunteer.

The library reserves the right to reject volunteer applications and to discontinue volunteer opportunities at any time at the discretion of the Library Director.

Opportunities for volunteer placements are identified by library staff and Library Director. The library accepts the service of any volunteer with the understanding that such service does not constitute an obstruction to, or conflict with, the provision of services to patrons or others.

In the event of an opening for a paid position within the library, volunteers who apply for the position shall be treated and evaluated on the same basis as all other applicants.

All volunteers will receive an orientation to the organization and will be provided with necessary training for satisfactory volunteer performance.

Volunteer assignments will be made for specific time periods to enable the staff to plan their work.

Volunteers are expected to:

- arrive at the library in time to begin work as scheduled or call the library in advance if they will be absent. Each volunteer should ask staff members for guidance as needed to complete their tasks.
- present a good image to the community.
- act in accordance with library policies and reflect positive customer service attitudes to all library patrons.
- maintain the confidentiality of all proprietary or privileged information that they may be exposed to while serving as a volunteer, whether this information involves staff, volunteers, patrons, or other persons, or involves the overall business of the library.
- dress appropriately for the conditions and performance of their duties and in compliance with the library's Personnel Policy, which will be provided to the volunteer at orientation.

Volunteers who do not adhere to the policies and procedures of the library or who fail to satisfactorily meet the expectations of their volunteer assignments are subject to dismissal.

All personal volunteer information is collected for internal purposes only and is considered confidential.

Nothing in this policy shall be deemed to create a contract between the volunteer and the Cuba Circulating Library. The volunteer and the Cuba Circulating Library have the right to terminate the volunteer's association with the library at any time, for any reason, with or without cause.

App: Oct. 11, 2018

Rev: Dec. 14, 2020

## **Cuba Circulating Library**

### **FINANCIAL CONTROLS POLICY**

**PURPOSE:** It is the purpose of this policy of the Cuba Circulating Library that no one person has sole access to or control of the monetary deposits and disbursements of the library.

#### **POLICY:**

##### **Cash, Checks, Gifts and Memorials**

There are procedures that will be strictly adhered to regarding receiving and disbursing cash, checks, gifts and memorials. These procedures are on file in the Procedures Manual.

##### **Credit cards, online banking, and check writing**

The Director, the Youth Services Coordinator, Board Financial Officer, Board President, and the Bookkeeper have the authorization to sign checks. All checks over \$500 require two signatures.

The Director and the Youth Services Coordinator are authorized to use the library's charge cards, which are in their possession or locked in the Director's desk.

Director and Bookkeeper are authorized to pay bills online. Director will provide Financial Officer with statements for online payments monthly or as requested.

##### **Transfer of Funds**

The Financial Officer of the Board of Trustees or the Library Director is authorized to transfer funds out of the library's Morgan Stanley accounts. The transaction request will be approved through a board motion and recorded in meeting minutes. Minutes must be provided to Morgan Stanley.

##### **Disposal of Financial Records**

Any financial records that are disposed of shall be pursuant to the Policy of Retention of Documents.

##### **Audit and Financial Review**

A full audit will be performed once every seven years or upon the following circumstances: the request of the Board of Trustees, changeover of director, or changeover of bookkeeping services. A financial review will be done annually by a professional accounting firm.

## **Purchasing**

There are procedures that will be strictly adhered to regarding purchasing. These procedures are on file in the Procedures manual. No staff member, except the Director, may commit the library to spend money.

## **Fiscal Controls When Collaborating with Another Entity**

To reduce costs and avoid risk, whenever possible, the Library will not support or serve as the agent for collecting donations or revenue for another entity with which it is jointly providing programming.

However, from time to time, the Library may help present an event that requires the coordinated payment, acceptance, and transfer of money or in-kind donations between the Library and the collaborating party. When that is the case, to ensure adherence to all relevant laws, regulations, and policies, every such event shall be governed by written, signed terms for the handling of such monies. Such written, signed terms shall be tailored to the specific circumstances of the event and shall set out the manner in which the parties will abide by all relevant policies, including but not limited to:

- Conflict of Interest
- Fiscal Controls (including those governing cash handling, acceptance of payment, payments, approved credit card use, acceptance of credit cards/PCI compliance, deposit, remission of funds, and accounting)
- Bar on political activity
- Relevant tax considerations

The written agreement shall be reviewed and approved by the Financial Officer before being signed by the Director, no less than two weeks before the event.

For entities that frequently collaborate with the Library (local charities, Friends, etc.), a standing agreement reviewed once per year by the respective organizations may be used, so long as it contemplates all forms of accepting and remitting money and confirms the process for the sharing or remission of the same.

App: April 14, 2008.

Rev: April 12, 2010, Feb. 8, 2015, Oct. 14, 2019, Dec. 14, 2020, Dec. 13, 2022, Sept. 11, 2023

## Cuba Circulating Library

### PROCUREMENT POLICY

**PURPOSE:** Cuba Circulating Library shall follow the provisions of New York State law regarding public work and purchase contracts.

**POLICY:** All purchase contracts in excess of \$20,000 shall be subject to competitive bidding. Purchase contracts are defined as goods and services, including building and grounds projects. The Director is authorized to approve purchases that do not exceed \$10,000.

Under normal circumstances, contracts shall be awarded to the lowest responsible bidder. Circumstances under which the contract may not be awarded to the lowest responsible bidder may include, but are not limited to: (1) vendor cannot guarantee delivery of goods or services within the time frame or under the conditions established by the library; (2) vendor's terms of payment are disadvantageous to the library; (3) vendor cannot comply with the full specifications set forth in the bid; and (4) vendor's after-purchase support services are deemed inadequate.

For all materials and services not subject to competitive bidding, the library will solicit at least three competitive quotations for public works and purchase contracts. Such price quotes will be either written or verbal based on the following criteria:

Procedures for procurement of such purchase contracts not subject to competitive bidding:

<u>Dollar Limit</u>	<u>Procedure</u>
Under \$1,500	Discretion of authorized staff
\$1,500 – \$4,000	Documented verbal from at least three separate vendors (if available)
\$4,001 – \$20,000	Formal written quotes from at least three separate vendors (if available)

In emergencies, verbal quotes should be obtained, insofar as is practical under the circumstances.

Reasons to dispense with competitive bidding or quotations may include: true leases, professional services, sole source procurements, and federal, state, county, town, Southern Tier

Library System contracts, articles manufactured in state correctional institutions or from agencies for the blind and severely disabled. The process of soliciting competitive quotations, as long as the procurements are below the bid thresholds, is not necessary if the procurement adds to an existing system, and it is in the library's best interest to deal with one vendor for a particular system.

Documentation for leases of personal property will include written quotes, cost-benefit analysis of leasing versus purchasing, and other necessary considerations. The library will note that the contract is a true lease and not an installment purchase contract.

Documentation for insurance will include bid advertisements, specifications and the awarding resolution. Alternatively, written or verbal quotation forms will serve as documentation if formal bidding is not required. "Request for Proposals" (RFTPs), documented in the same manner, may also be used.

No individual may commit Cuba Library funds without proper authorization. The library Director has overall responsibility for implementing effective procedures that comply with the requirements of this policy and demonstrate effective internal controls.

App: Dec. 14, 2020

## **Cuba Circulating Library**

### **SALE OR DISPOSAL OF SURPLUS LIBRARY PROPERTY**

**PURPOSE:** To rid the Cuba Circulating Library of any surplus library property, personal or fixed property, owned by the Cuba Circulating Library that is no longer needed for the provision of library services.

**POLICY:** Only property having a monetary value need be formally declared surplus.

The Director or their designee are authorized to declare as surplus library materials whose aggregate value is estimated to be less than \$1,000.

The Board of Trustees shall formally declare surplus of library materials and property with an estimated aggregate value of \$1,000 or more by resolution. The resolution shall include a listing of the property and its estimated value.

Property deemed to have no monetary value shall be disposed of by the most appropriate method to minimize costs to the library and inconvenience to library patrons, as determined by the Director or their designee and in accordance with disposal laws.

Surplus property, including but not limited to computer equipment, furniture, fixtures, and supplies no longer of use to the library and whose estimated aggregate value is less than \$1,000, may be donated or sold as determined by the Director or their designee.

Surplus library property whose estimated aggregate value is \$1,000 or more shall be disposed of at a public auction to the person submitting the highest bid, following publication of a notice of the auction in the Cuba Patriot and social media, or by advertisement for sale in the Cuba Patriot and social media. If no reasonable bids/offers are received, they may be disposed of as specified above.

The Director will bring to the attention of the Board of Trustees items that may have unusual, historic or artistic value; the Board may engage the services of a professional appraiser for determination of value.

The Director may dispose of donated items in any legal manner.

The sales of surplus library property should be reported to the Board of Trustees as a part of the monthly director's report.

App: Dec. 14, 2020



## **Cuba Circulating Library**

### **INVENTORY MANAGEMENT POLICY**

**PURPOSE:** To provide accurate information for financial statement and insurance purposes while ensuring effective internal controls over library assets.

**POLICY:** Invoices for inventory items will be retained for the entire period an item has useful value.

An inventory label will be affixed to each item, where possible, stating “Property of Cuba Circulating Library” and will have a control number.

Inventory information will be maintained in an Excel spreadsheet file for financial statement, insurance and control purposes. This will be maintained by the Director. The following information will be entered into that file.

- Description of item purchased
- Purchase Date
- Amount of purchase
- Vendor purchase was made from
- Serial Number if applicable
- Assigned inventory control number
- Location of the Item

The following information will also be included in the file for physical inventory purposes.

- General condition of the item (Good, Fair, Poor)
- Date of last physical inventory
- Disposal Date

A physical inventory will take place annually, to be overseen by the Library Director and delegated to library staff and/or volunteers as needed.

App: June 11, 2007

Rev: Dec. 14, 2020

## **Cuba Circulating Library**

### **INVESTMENT POLICY**

#### **Purpose**

This investment policy describes the long-term investment objectives of the Cuba Circulating Library, establishes investment principles for the Library's assets and creates guidelines for evaluating investment decisions.

#### **Statement of investment objectives**

The two primary investment objectives are:

1. To cause the total value of the assets to appreciate, over time, exclusive of growth derived from donations and
2. To provide a continuing and dependable cash payout that is stable — and preferably growing in real terms — after giving effect to inflation.

- Endowment Fund Account—This account should always be 100% invested until such time the use of this account changes from “accumulation” to “active use of Funds”. At that time the Board of Trustees will determine the investment policy based on how much and how often funds need to be withdrawn.

Accessible income is defined as all dividends and interest that is credited to the account. This income will be recorded by the Financial Officer (or a named person from the Financial Committee) and the figure made available to the Board each month. Because some dividends and interest may be reinvested into the investment vehicle itself, access to these amounts may necessitate redemption of shares to produce the cash needed.

- The Dustin and Florence Adams Memorial Book Fund—This fund, established in April 2008 by a bequest from Corrine Lee, will be self-supporting account into which no new deposits will ever be made. Capital funds that are earned will never be used but reinvest into the fund. Income from dividends and interest may be accessed after June of 2011 as needed to aide in purchasing books for the library at the discretion of the director and children's librarian.

To accomplish these goals, the Library should maximize the return on its investments, consistent with the appropriate level of risk and subject to a generation of adequate current income.

Additionally, the assets should be diversified at all times to provide reasonable assurance that investment in a single security or class of securities will not have a significant impact on the assets. Specifically, the Library should have diversified investment options that have materially different risk and return characteristics.

### **The prudent person rule**

In making investment decisions and in supervising and managing assets, a person with investment responsibility for the Library should act with the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with these matters would use in the conduct of an enterprise of like character and with like aims.

### **Investments**

In selecting investments, consideration will be given to the requirements for spending, liquidity, diversification, and safety of principal, yield, maturity, and the quality and capability of investment managers.

The Library will be permitted to invest in the following categories of investments:

- Growth investments - These investments seek to maximize value over time, but are the most volatile from day to day. They invest primarily in stocks of companies that have a strong potential for growth.
- Growth-and-income investments - These investments seek to provide both growth and income. They generally aren't as volatile as growth investments due to a focus on dividend-paying stocks and some bond holdings as well.
- Equity-income investments - These investments seek current income and long-term growth of capital, primarily through dividends paid by stocks and/or interest paid by bonds.
- Balanced investments - These investments seek conservation of capital and current income, as well as long-term growth of both capital and income by investing in stocks, bonds and other fixed-income investments.
- Bond investments - These investments seek to provide current income. Their primary investment vehicle is bonds.
- Cash-equivalent investments - These investments are the most stable as they try to preserve the original investment but are limited in their ability to keep up with inflation.

### **Asset allocation and rebalancing**

The Cuba Circulating Library’s asset allocation guidelines will be consistent with its investment objectives and risk tolerance. These guidelines are designed to provide the highest probability of meeting or exceeding the Library’s return objectives with the lowest possible risk.

The Library will rebalance its portfolio of investments periodically, within the required parameters and stipulations of each fund. Asset allocation objectives are shown below:

<b><u>Category</u></b>	<b><u>Range</u></b>	<b><u>Preference</u></b>
Cash	5% to 15%	10%
US Equities (Stocks)	20% to 40%	35%
Non-US Equities (Stocks)	10% to 30%	25%
Fixed Income (Bonds)	15% to 35%	25%
Alternatives (Other)	0 to 10%	5%

### **Review and monitor investments**

Periodic reviews of the investments will be conducted by the Board of Trustees at least annually. Among other things, such reviews will evaluate:

- The general conditions and trends prevailing in the economy, securities market, and mutual fund industry.
- Whether each investment remains consistent with the Library’s overall investment objectives.
- Whether the investments are adequately diversified.
- A comparison of the investment results with established indexes or benchmarks over a series of different time horizons.
- The fee structure and expense ratio of selected investments as compared with other alternatives available in the marketplace.
- The experience and qualifications of the personnel providing the investment management services.
- The Board of Trustees may, at their discretion, vote to withdraw annually up to four percent (4%) of the trailing average of the last sixteen (16) quarters from the Endowment Fund and deposit the monies into the operating account.

App: Feb.10, 2014

Rev: Nov. 18, 2019, Dec. 14, 2020, Apr. 10, 2023

## **Memorandum of Understanding**

### **Between Friends of the Cuba Library, Inc. and Cuba Circulating Library Association**

The following will constitute an operating agreement between Friends of the Cuba Library, Inc. (herein also known as, Friends) and the Cuba Circulating Library Association (herein also known as, Library). This memorandum of understanding will stand until and unless it is modified by mutual agreement of the Friends' Board of Directors and the Library administration.

Friends of the Cuba Library, Inc. is a non-profit, 501c3 organization and as a legally distinct entity, is not a part of Cuba Circulating Library.

Therefore, be it agreed that neither a member of the Board of Directors of Friends of the Cuba Library, Inc. nor a member of the Board of Trustees of Cuba Circulating Library shall ever simultaneously hold a position on both boards.

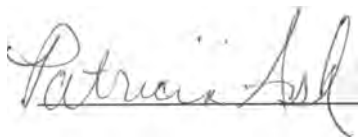
Cuba Circulating Library agrees to:

- a. include Friends in the long-term planning process to ensure that Friends are aware of the goals and direction of the library.
- b. share with Friends the Library's strategic initiatives, by the last quarter of the calendar year, so that Friends may determine how their resources and support might help forward these initiatives.
- c. supply Friends with a "wish list" each year that indicates the anticipated needs of the Library.
- d. include a member of Friends at all Board of Trustees' regular monthly meetings and to allow room on the agenda for a Friends' report.
- e. provide Friends assistance with meeting coordination, promote Friends' programs by advertising on the Library's website, through social media, and the Library newsletter, and to provide tech help as scheduled by appointment.
- f. provide public space for Friends' membership brochures and promotional materials.
- g. provide Friends with space in the Library for meetings, office needs, programs, book storage and sorting, and book sales.
- h. recognize that the use of donations to Friends of the Cuba Library, Inc. of books, materials, monies, and any other such donations is determined by the Board of Directors of Friends of the

Cuba Library, Inc.

Friends of the Cuba Library, Inc. agree to:

- a. publicly support Cuba Circulating Library and its policies.
- b. include the Library's Director as a non-voting presence at all Friends' meetings and to allow room on the agenda for a library report
- c. include a member from the Library's Board of Trustees at all Friends' regular monthly meetings and to allow room on the agenda for a Board of Trustees' report.
- d. provide financial support for Library programs and services, and other Library defined needs, especially those needs not normally covered in the Library's operating budget.
- e. respect that the Library administration has the final say in accepting or declining any and all gifts made to the Library.
- f. engage in advocacy efforts on behalf of the Library.



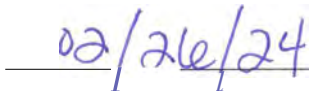
(President, Friends' Board of Directors)



(President, Library Board of Trustees)



(Library Director)



(Date Signed)

## **Cuba Circulating Library**

### **RECORD RETENTION AND DESTRUCTION POLICY**

#### **Purpose**

The purpose of this Policy is to ensure that necessary records and documents are adequately protected and maintained and to ensure that records that are no longer needed by Cuba Circulating Library or are of no value are discarded at the proper time. This Policy is also for the purpose of aiding employees of Cuba Circulating Library in understanding their obligations in retaining electronic documents - including e-mail, Web files, text files, sound and movie files, PDF documents, and all Microsoft Office or other formatted files.

#### **Policy**

This Policy represents the Cuba Circulating Library's policy regarding the retention and disposal of records and the retention and disposal of electronic documents.

Attached as Appendix A is a Record Retention Schedule that is approved as the initial maintenance, retention and disposal schedule for physical records of Cuba Circulating Library and the retention and disposal of electronic documents. The Library Director (the "Administrator") is the officer in charge of the administration of this Policy and the implementation of processes and procedures to ensure that the Record Retention Schedule is followed. The Administrator is also authorized to: make modifications to the Record Retention Schedule from time to time to ensure that it is in compliance with local, state and federal laws and includes the appropriate document and record categories for Cuba Circulating Library; monitor local, state and federal laws affecting record retention; annually review the record retention and disposal program; and monitor compliance with this Policy.

In the event Cuba Circulating Library is served with any subpoena or request for documents or any employee becomes aware of a governmental investigation or audit concerning Cuba Circulating Library or the commencement of any litigation against or concerning Cuba Circulating Library, such employee shall inform the Administrator and any further disposal of documents shall be suspended until such time as the Administrator, with the advice of counsel, determines otherwise. The Administrator shall take such steps as is necessary to promptly inform all staff of any suspension in the further disposal of documents.

This Policy applies to all physical records generated in the course of Cuba Circulating Library's operation, including both original documents and reproductions. It also applies to the electronic documents described above.

App: Dec. 14, 2020

## APPENDIX A - RECORD RETENTION SCHEDULE

The Record Retention Schedule is organized as follows:

### SECTION TOPIC

- A. Accounting and Finance
- B. Contracts
- C. Corporate Records
- D. Correspondence and Internal Memoranda
- E. Electronic Documents
- F. Grant Records
- G. Insurance Records
- H. Legal Files and Papers
- I. Miscellaneous
- J. Payroll Documents
- K. Pension Documents
- L. Personnel Records
- M. Property Records
- N. Tax Records
- O. Contribution Records
- P. Programs & Services Records
- Q. Fiscal Sponsor Project Records

### A. ACCOUNTING AND FINANCE

Record Type	Retention Period
Accounts Payable ledgers and schedules	7 years
Accounts Receivable ledgers and schedules	7 years
Annual Audit Reports and Financial Statements	Permanent
Annual Audit Records, including work papers and other documents that relate to the audit	7 years after completion of audit
Annual Plans and Budgets	2 years



Bank Statements and Canceled Checks	7 years
Employee Expense Reports	7 years
General Ledgers	Permanent
Interim Financial Statements	7 years
Notes Receivable ledgers and schedules	7 years
Investment Records	7 years after sale of investment
Credit card records (documents showing customer credit card number)	2 years

**B. CONTRACTS**

<b>Record Type</b>	<b>Retention Period</b>
Contracts and Related Correspondence (including any proposal that resulted in the contract and all other supportive documentation)	7 years after expiration or termination

**C. CORPORATE RECORDS**

<b>Record Type</b>	<b>Retention Period</b>
Corporate Records (minute books, signed minutes of the Board and all committees, corporate seals, articles of incorporation, bylaws, annual corporate reports)	Permanent
Licenses and Permits	Permanent

## D. CORRESPONDENCE AND INTERNAL MEMORANDA

**General Principle:** Most correspondence and internal memoranda should be retained for the same period as the document they pertain to or support. For instance, a letter pertaining to a particular contract would be retained as long as the contract (7 years after expiration). It is recommended that records that support a particular project be kept with the project and take on the retention time of that particular project file.

Correspondence or memoranda that do not pertain to documents having a prescribed retention period should generally be discarded sooner. These may be divided into two general categories:

1. Those pertaining to routine matters and having no significant, lasting consequences should be discarded *within two years*. Some examples include:
  - Routine letters and notes that require no acknowledgment or follow-up, such as notes of appreciation, congratulations, letters of transmittal, and plans for meetings.
  - Form letters that require no follow-up.
  - Letters of general inquiry and replies that complete a cycle of correspondence.
  - Letters or complaints requesting specific action that have no further value after changes are made or action taken (such as name or address change).
  - Other letters of inconsequential subject matter or that definitely close correspondence to which no further reference will be necessary.
  - Chronological correspondence files.

Please note that copies of interoffice correspondence and documents where a copy will be in the originating department file should be read and destroyed, unless that information provides reference to or direction to other documents and must be kept for project traceability.

2. Those pertaining to non-routine matters or having significant lasting consequences should generally be retained permanently.

## E. ELECTRONIC DOCUMENTS

1. **Electronic Mail:** Not all email needs to be retained, depending on the subject matter.
  - All e-mail—from internal or external sources—is to be deleted after 12 months.
  - Staff will strive to keep all but an insignificant minority of their e-mail related to business issues.

- Staff will not store or transfer Cuba Circulating Library-related e-mail on non-work-related computers except as necessary or appropriate for Cuba Circulating Library purposes.
- Staff will take care not to send confidential/proprietary Cuba Circulating Library information to outside sources.

**F. GRANT RECORDS**

<b>Record Type</b>	<b>Retention Period</b>
Original grant proposal	7 years after completion of grant period
Grant agreement and subsequent modifications, if applicable	7 years after completion of grant period
All requested IRS/grantee correspondence including determination letters and “no change” in exempt status letters	7 years after completion of grant period
Final grantee reports, both financial and narrative	7 years after completion of grant period
All evidence of returned grant funds	7 years after completion of grant period
All pertinent formal correspondence including opinion letters of counsel	7 years after completion of grant period
Report assessment forms	7 years after completion of grant period
Documentation relating to grantee evidence of invoices and matching or challenge grants that would support grantee compliance with the grant agreement	7 years after completion of grant period
Pre-grant inquiry forms and other documentation for expenditure responsibility grants	7 years after completion of grant period
Grantee work product produced with the grant funds	7 years after completion of grant period

**G. INSURANCE RECORDS**

<b>Record Type</b>	<b>Retention Period</b>
Annual Loss Summaries	10 years
Audits and Adjustments	3 years after final adjustment
Certificates Issued to Cuba Circulating Library	Permanent
Claims Files (including correspondence, medical records, injury documentation, etc.)	Permanent
Group Insurance Plans - Active Employees	Until Plan is amended or terminated
Group Insurance Plans – Retirees	Permanent or until 6 years after death of last eligible participant
Inspections	3 years
Insurance Policies (including expired policies)	Permanent
Journal Entry Support Data	7 years
Loss Runs	10 years
Releases and Settlements	25 years

#### **H. LEGAL FILES AND PAPERS**

<b>Record Type</b>	<b>Retention Period</b>
Legal Memoranda and Opinions (including all subject matter files)	7 years after close of matter
Litigation Files	1 year after expiration of appeals or time for filing appeals
Court Orders	Permanent
Requests for Departure from Records Retention Plan	10 years

**I. MISCELLANEOUS**

<b>Record Type</b>	<b>Retention Period</b>
Consultant's Reports	2 years
Material of Historical Value (including pictures, publications)	Permanent
Policy and Procedures Manuals – Original	Current version with revision history
Policy and Procedures Manuals - Copies	Retain current version only
Annual Reports	Permanent

**J. PAYROLL DOCUMENTS**

<b>Record Type</b>	<b>Retention Period</b>
Employee Deduction Authorizations	4 years after termination
Payroll Deductions	Termination + 7 years
W-2 and W-4 Forms	Termination + 7 years
Garnishments, Assignments, Attachments	Termination + 7 years
Labor Distribution Cost Records	7 years
Payroll Registers (gross and net)	7 years
Time Cards/Sheets	2 years
Unclaimed Wage Records	6 years

**K. PENSION DOCUMENTS AND SUPPORTING EMPLOYEE DATA**

**General Principle:** Pension documents and supporting employee data shall be kept in such a manner that Donors Forum can establish at all times whether or not any pension is payable to any person and if so the amount of such pension.

<b>Record Type</b>	<b>Retention Period</b>
Retirement and Pension Records	Permanent

**L. PERSONNEL RECORDS**

<b>Record Type</b>	<b>Retention Period</b>
Commissions/Bonuses/Incentives/Awards	7 years
EEO- 1 /EEO-2 - Employer Information Reports	2 years after superseded or filing (whichever is longer)
Employee Earnings Records	Separation + 7 years
Employee Handbooks	1 copy kept permanently
Employee Medical Records	Separation + 6 years
Employee Personnel Records (including individual attendance records, application forms, job or status change records, performance evaluations, termination papers, withholding information, garnishments, test results, training and qualification records)	6 years after separation
Employment Contracts – Individual	7 years after separation

Employment Records - Correspondence with Employment Agencies and Advertisements for Job Openings	3 years from date of hiring decision
Employment Records - All Non-Hired Applicants (including all applications and resumes - whether solicited or unsolicited, results of post-offer, pre-employment physicals, results of background investigations, if any, related correspondence)	2-4 years (4 years if file contains any correspondence which might be construed as an offer)
Job Descriptions	3 years after superseded
Personnel Count Records	3 years
Forms I-9	3 years after hiring, or 1 year after separation if later

**M. PROPERTY RECORDS**

<b>Record Type</b>	<b>Retention Period</b>
Correspondence, Property Deeds, Assessments, Licenses, Rights of Way	Permanent
Original Purchase/Sale/Lease Agreement	Permanent
Property Insurance Policies	Permanent

**N. TAX RECORDS**

**General Principle:** Donors Forum must keep books of account or records as are sufficient to establish amount of gross income, deductions, credits, or other matters required to be shown in any such return.

These documents and records shall be kept for as long as the contents thereof may become material in the administration of federal, state, and local income, franchise, and property tax laws.

<b>Record Type</b>	<b>Retention Period</b>
Tax-Exemption Documents and Related Correspondence	Permanent
IRS Rulings	Permanent
Excise Tax Records	7 years
Payroll Tax Records	7 years
Tax Bills, Receipts, Statements	7 years
Tax Returns - Income, Franchise, Property	Permanent
Tax Workpaper Packages - Originals	7 years
Sales/Use Tax Records	7 years
Annual Information Returns - Federal and State	Permanent
IRS or other Government Audit Records	Permanent

**O. CONTRIBUTION RECORDS**

<b>Record Type</b>	<b>Retention Period</b>
Records of Contributions	Permanent
Cuba Circulating Library's or other documents evidencing terms of gifts	Permanent

**P. PROGRAM AND SERVICE RECORDS**

<b>Record Type</b>	<b>Retention Period</b>
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Cuba Circulating Library	7 years
Cuba Circulating Library convenings	Permanent (1 copy only)
Research & Publications	Permanent (1 copy only)

**Q. FISCAL SPONSOR PROJECT RECORDS**

<b>Record Type</b>	<b>Retention Period</b>
Sponsorship agreements	Permanent

**App:** Dec. 14, 2020

## Open Meetings Policy

The Cuba Circulating Library is subject to New York's Open Meetings Law pursuant to Article 7 of the Public Officers Law. The law requires that board meetings be properly posted and advertised and open to the public. In addition, working sessions of the board (even if they are not formal meetings) must be advertised and open if a quorum of the board is expected to attend. A copy of New York's Open Meetings Law is available at <https://opengovernment.ny.gov/open-meetings-law>.

**Notice of Meetings:** Notice of regular board meetings is published in the local newspaper at the beginning of the library's fiscal year, posted in the library, and published on the library website. In the event that it is necessary for the Board to change the date of a regularly scheduled meeting or to hold a special or emergency meeting, advance notice will be posted on the library's website, in the library, and provided to local media at least 72 hours in advance if possible. Any document scheduled for discussion must be posted on the library's website at least 24 hours in advance.

**Meeting Locations:** teleconferencing, videoconferencing, and other forms of communication meetings of the board must either take place in person or through videoconferencing as long as the videoconference sites are open to the public and cited in the notice of the meeting. Meetings may not be conducted by telephone, email, or mail. However, it should be noted that nothing in the law precludes the trustees from conferring individually or by telephone, email, or other means as long as a series of communications among trustees does not result in a decision or a meeting being held. In addition, although trustees who are not physically present in person or through videoconference may not vote, they may participate in library board meetings from remote locations by speakerphone, provided that any discussion may be heard by the public.

**Executive Sessions:** During an open meeting of the board, the board may go into executive session during which the public is excluded. An executive session is convened only as part of a public board meeting. The board must vote to enter executive session and state the general nature of the session for its minutes. The board may take formal action and vote on any matter in executive session except the appropriation of public monies.

**Public Participation in Meetings:** New York's Open Meetings Law confers upon the public the right to observe the performance of public officials and attend and listen to the deliberations and decisions that go into the making of public policy. It does not give the public the right to speak or participate in board meetings outside of public comment periods.

Observers should recognize that the board is under no obligation to brief observers on matters before the board or to take or respond to questions from observers. Observers may participate in discussions only if recognized by the board. The president of the board or chair of the meeting reserves the right to set a time limit on any public comments. If unable to attend a meeting, comments from the public to the Library's Board of Trustees are welcome in writing, addressed to: Library Board President. For additional information, refer to the Public Comments Policy.

**Minutes:** As required by the Open Meetings Law, minutes are taken at all board meetings. Minutes of a regular session of the board must consist of "a record or summary of all motions, proposals, resolutions, and any other matter formally voted upon and the vote thereon." Although it is not required by law, most minutes also include a summary of discussions relating to the issues covered. The minutes, along with statements and other official records, are kept in a secure but accessible place and available to the public upon request to the director. Minutes must be posted on the library website for public inspection two weeks after the meeting, even if they have yet to be approved. Minutes of executive sessions are required only if the board took formal action in the executive session. If no vote or other action is taken, no minutes are required. Otherwise, the minutes of an executive session must provide "a record or summary of the final determination" or action the board took in the session.

**Access:** Members of the public with a physical disability who wish to attend a board meeting should notify the library director in advance to ask about an accommodation that may be available.

Adopted by the Library Board of Trustees on 03/11/2024

## **Cuba Circulating Library**

### **Pandemic Operations Plan**

**Purpose:** This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable. These laws were amended by the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020, requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The plan includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing.

#### **Concept of Operations**

This plan was developed for the Cuba Circulating Library in response to circumstances of the Novel Coronavirus-19 but may be applicable to other infectious disease outbreaks. The health and safety of our employees and contractors is crucial to maintaining our mission of service to the community. The safety and wellness of our patrons/community is another driving factor in all considerations of how to safely provide essential services. Guidance and information will be used from sources such as the CDC in making decisions on any changes/needs.

The Library Director of Cuba Circulating Library, their designee, or their successor holds the authority to execute and direct the implementation of this plan.

All employees and contractors will be notified by the Library Director with the necessary information and details of the changes along with updates on a regular basis. The Library Director will notify the Library Trustees of pertinent operational changes.

#### **1. Essential Positions**

The Library Director and Youth Services Coordinator would be essential positions in the case of a public health emergency. The duties include but may not be limited to:

- Manage day-to-day operations of the library.
- Supervise all personnel and volunteers
- Make decisions on the extent of on-site/remote staff scheduling
- Manage internal communications about status of library operations, updates or changes to services and policies among staff and trustees.
- Manage external communications about status of library operations in media, including traditional print media and social media and ensure signage and messaging is adequately communicating information to the public.

- Communicate and coordinate directly with County Health Department, heads of town government and healthcare professionals
- Upon resolution of the public health emergency will direct the return to normal operations and any modifications necessary.

## **2. Reducing Risk through Remote Work and Staggered Shifts**

Through assigning certain staff to work remotely and by staggering work shifts, we can decrease crowding and density at work sites and on public transportation.

### **a. Remote Work Protocols**

Non-essential employees able to accomplish their functions remotely will be enabled to so at the greatest extent possible. Working remotely requires:

1. Library director will identify staff who will work remotely.
2. Library director will approve and assign remote work.
3. Staff will be provided with equipment for remote work, which may include:
  - a. Internet capable laptop
  - b. Necessary peripherals
  - c. Access to VPN and/or secure network drives
  - d. Access to software and databases necessary to perform their duties
  - e. A solution for telephone communications

The Director will work in building as needed, working from home during the remaining hours. Library Assistants and Library Pages will work from home. All necessary office equipment will be supplied.

### **b. Staggered Shifts**

Implementing staggered shifts may be possible for personnel performing duties which are necessary to be performed on-site but perhaps less sensitive to being accomplished only within core business hours. As possible, management will identify opportunities for staff to work outside core business hours as a strategy of limiting exposure. Regardless of changes in start and end times of shifts, Cuba Circulating Library will ensure that employees are provided with their typical or contracted minimum work hours per week. Staggering shifts may require some employees to work at times other than their usual schedule. Approval and assignment of changed work hours will come from the Library Director. Employees may be asked to move their workstation to ensure social distancing.

### **c. Documentation of Work Hours and Locations**

In a public health emergency, it may be necessary to document work hours and locations of each employee and contractor to support contact-tracing efforts. Identification of locations shall include on-site work, off-site visits. This information may be used by Cuba Circulating Library to support contact tracing within the organization and may be shared with local public health officials. Library staff working from home will keep a record of their activities and submit this to the director via email. The library director will keep a record of these emails and record time submitted on the employee's time card. Library staff working in the library will sign in on the employee log, noting hours worked and absence of symptoms. Contractors will also sign a log noting time in and out.

### **3. Personal Protective Equipment**

The use of personal protective equipment (PPE) to reduce the spread of infectious disease is important to supporting the health and safety of our employees and contractors. PPE which may be needed can include:

- Masks
- Face shields
- Gloves
- Disposable gowns and aprons

Note that while cleaning supplies are not PPE, there is a related need for cleaning supplies used to sanitize surfaces, as well as hand soap and hand sanitizer. The Coronavirus pandemic demonstrated that supply chains were not able to keep up with increased demand for these products early in the pandemic. As such, these supplies are included in this section as they are pertinent to protecting the health and safety of employees and contractors.

The Cuba Library will keep at least a six-month supply of PPE stocked for library use. PPE will be stored in the main office of the library. The Library Director is responsible for monitoring and maintaining the stock of PPE.

### **4. Staff Exposures**

Each employee is responsible for notifying the Director if they come into Proximate or Close Contact with someone known to be positive, or if they exhibit symptoms of the disease. Each employee signs the log every day they enter the building, verifying that they are not exhibiting symptoms. There is also a daily log for disinfecting the entire public parts of the building.

Employees who are exposed or test positive can choose to use paid vacation or sick leave to quarantine. Alternately, employees may get compensation for the duration of their quarantine through the library's Paid Family Leave and Disability Benefits. Employees who are able to work remotely during quarantine do not qualify for these benefits. In order to work remotely, employees must provide the library with an "Order to Isolate" from the Health Department." The

person or persons who quarantines will be asked to provide proof of a negative test or “Release from Isolation” letter from the Health Department before being permitted to return to the building. Employees are guaranteed job protection for the duration of the quarantine order.

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. We will follow CDC/public health recommendations and requirements and coordinate with our local public health office for additional guidance and support as needed.

## **5. Cleaning and Disinfecting**

CDC/public health guidelines will be followed for cleaning and disinfection of surfaces/areas. Present guidance for routine cleaning during a public health emergency includes:

1. As possible, employees and contractors will clean their own workspaces in the beginning, middle, and end of their shifts, at a minimum.
  - a. High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected at least hourly.
2. The Library Custodian is responsible for disinfecting all areas of the library before we open each day. Front desk staff will clean common areas after each use by a patron. Common areas include but are not limited to computer labs, front desk, tables, and chairs.
3. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
4. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
5. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

## **6. Employee and Contractor Leave**

Public health emergencies are extenuating and unanticipated circumstances in which Cuba Circulating Library is committed to reducing the burden on our employees and contractors.

It is our policy that employees of Cuba Circulating Library will not be charged with leave time for testing. Cuba Circulating Library staff may use their available paid sick leave if the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to federal, state, or local orders or advice of a healthcare provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to the public health emergency, and/or the employee is experiencing a substantially similar condition as specified by the CDC/public health officials. This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so. If an employee has no paid sick leave available for use, compensation is available through the library’s Paid Family Leave and Disability. Additional provisions may be enacted

based upon need and the guidance and requirements in place by federal and state employment laws, FMLA, executive orders, and other potential sources.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of the library, and as such are not provided with paid leave time, unless required by law.

**7. Housing for Essential Employees N/A**

Adopted by Cuba Library Board of Trustees: 02/08/21



## **PROTECTION OF CHILDREN AND VULNERABLE ADULTS POLICY**

### **Purpose and Intent**

Cuba Circulating Library strives to be the center of learning for a diverse and inclusive community and is committed to providing a safe and secure environment for its patrons, visitors, staff, and volunteers. This Protection of Children and Vulnerable Adults Policy establishes standards for behavior, a procedure for reporting possible abuse, and measures for preventing abuse. All library employees, board members, and volunteers are subject to this policy.

Cuba Library does not permit or condone actual or threatened acts of physical or mental abuse, sexual abuse, sexual molestation, or sexual misconduct to occur on library premises, at library-sponsored activities, or in relation to any individual's service with the library. The library has a **zero-tolerance policy** regarding any acts of prohibited conduct.

Library employees, board members and volunteers may encounter situations during the course of their daily work where they suspect that a child or vulnerable adult, as defined below, is being abused, molested or neglected. While library employees are not considered mandated reporters of such abuse under Section 413 of the Social Services Law (18 NYCRR § 433.2), the library requires employees, board members, and volunteers to report suspected abuse of a child or vulnerable adult as long as they have an objectively reasonable cause for such suspicions.

### **Prohibited Conduct**

Cuba Library strictly prohibits all forms of child abuse and sexual abuse.

Child abuse occurs when an individual deliberately acts or fails to prevent something that causes serious harm to a person under 18 years of age (i.e., a child) or adult with a developmental disability or physical impairment (i.e., a vulnerable adult). This harm may take the form of serious physical injury, serious mental injury, neglect, or sexual abuse. Corporal punishment constitutes child abuse when performed by an employee, board member, or volunteer. Corporal punishment is any type of physical punishment inflicted in any manner upon the body such as spanking, punching, paddling, shaking, or roughly handling a child or vulnerable adult.

Sexual abuse takes the form of inappropriate sexual contact or interaction for the gratification of the actor. Sexual abuse or misconduct may include, but is not limited to:

- Any sexual activity, involvement, or attempt of sexual contact with a child, vulnerable adult, or a person who is legally incompetent or otherwise unable to give consent;
- Physical assaults or violence, such as rape, sexual battery, abuse, molestation, or any attempt to commit such acts;
- Unwanted and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, brushing, massaging, and/or pulling against another's body or clothes;
- Disseminating pornographic or sexually explicit images, posters, calendars or objects to a child or vulnerable adult; and/or
- Unwelcome and inappropriate sexual activities, advances, exploitation, exposure, or stalking. Sexual abuse does not include sexual harassment, which is another form of behavior that is prohibited by Cuba Library.

## **Reporting Procedure**

Library employees, board members and volunteers must immediately report any suspected physical or mental abuse, sexual abuse, sexual molestation, or sexual misconduct of a child or vulnerable adult to the library director. If staff believe that an assault has just occurred, they should notify the police and Child Protective Services. Immediately after reporting the incident to the library director, employees who either witness or suspect the occurrence of child abuse or sexual abuse should complete and submit an incident report containing the following information:

- Name and title of reporter
- Name and address of individuals involved
- Description of incident/activity/misconduct
- How misconduct was discovered
- Where and when misconduct took place
- Names of witnesses and/or collaborating persons
- Description of physical injury and medical response

If the victim is an adult, the abuse will be reported by the library director to the Allegany County Dept. of Social Services and the police. If a child is the victim, the director will report it to Child Protective Services and the police. If the abuse allegations are against the library director, the board president must take the aforementioned steps.

The library director will notify the Board of Trustees of the allegations. The library director should notify the library's insurance carrier and seek advice in the immediate handling of the matter. Legal advice and counsel regarding the handling of the matter should be obtained immediately. The director should inform appropriate staff of the existence of the incident and the steps being taken in response, and will oversee an investigation into the matter.

Any employee or volunteer who is suspected of engaging in the physical or mental abuse, sexual abuse, sexual molestation, or sexual misconduct of a child or vulnerable adult may be subject to immediate placement on administrative leave pending the outcome of an investigation into the allegations of abuse. Anyone who commits child abuse or sexual abuse may be subject to criminal prosecution to the fullest extent allowed by law. In the event the library determines that this policy has been broken, termination will be immediate, and the library will not indemnify or defend the violating trustee, employee, or volunteer.

### **Retaliation Prohibited**

Cuba Library prohibits retaliation against anyone, including any employee, board member, volunteer, or other individual, who in good faith reports child abuse and/or sexual abuse, alleges that it is being committed, or participates in the investigation. Intentionally false or malicious accusations of child abuse and/or sexual abuse are prohibited. Anyone who retaliates against someone who has made a good faith allegation of sexual abuse or intentionally provides false information to that effect will be subject to discipline up to and including termination.

### **Preventing Abuse**

Cuba Library acknowledges that preventing abuse from occurring in the first place is of paramount importance. To this end, the library conducts background checks on all employees and volunteers as a condition of employment or volunteer duties. Records of employee background checks will be maintained by the library director. Any employee or volunteer who is subsequently found to have provided false or misleading information related to their background check may be subject to disciplinary action, up to and including termination.

Reasonable efforts should be made to work with children and vulnerable adults in locations within library facilities that are visible to others such as open public spaces, rooms with windows, or rooms with open doors. In no instance may a child or vulnerable adult be left one-on-one with only one adult present.

Training on abuse prevention shall take place annually for all staff, volunteers, and trustees.

### **Acknowledgement and Notification**

All employees, board members, and volunteers are subject to this policy and should review and be familiar with it. This policy will be posted in accordance with the library's current practices and will be available for employees and members of the public to access electronically.

Adopted April 8, 2024

## **Cuba Circulating Library**

### **PUBLIC COMMUNICATIONS POLICY**

The Cuba Circulating Library Board of Trustees has a responsibility to promote public awareness of library services and programs, and to develop public understanding and support of the library and the vital role it plays in the support of community well-being.

The Board of Trustees recognizes that effective public relations involves every person who has a connection with the library. The board urges its own staff, volunteers, and friends to remember that they represent the library in every public contact and that professionalism and good service enhance good relations.

Official statements to the public and media will be made by the library director or the board president in consultation with the library director. If it is necessary for anyone other than the library director or board president to provide the public with information, such information will be reviewed and approved by the library director and board president prior to its release.

The Board of Trustees will designate the official newspaper to be used for all public announcements at its annual meeting each year.

Social media platforms, including mass email communication services, play an important and active role in library communications. Designated library staff are responsible for posting information to all library subscribed social media sites. Staff will adhere to the board approved Social Media Policy when sharing information or images. Staff, in consultation with the library director, manage overall social media content. The library will not answer questions pertaining to library board matters through social media. These questions should be directed to the library board during public comment at a regular meeting.

Library staff and trustees are entitled to a safe and protected work environment both within the library building and online. Online communication that is sent or received by staff and trustees shall fall under the library's workplace environment policy. Communication, specifically from the public, sent to staff or trustees that contains concerning, harassing or threatening language will be handled by the library director in discussion with the board president. All incidents that pose a risk to human well-being will be documented and reported to the authorities.

Adopted by the Cuba Circulating Library Board of Trustees 04/09/2024

## **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.

##### **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. Price of lost item 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: Mar. 11, 2007 Rev: July 12, 2010, Dec. 9, 2013, Dec. 11, 2018, Apr. 08, 2019, Dec. 14, 2020, Mar. 10, 2021, May 9, 2022

## Cuba Circulating Library

### COLLECTION DEVELOPMENT POLICY

**PURPOSE:** To select materials using knowledge of our community and reflecting the diverse community we serve.

**POLICY:**

The Library Director and staff will utilize professional judgment and expertise in making collection development decisions, including decisions about choosing titles and selecting locations for materials. Anticipated demand, community interests, strengths and weaknesses of the existing collections, system-wide availability, physical space limitations, acquisitions procedures, and available budgets are all factors taken into consideration. Materials are acquired in multiple formats when appropriate, including print, audiovisual, and digital resources. Highest selection priority is given to those materials in all formats having the broadest appeal.

The Library Director and staff will use their training, subject knowledge, and the selection criteria to identify collection goals and priorities for the library's collection. The following criteria are used to evaluate and select items for the collection. An item need not meet all of these criteria to be selected. Certain materials are selected to address local community needs.

#### Content

- Accuracy of information
- Comprehensiveness
- Enduring significance or interest
- Integrity
- Purpose
- Quality
- Representation of controversial or diverse points of view
- Cost in relation to use and/or enhancement to the collection
- Critical reviews
- Current and anticipated appeal
- Format
- Local interest
- Relation to the existing collection
- Relation to other resources in the community
- Significance of the author/creator or publisher
- Suitability of subject and style for intended audience
- Support of library programs and initiatives
- Timeliness

Sources for selection decisions encompass, but are not limited to, published reviews from standard review sources, publisher/vendor catalogs and advertisements, professional and trade bibliographies, and patron requests and recommendations. The library strongly encourages patron input. All patron requests and recommendations are subject to the selection criteria outlined above.

### **Gifts:**

Books that are donated to the library as gifts are added to the library's collection using the same criteria as that used for new books. Individuals making donations of gift materials are informed that if the library does not need the title, it will be given to Friends of the Cuba Library, Inc. for their book sale(s).

The library is pleased to accept monetary gifts intended for the purchase of library materials when the donors' intentions for gifts and the library's collection development objectives are consistent.

### **Collection Evaluation & Maintenance**

Once materials have been added to the library's collection, they are managed through an assessment and evaluation process to ensure that ongoing collection priorities are met; that collections remain up to date, balanced, and attractive; and that space limitations are minimized. This process identifies items for replacement, retention or de-selection. Library staff utilize professional judgment and expertise in deciding which materials to retain, replace, repair, or de-select.

De-selection (removing items from the collection) is an integral part of collection development. De-selected materials will, at the library's discretion, be donated to Friends of the Cuba Library, Inc. for book sales, or disposed of through other means determined by the library. The library retains those materials that continue to have enduring or permanent significance to its mission and overall collection goals.

Along with the same criteria used to select new materials, general criteria for retaining, replacing, repairing or de-selecting include:

- Availability of item in alternative formats
- Feasibility, cost of repair
- Historical significance, interest, or value
- Physical condition
- Relative usefulness of item
- Space considerations
- Superseded, inaccurate, or out-of-date content
- Usage data and statistics



## **Intellectual Freedom**

The library is committed to the principle that all enjoy constitutionally protected freedoms of speech and press. To this end, the library strives to offer a collection that represents the needs of our diverse community. Inclusion of an item in the collection does not mean that the library endorses any theory or statement contained in those materials and resources.

While not every patron may agree with the viewpoints offered in some library material, the library has a responsibility to provide a balanced collection with access to material reflecting diverse ideas through which any side of a question, cause, or movement may be explored, if the material meets the outlined selection criteria. The balanced nature of the collection is reflected in the diversity of materials, not in an equality of numbers. Patrons are free to choose what they like from the collection, to reject what they do not like, but not to restrict the freedom of others to choose.

The library's collection may include proselytizing works representing political, economic, moral, and religious or other vested positions when those works meet the selection criteria. Materials are not excluded because of the origin, background or views of those contributing to their creation or because they represent a particular aspect of life, frankness of expression, or controversial subject matter.

The library does not use labels on any material in such a way as to show approval or disapproval of the content of that material. Materials are not sequestered to show approval, disapproval or judgment as to suitability of content for a particular audience. The library does not remove or obliterate ratings attached to material by a publisher, industry group or distributor. Removing or altering such rating, if they are placed there by or with permission of the copyright holder, denies access to the complete work and the entire spectrum of ideas that the material intended to express.

Decisions about what materials are suitable for particular children should be made by the people who know them best - their parents or guardians. Library staff are not responsible for monitoring what materials children access or check out. Selection of materials for adults is not constrained by possible exposure to children or teenagers.

The library is committed to free and open access to its collections and to connecting people with the world of ideas, information, and materials they wish to explore in a friendly, nonjudgmental manner.

App: Sept. 11, 2006

Rev: Dec. 13, 2010, Aug. 10, 2020, Dec. 14, 2020, Aug. 14, 2023, Feb. 13, 2024

## Cuba Circulating Library

### Challenge to Library Materials Policy

**Mission:** Cuba Circulating Library is dedicated to free and equal access to information, knowledge, and learning. We strive to nurture a lifelong love of reading, discovery, and engagement among our diverse community through our collections, programs, and physical and virtual spaces.

**Purpose:** It is an essential role of the public library to make all materials freely available to all community members. This can mean that the views expressed in a library material conflict with a community member's beliefs or perspectives. Having a policy to guide library employees, volunteers, and trustees in dealing with community challenges to a material ensures each complaint is dealt with fairly and every person in the library knows how to proceed.

Cuba Circulating Library supports all members of its community by collecting materials representing all viewpoints considering the Library's Collection Management Policy. However, it is not the role of the Library to advocate for or endorse any particular idea, opinion, or point of view; nor will the Library or any of its employees, volunteers, or trustees act *in loco parentis* (as a parent to library patron – either adult or minor).

**Policy:** The Board of Trustees recognizes the importance of providing a procedure whereby opinions from the community regarding materials selected can be voiced. A request for reconsideration must be made in writing on forms provided by the Library. These forms are available upon request from the circulation desk and upon completion, should be delivered to the circulation desk, or mailed to the Library in care of the Library Director. Requests for reconsideration may only be filed by Southern Tier Library System cardholders in good standing who are residents of Cuba Rushford School District. The Library will not process requests, and the Library Board will not hear reconsideration requests from individuals who live outside the Cuba Rushford School District. A patron may submit no more than three (3) challenges per calendar year. The Library Board places a limit on challenges to library materials. The Library will only process a challenge form once every 36 months (3 years) for a specific title considering all material formats (format examples: book, eBook, audiobook, large print book, movie, or musical tracks).

Upon receipt of the signed form, the Library Director will notify the Library Board that a form has been received and review the information provided in the form to determine if the reconsideration request requires further review. For the duration of this process, the material in question will remain in circulation in the library's collection.

Should the Library Director determine further review is required, a committee will be convened with members of the Library Board and/or library employees.

The Library Director will inform the community member of the committee's determination in writing sent via U.S. mail.

Should the patron wish to appeal the determination, they may write to the president of the Board of Trustees stating their arguments for overturning the decision. The Board will make a decision regarding the appeal letter and inform the community member of the decision in writing through U.S. mail.

Any further appeal must be made to the Commissioner of Education in Albany, N.Y.

Adopted by the Cuba Circulating Library Board of Trustees 01/08/2024

**Cuba Circulating Library**

**Request for Reconsideration of Library Materials Form**

Introduction:

This form is in reference to the Challenge to Library Materials Policy and should be made available to any resident who would like the library to remove an item from the collection. Requests for Reconsideration may only be filed by residents of the Cuba-Rushford School District. The Library will not process requests, and the Library Board will not hear reconsideration requests from individuals who live outside the Library's services area.

Please fill out following form completely and return to: **Library Director, Cuba Circulating Library, 39 E. Main St., Cuba, NY 14727**

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

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

City: \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail \_\_\_\_\_

Do you represent yourself? \_\_\_\_\_ An Organization? \_\_\_\_\_

Resource on which you are commenting:

Book \_\_\_ Video/DVD \_\_\_ Audiobook \_\_\_ Multi-media Kit \_\_\_ e-Book \_\_\_ Electronic information/network (please specify) \_\_\_\_\_ Other (please specify) \_\_\_\_\_

Title: \_\_\_\_\_

Author/Producer: \_\_\_\_\_

Library owning this title: \_\_\_\_\_

What brought this title to your attention?

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Did you read, view, or listen to the entire work? If no, what parts?

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What do you believe is the theme of this title?

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What specifically concerns you about this title? Please cite pages, scenes, items, etc.

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Are there, in your judgment, any positive elements in this title? Please describe:

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Will you share any reviews of this title that support your point of view? \_\_\_\_\_

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

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

\*\*\*\*\*Library Use Only\*\*\*\*\*

Reconsideration action:

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Date request received: \_\_\_\_\_

Findings of Reconsideration Committee:

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Date response sent to patron: \_\_\_\_\_

Adopted by the Cuba Circulating Library Board of Trustees 01/08/2024

## Cuba Circulating Library

### ACCEPTABLE PATRON BEHAVIOR

#### **POLICY**

To ensure a welcoming, safe, secure, and enjoyable environment where all are equally entitled to use of the facility and library services, Cuba Circulating Library staff enforce the following Behavior Policy.

Our enforcement is designed to preserve access to library services to the maximum extent possible while still maintaining a safe and welcoming environment for the public and for staff. Our intention with our enforcement is to be fair and to build relationships that lead to improved behavior and continued access to our services and facility while protecting patrons, staff and the library facilities.

#### **BACKGROUND**

The Behavior Policy covers behavior on Library property, including the lobby, restrooms, meeting rooms, and upstairs spaces. Outside, it includes these areas adjacent to the building: entrances, lawn, benches, and walking paths. The library is considered a limited public forum.

#### **REGULATIONS**

##### **Guidelines for Library Use:**

- Ask for help when needed or if you are not finding the resources you need.
- Be considerate of others.
- Respect the facility, equipment and materials.
- Be responsible for your children.
- Be responsible for personal belongings; do not leave them unattended.
- Follow reasonable staff direction.

##### **No Person Shall:**

- **COMMIT OR ATTEMPT TO COMMIT ANY ACTIVITY THAT CONSTITUTES A VIOLATION OF FEDERAL, STATE, OR LOCAL CRIMINAL STATUTE OR ORDINANCE, including but not limited to:**
  - Physically harm another person or group of people.
  - Be under the influence or in possession of an illegal drug or alcoholic substance, firearm, knife or other weapon prohibited by Village Ordinance or State Statutes while on Library grounds.



- Destroy, deface, or steal Library or another person's property.
- Obtain and use another person's personal data in some way that involves fraud or deception.
- Engage in sexual conduct.
  
- **LEAVE CHILDREN UNATTENDED**
  - Children ages five and under must be accompanied by a responsible adult or caregiver at all times.
  - Children ages six through eight must be in the building with a responsible adult or caregiver.
  - Library staff cannot legally assume the role of parent or caregiver.
  
- **ENGAGE IN DISRUPTIVE, DISORDERLY OR UNSAFE CONDUCT, including but not limited to:**
  - Talk loudly, make noise, or use devices at a volume that disturbs others.
  - Run, throw things, push, shove, fight, climb, jump.
  - Consume food or drink that leaves residue, crumbs, odors, or garbage.
  - Smoke, including vaping, or use other tobacco or marijuana products.
  - Impede or prohibit access to the facility or its contents (e.g. physical impediments such as bicycles, backpacks, large groups of people, etc.).
  - Use of restrooms to bathe, shave, or change clothes where it unreasonably interferes with other patrons' use or staff use of the restroom, or involves willful and lewd exposure in violation of ordinances and state law. It is not a violation for a person to change a dependent's diaper.
  - Deliberately infect others with communicable viruses or diseases or threaten to do so.
  
- **THREATEN, HARASS, HARM OR VIOLATE THE RIGHTS OF LIBRARY USERS AND/OR STAFF, including but not limited to:**
  - Offensive, abusive, or threatening language, gestures or physical acts, including profanity and hate speech.
  - Unwelcome contact between people.
  - Stalk, stare, or invade personal space.
  - Take photos or video of a member of the public or their private or confidential information without their consent.
  - Anyone wishing to film a production must first seek Library Director approval. See Patron Photography and Filming Policy.
  
- **INTERFERE WITH OTHERS' USE OF THE LIBRARY, including but not limited to:**

- Poor hygiene, body odor, head lice, bed bugs, strong scents, dirty hands, muddy outerwear, severe coughing, or sneezing.
  - Clothing that exposes underwear or private body parts, or is otherwise disruptive. Breastfeeding is not a violation.
  - Shoes, clothing, including tops or shirts, must be worn at all times.
  - Leave personal belongings unattended (e.g., bicycles, scooters, backpacks, bags, personal devices).
  - Loiter or sleep without using library resources or services. Staff regularly conduct wellness checks and may need to report sleeping for health and safety purposes.
  - Enter the library with animals, except service animals. Only service animals specifically trained to perform a task for a person with a disability, or animals that are part of a library event, are allowed.
  - Use of wheeled devices such as skateboards, roller-skates, bicycles, scooters, and shopping carts; devices that are allowed include wheelchairs, walkers, strollers, accessibility equipment, and other similar devices when used for their intended purpose.
  - Post or distribute materials. Materials may be posted or distributed inside the library only with prior staff approval and in designated places.
- **CONDUCT SURVEYS, SOLICIT MONEY OR SIGNATURES INSIDE, OR ADJACENT TO, THE LIBRARY:**
    - Solicitations may not be made inside the library or at outdoor library service areas. Solicitations may occur outside the library only if done without impeding entering or exiting the building and must occur at least 20 feet from an entrance or exit, or the outdoor service area. No solicitations may be made at the book drop because of safety concerns.
    - Sales are prohibited without express permission of the Library Director or designee. Requests to conduct sales of goods or services should be made through the Library Director (e.g., books at an author-signing event).
- **ABUSE COMPUTER PRIVILEGES—SEE COMPUTER USE AND INTERNET POLICY.**

## **PROCEDURES**

### **Enforcement**

Library staff will enforce these rules. The Library Director is delegated the authority to enforce these rules and exclude people by the Board of Trustees. The Library Director

delegates the authority to enforce these rules to the library staff. Every effort will be made to respond to potentially difficult circumstances of user behavior in a timely, respectful, direct, and open manner that is consistent and fair. We prioritize building relationships with our patrons to encourage appropriate and successful use of the library. Our enforcement is designed to maintain a safe and welcoming library, and to teach anyone who violates this policy how to better behave for next time so as to maintain library access.

Unlawful activities will be reported to local law enforcement agencies. For violations unlikely to cause immediate harm to others and not perceived to be threatening, the person violating the rules will be given at least one warning at the discretion of the library staff; if behavior continues, the person will be asked to leave the premises for the day.

For violations of these rules that cause or are likely to cause immediate harm to others, the person violating the rules may be immediately excluded from the library without first being given a warning.

Refusal to leave when requested may result in a criminal trespass violation issued by Cuba Police Department. In the case of a minor being excluded, every attempt will be made to contact the child's parent or guardian to give notice of the exclusion.

Exclusions may be made for progressively longer times for repeated violations or when harm or potential harm is involved, ranging in time from one week to permanent exclusion and loss of all library privileges. Library staff may interview witnesses and use security video footage. If additional information surfaces about an infraction, an exclusion length may be adjusted by the Library Director or designee.

In a situation where a group of people are implicated in a behavior infraction, library staff will make efforts to ascertain who is responsible. There may be cases where the whole group is treated equally responsible.

An example exclusion progression for behavior that is disruptive, disorderly, or unsafe is below. This example is for relatively minor infractions. More serious or repeat infractions will have a compressed progression.

- 1<sup>st</sup> infraction—request from staff to discontinue behavior; staff will make efforts to offer an alternative way to use library services, as available (e.g. curbside only or virtual services).
- 2<sup>nd</sup> infraction—request to discontinue and warning that behavior can lead to an exclusion; alternative way to use library services, if available, may be required for the day.
- 3<sup>rd</sup> infraction—Asked to leave for the day; staff will offer alternative methods of library use, if available.
- 4<sup>th</sup> infraction—Exclusion for one week. Alternative methods of library use that do not require the facility or physical property will be allowed as relevant for the infraction (e.g. if behavior only presents inside the building, then using curbside and/or virtual services will still be allowed).

- 5<sup>th</sup> infraction—Exclusion for one month. Alternative methods of service may be allowed. See above.
- 6<sup>th</sup> infraction—Exclusion for three months. Alternative methods of service may be allowed. See above.
- 7<sup>th</sup> infraction—Exclusion for six months. Alternative methods of service may be allowed. See above.

Example of exclusion progression for behavior that is threatening, harassing, harmful, or violating the rights of library users and/or staff:

- 1<sup>st</sup> infraction—Exclusion for one week minimum, up to a permanent trespass, depending on severity of the situation.
- 2<sup>nd</sup> infraction—Exclusion for longer period, up to a permanent trespass, depending on the severity of the situation.

Offering alternative use or library services during the exclusion may not be applicable, depending on the severity of the violation. Staff and public safety and rights will be considered.

If a child, or anyone otherwise needing close adult supervision, has been left unattended in the library, staff will attempt to locate the caregiver. If the caregiver cannot be located, or if the library is closing, law enforcement will be notified.

### **Appeal**

A patron who has been excluded from the library may appeal the notice in writing to the Library Director within 10 days of issuance. The Library Director will schedule a hearing, which shall not take place more than one week after receipt of the written request. The hearing will be informal, and the Library Director will consider testimony from library staff involved in the incident, from the person requesting the hearing, and from any other witnesses to the incident. At the conclusion of the hearing, the Library Director may affirm, modify, or cause the notice to be canceled. A written copy of the decision will be delivered or mailed within 10 days to the person making the appeal. This decision may be appealed to the Library Board of Trustees. That appeal must be in writing to the Board President within 10 days of issuance of the Library Director’s decision and the appeal process shall be the same as the appeal to the Library Director, with additional outside review.

**Cuba Circulating Library**  
**39 East Main St**  
**Cuba, New York 14727**  
**Phone: 585-968-1668**  
**Fax: 585-968-3004**

**Community Room Use Agreement**

As an association library, the Cuba Circulating Library provides space for two types of events: 1) events the Library has determined are consistent with the Library's charitable mission of education and information access and routine operations, and 2) events organized by charitable organizations who meet the library's insurance requirements.

Name of Organization or Individual:

Person Responsible (if the user is an "Organization," this must be someone authorized to sign a contract for the Organization):

Mailing Address:

Phone:  Cell:

Email:

Date(s) of Use:

Time of Use:

Description of Program/Activity:

Estimated number of attendees:  Total Hours of use:

**Meeting Room Rules for Use.** Please initial next to each statement to indicate agreement:

Your event can be restricted to members or invitees, but must be free of charge.

Your organization must not bar any person on the basis of a protected category of identity, including but not limited to gender, race, veteran status, or religion.

The Library Code of Conduct applies to all persons attending your event and you will ensure attendees are aware of the requirements.

No smoking anywhere in the building or on library property. This is in keeping with New York State Public Health Law §1399-o.

The capacity of the room is no more than 97 people.

Please notify your attendees they are allowed to park in the lot across the street.

The public restrooms are locked. There is a key for each in the kitchenette. Restrooms must be left in tidy condition.

Arranging tables and chairs is your responsibility. Please return them to their original position when finished.

There is a \$25 cleaning fee if the kitchen and meeting room are not left clean and orderly. You must take your trash with you. Please do not leave anything in the refrigerator. A vacuum is located for your convenience in the double metal door closet.

After your meeting, return the thermostat to 60 in winter, AC to 80 in summer.

Turn off lights in the community room, hallway, entryway, and outside. The hall and bathroom lights are on motion sensors and will turn off automatically.

The rear stair exit is to be used in case of emergency only.

In the event of an emergency, call 911 and direct them to 39 E MAIN ST. An AED device is stored in on the main floor of the library.

Children eight (8) and under are not to be left unattended in the library while parents/guardians attend meetings, programs or events.

All Community Room users are responsible for signing out a key if access to the Community Room is needed outside the library's typical operating times. The key should be returned the same day, as the event. If your event ends after the library is closed, please do not keep the key. You may drop the key in the book drop. Library Staff will lock the front door. This will allow you to leave the building while also ensuring that the door is locked from the outside. Be sure the door is pushed shut and firmly latched when you leave. There is a charge of \$250 for unreturned keys.

Items such as pens/pencils, stapler, copies, scissors, tape, cups, plates, napkins, etc. **are not provided with use of this room.**

Sale of merchandise or other materials is forbidden on the premises unless specific approval from the Library Director is obtained in writing at least 3 days prior to the meeting.

### **User Fee**

To defray the costs of reservation, the library charges a nominal but important user fee as follows:

Authorized groups may use the Community Room at no charge for activities lasting less than two hours.

The fee per use for activities lasting from 2 – 4 hours is \$25.

The fee per use for activities lasting over 4 hours is \$50.

Fees must be paid by the end of each month.

## **Reservation and Cancellation**

To ensure equitable access to the community, reservations may not exceed a total of 20 hours of use per month, without specific board of trustee approval.

The library will work to ensure the space is ready for your group, but must reserve the right to cancel the reservation on the basis of safety or the operational needs of the library.

If the library must cancel your reservation, the library will contact the responsible person at the number listed as soon as possible. Reservation fees will not be refunded, but the library will re-schedule the cancelled meeting without further cost.

Notice of cancellation by your organization should be made to the Library Director as soon as possible. After 30 minutes a group may forfeit its reservation if it fails to appear as scheduled. If a group fails to show for two meetings in a row and does not call to cancel, all future reservations are forfeited until the group calls to reschedule.

## **Insurance**

For events found to be consistent with the Library's charitable mission of education and information access and routine operations, no insurance is required.

For events that are consistent with the Library's charitable mission of education and information access, but exceed the library's routine operations, proof of adequate insurance, naming the library as "additional insured" will be required.

Examples of events requiring adequate insurance include but are not limited to: workforce training, meetings of organization's employees, physical education classes (such as yoga or dancing), CPR classes, use of power tools, cooking or food preparation, professional services, and anything medically related.

**To enable adequate time for assessment, when required, proof of insurance must be provided not later than ten business days before your event.**

## **Hold Harmless and Indemnification**

The individual or organization arranging to use the room agrees to hold harmless, indemnify, and defend the Cuba Circulating Library, its officers, directors, agents, representatives, managers, employees and affiliates from and against any and all claims, suits, liens, judgments, damages, losses and expenses including reasonable attorney fees and legal expenses, incurred in relation to this conditional use of the library's property.



Initials

**Acknowledgements**

As the "responsible party" listed above, I have read and agree to the Community Room Use Policy.

Signature

As the responsible party, I have read and will abide by, and direct attendees to abide by, the Code of Conduct and the Community Room Use Guidelines.

Signature

I agree that I, or the organization I represent, will assume full responsibility for any damages or additional cleaning fees.

Signature

I/We, my/our organization, its officers, employees, and members shall through the signing of this Agreement by an authorized party or agent, agree to exercise the utmost care in the use of the library facility, the surrounding property, and to hold the library harmless from all damages, liabilities, injuries, or losses to persons or property resulting from use of library facilities.

Signature

Date

If you should need help after hours, you may reach the Library Director at 585-403-1569.

App. March 9, 2020

Rev: May 11, 2020, Dec. 14, 2020, Apr. 10, 2023

## **Cuba Circulating Library**

### **PROGRAMMING POLICY**

**PURPOSE:** This policy addresses programming (1) developed and sponsored by the library and (2) developed by members of the community and co-sponsored by the library.

**POLICY:** Cuba Circulating Library is a core community service. We are dedicated to free and equal access to information, knowledge, learning, and the joys of reading for our diverse community. We seek to create lifelong learners through quality and current programs and materials for all.

Library programs extend and promote the role of the library as a community resource, enhance the information found in library collections, offer a way for people to obtain information; encourage participation in civic life, and help to address the cultural and leisure-related interests of the community.

**Library staff may use, but are not limited to, the following criteria in program planning:**

- Relation to library mission and service goals
- Community needs and interest
- Presentation quality and treatment of content for the intended audience
- Presenter background/qualifications/reputation
- Availability of program space
- Budget and staffing considerations
- Connection to other community programs, exhibits or events

Requests from individuals to present library programs are considered using the above criteria.

The purpose of programs may not be purely commercial or for the solicitation of business. The presenter may leave business cards for participants to pick up after the program should anyone be interested in purchasing items or services from the presenter.

Attendance may be limited to ensure the safety or success of a program. When limits must be established, attendance will be determined on a first-come, first-served basis, either with advanced registration or at the door. If a program requires pre-registration, patrons may not sign up for a block of slots. They must provide the names and contact information of each person attending at the time of registration. Once a program is full, names will go on a wait list. If the program is scheduled again, the names on the wait list will be called first for the opportunity to attend the new program.

Programs will be developed with consideration for the principles of accessibility and equity. These include, but are not limited to, access for people with disabilities, and times and locations that maximize convenience and encourage attendance by the target audience.

The library staff has the discretion to cancel programs, to be rescheduled or not.

Most programs are advertised for specific ages of children. These programs have been planned so that they are developmentally appropriate for children of that age. Age limitations are important and are implemented for the benefit of all the children. No individual older than 12 years of age may register for any children's program, unless otherwise specified in library publicizing. Some programs may require parent or caretaker attendance — please refer to individual program descriptions for details.

All library programs must be open to the public and offered free of charge. However, if necessary, a small fee to cover the cost of materials may be charged for art or craft programs. Also, recognizing that program attendees may wish to purchase items like books written by speakers or recordings made by performers, the library may permit the sale of such items in conjunction with a library-sponsored program. All plans to sell such items must be arranged in advance and approved by the library staff responsible for the program. Program presenters are responsible for the handling of all sales.

The library reserves the right to use video or photographs taken of program participants for internal use, publication, and use in library promotional outlets, and for evaluation purposes.

Programs are advertised by press releases to newspapers and radio stations, on the library's website and social media accounts, with posters taken to local businesses, and with flyers taken to schools.

### **Co-Sponsoring Programs**

The library may partner or co-sponsor programs with other agencies, organizations, and businesses provided the programs are compatible with the library's mission and vision. The library will generate joint programming and invite partners to co-sponsor or collaborate. Co-sponsored programs must include involvement by library staff in the planning of program content. Professional performers and presenters who offer specialized or unique expertise may be hired for library programs.

Library sponsorship of a program does not constitute or imply an endorsement of its policies, beliefs, or program by any library personnel or by the Cuba Circulating Library.

### **This program policy does not apply to:**

- events that are developed only for special purposes such as donor recognition, fundraising, or media conferences

- programs offered by other organizations on library premises where space is rented under the terms and conditions of the community room use agreement

Exceptions to the policy can be made by a majority vote of the Board of Trustees.

App: May 11, 2020

Rev: Dec. 14, 2020

## COMMUNITY ROOM GALLERY POLICY

**PURPOSE:** to assure that exhibit and display space is made available on an equitable and neutral basis, that no materials are excluded because of origin, background, or views of those contributing them, and to provide access to artistic and cultural resources to the patrons within our chartered area. The library maintains a small gallery in its Community Room to allow local artists to exhibit their art as well as local residents view the art.

**POLICY:** The gallery is open to the public. However, except during programs (both sponsored by the library and by other community groups) the Community Room containing the gallery will be locked. Those wishing to access the gallery are to procure a key from the Circulation Desk and return it promptly after viewing the exhibit. A library card is not required to view any exhibit.

The Acquisitions Committee, a subset of the Cuba Circulating Library Board of Trustees, is responsible for coordinating with artists to arrange exhibits. Working with the artist(s), the Acquisitions Committee determines the installation and removal dates of the exhibit.

The artist may wish to sell the art displayed in the gallery. It is the artist's responsibility to clearly mark the prices of the works and provide detailed contact information allowing interested parties to contact the artist if this is what the artist desires. However, the Cuba Circulating Library is NOT responsible for the sale of any art work; this responsibility rests solely with the artist.

The Cuba Circulating Library endeavors to safeguard the art exhibited in the gallery; however, the library is unable to guarantee the exhibit's safety absolutely. The exhibit is unsupervised the majority of the time. Therefore, the Board of Trustees asks that each artist exhibiting in the gallery sign an "Artist Exhibit Release of Liability" prior to the installation of the exhibit. The Release protects the library from any liability should something unforeseen occur in which there is loss or damage to the work(s) displayed or injury to the artist displaying them.

App: Dec. 14, 2020

**Cuba Circulating Library**

**Artist Exhibit Release of Liability Form**

Installation Date \_\_\_\_\_

Removal Date \_\_\_\_\_

I agree that as an artist exhibiting at the Cuba Circulating Library, I am responsible for the transportation, installation, and removal of the exhibit.

I understand that although the Cuba Circulating Library will work to safeguard the exhibit, the exhibit will often be unsupervised. I understand that the exhibit is open to all members of the community.

I agree to not hold the Cuba Circulating Library responsible for any damage or loss due to theft, vandalism, fire, water, or other damages during transportation, installation, exhibition, and removal of the exhibit.

I agree to indemnify and hold the Cuba Circulating Library, its Board of Trustees, director, employees, and volunteers, harmless for any liability, loss, damages, claims or actions for any bodily injury and/or property damage during transportation, installation, exhibition, and removal of the exhibit.

I agree to indemnify and hold the Cuba Circulating Library, its Board of Trustees, director, employees, and volunteers, harmless for any type of intellectual property infringement, including but not limited to patent, copyright or trademark infringement during transportation, installation, exhibition, and removal of the exhibit.

I understand that the Cuba Circulating Library does not insure the property of the exhibit and that I may choose to acquire my own insurance. If I, the artist, acquire insurance for the exhibit, I agree to submit a copy of the insurance to the Cuba Circulating Library.

I understand that the Cuba Circulating Library reserves the right to photograph any or all artwork for promotional and/or record-keeping purposes.

Artist Name (Printed) \_\_\_\_\_

Artist Signature \_\_\_\_\_ Date \_\_\_\_\_

App.11/10/14

Rev. 12/14/2020

## **Cuba Circulating Library**

### **VIDEO SURVEILLANCE POLICY**

**PURPOSE:** The Cuba Circulating Library strives to maintain a safe and secure environment for its patrons, staff, and property.

**POLICY:** Section 226.10 of the New York State Education Law authorizes the Library Board of Trustees to adopt regulations to ensure the safety of all library staff and patrons, protect the library's property, and maintain order in the library. The library's video security system is used only for the protection and safety of patrons and employees and library assets and property.

#### **Patron and Employee Privacy**

Reasonable efforts will be made to safeguard the privacy of patrons and employees. Video cameras will not be positioned in restrooms. Cameras will not be positioned in any manner to identify a person's reading, viewing or listening activities in the library. Images will not be routinely monitored in real-time, nor reviewed by library staff, except when specifically authorized by the Director.

#### **Camera Placement**

Selected public areas of the library building and grounds are equipped with video cameras that detect and record all movement in those areas. Camera locations will not be changed or added without the permission of the Director. Cameras are positioned to record only those areas specified by the Director.

#### **Signage**

Signage will be posted at the library entrance stating: "This area is under video surveillance".

#### **Access to Video Records**

Only the Director -- and employees and/or service providers designated by the Director -- will be authorized to operate the video security system.

Access to video records shall be limited to designated employees and service providers who may only access such records during the course of their assigned duties.

Access to stored video records is password protected.

#### **Use and Disclosure of Video Records**

Video records may be used to identify the person or persons responsible for or involved in violations of the library Use Policy and alleged illegal conduct on library premises.

Video records may be used to assist law enforcement agencies in accordance with applicable state and federal law. Only the Director is authorized to release any video record to anyone other than a designated employee, including, but not limited to, law enforcement personnel or service personnel. The Director must notify the board president of any requests for release of video records.

In no event – unless required by an enforceable legal process – will any video records be released to the media or other persons.

### **Video Record Retention**

Images from the library video surveillance system are stored digitally on hardware in the library. The library retains all recorded images for 20 days. Video records of incidents can be retained and reviewed as long as considered necessary by the Director.

App: July 13, 2020

Rev: Dec. 14, 2020



## Cuba Circulating Library

### COMPUTER USE AND INTERNET POLICY

**Purpose:** Ensuring free and equal access to ideas and information in a variety of formats which is essential to the mission of the Cuba Circulating Library.

**Policy:** The internet enables the library to provide information beyond the confines of its own collection. It allows access to ideas, information and commentary from around the globe. However, it is an unregulated medium. As such, it offers access to a wealth of material that is enriching to persons of all ages but it also enables access to some material that may be offensive and disturbing. The Southern Tier Library System and the Cuba Circulating Library do not endorse and do not assume responsibility for any content found or any communications made on the internet. In accordance with the Federal Children's internet Protection Act (CIPA), a filtering mechanism is installed on all public access computers. This filter blocks access to sites in the following categories: anonymizers, criminal skills, extreme, malicious, phishing, pornography and spyware. The filtering mechanism can be disabled for adults 18 and over to access specific sites but may take 24 hours or more to complete as filtering is done off site.

Individual users must accept personal responsibility for determining the suitability and appropriateness of information obtained through the internet. The library insists that parents or guardians be responsible in monitoring their children's use of library materials and resources, including the internet. Parents or legal guardians should guide their children in the use of the internet and inform them about materials and sites they should not use.

#### Rules for Internet Use:

1. Users must sign Acceptable Use Agreement
  - a. Children eight (8) and younger require a signed parental permission and adult supervision to access the internet via the library's public computers. Children eight and under may use the two computers in the children's area.
  - b. Young people ages nine through seventeen (9-17) must **bring** a parent or guardian to the library to read and sign the permission agreement.
  - c. Individuals age eighteen (18) and older must read and sign an acceptable use agreement.
2. Those wishing to use a computer must be library patrons in good standing, must bring their library card with them, and sign in on the computer log at the front desk. Visitors to the area may show a driver's license.
3. It is recommended that computer users know basic computer and software use procedures.
4. Users may not cause degradation of system performance.

5. Users may not use library computers for any illegal or criminal purposes, including but not limited to: coercion, fraud, theft, copyright infringement, hacking, or violation of software.
6. Users may not access pornographic web pages that contain images, sounds, or messages which are generally considered pornographic.
7. There is a one-hour time-limit on four of the Lab PCs. These PCs may be used for any purpose other than the unacceptable behavior outlined in this policy.
8. Users may renew computer time up to three hours in the absence of a waiting list.
9. There is no time limit on the two computers designated “projects requiring more than an hour.”
10. Basic rules of library use apply: no loud talking; only one person per computer in the lab area unless otherwise permitted.
11. To address the issue of the safety and security of using email and other forms of electronic communication including social media, instant messaging, video conferencing, etc., as well as unauthorized disclosure, use and dissemination of personal information regarding minors and adults, the Cuba Circulating Library urges all to keep in mind the following safety guidelines:
  - a. Never give out identifying information such as home address, school name or telephone number.
  - b. Minors: Never arrange a face-to-face meeting with someone via the computer without parents’ or guardians’ knowledge and approval.
  - c. Never respond to messages that are suggestive, obscene, threatening or make one uncomfortable. Tell a parent, guardian, or police officer if such a message is received.
  - d. Report any incident to the National Center for Missing and Exploited Children at 1-800-843-5678 if one becomes aware of the transmission of child pornography.
  - e. Remember that people online may not be who they say they are.
  - f. Remember that not everything you read may be true.
  - g. Do not open email, files or website pages sent to you by people or organizations that you don’t know or don’t trust.
12. Users should know that any work they save to the computer will be wiped out upon logging out. You can save to a personal flash drive
13. Adults using the computers may not allow their children to be unsupervised.

14. Violation of any of these rules will result in one warning. A written warning and a two-week suspension of in-library computer privileges will be given after the second violation. A written warning and a month suspension in-library computer privileges will be given after a third violation. In the case of minors, parents/guardians will not be given notification as this violates the minor patron's right to privacy.

15. At any time, the library may limit the number of computers available to the public. Library Wi-Fi will stay on and available to the public at all times.

App: September 11, 2006

Rev: February 11, 2008, December 13, 2010, July 11, 2016, May 11, 2020, Dec. 14, 2020

## **Cuba Circulating Library**

### **WIRELESS INTERNET POLICY**

Users must agree to the Wireless Internet Policy before continuing to the internet after they have logged onto the library's wireless internet. The following is visible on the screen prior to accessing the internet:

#### **Purpose:**

Ensuring free and equal access to ideas and information in a variety of formats is essential to the mission of the Cuba Circulating Library. The internet enables the library to provide information beyond the confines of its own collection. It allows access to ideas, information and commentary from around the globe. However, it is an unregulated medium.

#### **Policy:**

As such, it offers access to a wealth of material that is enriching to persons of all ages but it also enables access to some material that may be offensive and disturbing. The Southern Tier Library System and the Cuba Circulating Library do not endorse and do not assume responsibility for any content found or any communications made on the internet. In accordance with the Federal Children's Internet Protection Act (CIPA), a filtering mechanism is installed on all public access computers. This filter blocks access to sites in the following categories: anonymizers, criminal skills, extreme, malicious, phishing, pornography and spyware. The filtering mechanism can be disabled for adults 18 and over for bona fide research or other lawful purposes on request.

Individual users must accept personal responsibility for determining the suitability and appropriateness of information obtained through the internet. The library assumes that parents, guardians, or caregivers are responsible in monitoring their children's use of library materials and resources, including the internet. Parents, guardians, or caregivers should guide their children in the use of the internet and inform them about materials and sites they should not use.

#### **Rules:**

1. Users, including those using the wireless connection, may not cause degradation of system performance.
2. Users may not use library computers or the wireless connection for any illegal or criminal purposes, including but not limited to: coercion, fraud, theft, copyright infringement, hacking or violation of software.
3. Users, including those using a wireless connection, may not access pornographic or other sites disturbing to others, or display web pages that contain images, sounds or messages that others around find offensive or disruptive.

Violation of any of these rules will result in one warning. A written warning and a two-week suspension of in-library computer privileges will be given after the second violation. A written warning and a month suspension in-library computer privileges will be given after a third violation. In the case of minors, parents, guardians, or caregivers will not be given notification as this violates the minor patron's right to privacy.

#### User Agreement

I am interested in having access to the internet. I understand that while the internet provides a wealth of information beyond the confines of the library's physical boundaries, some material may be offensive, inaccurate or disturbing.

Despite the existence of library policy, regulations and guidelines, it is virtually impossible to completely prevent access to content or material that may be considered inappropriate for users. Users may have the ability to access such content or material from their home, other locations off - premises and/or with an user's own personal technology or electronic device on library property. I understand that the library is not responsible for inappropriate content or material accessed via an user's own personal technology or electronic device or via an unfiltered internet connection received through an user's own personal technology or electronic device.

App: July 11, 2016

Rev: Dec. 14, 2020

## Cuba Circulating Library

### HOT SPOT BORROWING POLICY

A hotspot kit includes a mobile hotspot device, charger, and a case.

#### Borrowing Rules:

- Borrowers must be 18+ years old with a Southern Tier Library System (STLS) card in good standing that is older than 30 days.
- Valid photo ID must be presented at checkout.
- The full Hotspot kit must be returned in person to staff at the desk, not at the book drop.
- Only one hotspot kit may be checked out per household at a time.
- The loan period is 7 days with no renewals.
- Once returned, a hotspot kit cannot be borrowed by someone from the same household for 48 hours.

*Note: The library reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late in returning materials.*

#### Hold

The library will accept holds on a hotspot kit. Patrons will be notified by phone only when their hold is ready for pick-up. Patrons will have 48 hours from the time of this notification call to check out the hotspot, after such time it will be released to another patron. This hold period may be extended at the discretion of the library.

#### Fines and Liability

- The overdue fine is \$4 per day up to the \$150 replacement cost.
- The borrower is responsible for any damage, loss, or theft.

#### Internet Use

These terms and conditions are in addition to the standard library policies, notably the library's Computer Use and Internet Policy. The library is not responsible for any illegal or obscene online content accessed with the hotspot. Violations may result in loss of borrowing privileges or criminal prosecution.

By borrowing a hotspot, patrons agree to this policy and take full responsibility for the device. Altering any files or modifying the configuration of library-owned equipment is strictly prohibited. The library is not responsible for personal information shared over the internet or for information or websites accessed. The library is not responsible for any overcharge, liability, damages, or expense resulting from the use of the hotspot.

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

App: Jan. 10, 2020; Rev: Feb. 13, 2024

## Cuba Circulating Library

### 3D PRINTER POLICY

**PURPOSE:** To enrich the community by allowing access to technology to which they may not otherwise have access.

**POLICY:** The Cuba Circulating Library has an XYZ Da Vinci All-In-One 3D Printer and Scanner available for use by library patrons. It utilizes ABS building materials, and the building material comes in a variety of colors – the availability of which is subject to change.

The library's 3D printers may be used only for lawful purposes. The public will not be permitted to use the library's 3D printers to create material that is:

- Prohibited by local, state or federal law.
- Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others.
- Obscene or otherwise inappropriate for the library environment.
- In violation of another's intellectual property rights. For example, the printers cannot be used to reproduce material that is subject to copyright, patent or trademark protection.

The library reserves the right to refuse any 3D print request. Only patrons in good standing (owing \$5.00 or less) will be able to request a print.

Cost: 3D printing at the Cuba Circulating Library is currently free, thanks to a grant from the F.T. and Anna C. Manley Memorial Fund. It is anticipated that a fee will be charged in the future to cover the printing costs upon the end of the grant.

Patrons can submit projects to print either on a flash drive, CD, or through email. When submitting projects, patrons will need to complete the 3D Printer Request Form. Patrons under the age of 17 will need a parental signature if/when fees are added to the process - except in the case of library programming. Depending on schedule and volume of orders, it may take up to 5 days to complete the project. Patrons will be notified when the project is completed. Items printed from library 3D printers that are not picked up within 7 days will become property of the library. Items must be picked up by the individual who is on the 3D Printer Request Form. .

Library Staff will be the only ones with hands-on access to the printer though patrons are welcome to observe. In cases approved by the Library Director, a patron may be permitted to print and scan items for themselves with close staff supervision.

The library is not responsible for projects that fail due to structural issues.

Quality: 3D printed objects may have small bumps, holes, and/or rough edges. These can be cleaned up using fine sandpaper. Objects are printed from the bottom up. If a design has a large overhang or suspended parts, support material and/or rafts may be used. These additions are easily removed by the patron. The library will not be responsible for removing any supports and/or rafts.

The library reserves the right to change fees and procedure at any time.

**Cuba Circulating Library**

**3D Printer and Scanner Request Form**

Name: \_\_\_\_\_ Card #: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Preferred Method of Notification: \_\_\_\_\_

Format Submitted (circle one): Flash Drive                      CD                      Email                      Other

Does Flash Drive, CD, etc need to be returned? \_\_\_\_\_

Preferred Color (subject to availability): \_\_\_\_\_

Size of File: \_\_\_\_\_ Filament Used: \_\_\_\_\_ Time to Complete: \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Completed By: \_\_\_\_\_ Cost (if any): \_\_\_\_\_

App: Dec. 14, 2020



## **Cuba Circulating Library**

### **ELECTRONIC DEVICE BORROWING POLICY**

**PURPOSE:** To enrich the community by allowing access to technology to which they may not otherwise have access.

#### **Equipment Available**

- (2) iPad 2 with case
- (4) Laptops with chargers
- (2) Osmo kits
- (2) Sphero kits

#### **POLICY:**

##### **Patron Eligibility**

- Patrons must have a valid library card from any library in the Southern Tier Library System.
- Patrons must have a valid library card present at the time of the check out.
- Patrons must be in good standing (not blocked, not owing fines of \$5 or over).
- Patrons must sign the internet Use Policy for the device the patron intends to borrow prior to use.
- Devices are available to patrons ages 9 and over. For patrons ages 9-17, a parent/guardian must cosign the internet Use Policy.

##### **Loan Period**

- Loan period for the device is one (1) hour, which can be renewed if there is no waiting list for up to a total of three (3) hours. The device may not leave the main floor of the library or be left unattended.
- Devices are loaned on a first come, first served basis – devices may not be held or reserved.
- Devices must be returned to a STAFF MEMBER.
  - o Patrons must not leave the device unattended on the circulation desk.
  - o Patrons must not place the device in the book drop in the circulation desk.
  - o Patrons must remove ALL personal information from the device before returning it.
  - o Failure to adhere to these returning rules will result in a \$5 fine and a possible ban from borrowing devices in the future.
- Devices will not be loaned to other libraries.

### **Lost or Damaged Devices**

- Users are responsible for lost or damaged devices or device accessories. Charges will be based on replacement costs, up to a maximum of \$400 for the iPad 2 and \$600 for the laptop.
- All damages will be assessed by the Library Director.

App: July 11, 2016  
Rev: Dec. 14, 2020

## **Cuba Circulating Library**

### **Patron Photography & Filming Policy**

Cuba Library is considered a limited public forum in accordance with legal precedent. As such, we have an obligation to protect the right to privacy and confidentiality of library staff and patrons. (See Section 3, NYS Civil Practice & Rules Section 4509 Confidentiality Law for Library Records). Therefore, photography and filming inside the library are subject to restrictions.

#### **Photography**

Limited, casual photography is permitted without the need for permission. However, patrons taking photographs inside the library should take care not to infringe upon others' privacy and confidentiality, and should inform other patrons in the areas they are photographing and obtain their consent if they are likely to be captured in any images. The library reserves the right to restrict photography to certain areas inside the library in order to protect the privacy and confidentiality of others.

Patrons observed or reported as not complying with these measures will be asked to refrain from taking photographs and, if they fail to comply, may be subject to suspension of library privileges. (*See Cuba Library's Acceptable Patron Behavior policy.*) As a safety precaution, patrons taking photographs are not to use added equipment such as lighting or tripods.

#### **Filming**

Filming by members of the general public is not permitted anywhere inside the library building without prior written permission of library staff. This includes taking cell phone videos. To obtain written permission, apply to the library director or other designated employee expressing the purpose of the filming. Requests to film in the library can be denied at the staff's discretion. With written staff consent, filming is permitted only with the consent of patrons present in the area of the library where filming is to occur, and only in locations approved by library staff.

NOTE: At the discretion of the library director or staff, real-time verbal permission may be granted to film at particular times and/or places inside the library, such as during certain programs or presentations.

At all times, filming must not disrupt or impede regular library services and procedures or threaten patron safety and confidentiality. Patrons observed or reported as not complying with these measures will be asked to refrain from filming and, if they fail to comply, may be subject to suspension of library privileges.

Minor children cannot consent to be photographed or filmed. Photography or filming of children in one's own care is permitted, provided all other measures are observed; photography and filming of children not in one's care is prohibited.

Photography or filming by accredited news media must be approved by the library director or other designated employee. Requests should be made a reasonable amount of time before the photography or filming is to occur. All other measures outlined in this policy must also be observed.

Photography or filming for commercial purposes is prohibited.

—

**Policy Summary** (for display somewhere in the library)

We love to talk about our library. If you want to record, photograph or film inside the library, kindly alert the staff. We can direct you to our Photography and Filming Policy that provides information about granting such activity while at the same time respecting patron privacy and not disrupting normal library operations.

—

**Photography/Filming Announcement** (to be read at public gatherings in the library)

Ladies and gentlemen, we're happy to allow photography and video at this activity/event, but please understand that we have an obligation to protect the privacy and confidentiality of everyone in attendance. When taking photos or videos, our policy requires that you feature only those for whom you have permission to include.

Accepted: July 11, 2022

Library card number \_\_\_\_\_



### Southern Tier Library System Borrower Application

A library card from a member library of the Southern Tier Library System grants its owner direct access to the resources of every library in the Southern Tier Library System. New York State law protects the privacy of library borrowers' registration and borrowing history.

*Please Print*

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

Applicant's Name \_\_\_\_\_  
First Name Middle Initial Last Name

Preferred Name \_\_\_\_\_

Circle one: JR SR III Maiden or Other Name Previously Used

Street Address \_\_\_\_\_ Apartment or Lot \_\_\_\_\_

City State Zip

Phone \_\_\_\_\_ Town or Tax District \_\_\_\_\_

Date of Birth \_\_\_\_\_ E-mail address \_\_\_\_\_

Complete if you are a college student or have a secondary address:

\_\_\_\_\_

Street

\_\_\_\_\_

City State Zip

#### Parent/Legal Guardian Information (for children 12 and under)

Parent/Guardian \_\_\_\_\_  
First Name Middle Initial Last Name

Street Address \_\_\_\_\_ Apartment or Lot \_\_\_\_\_

City State Zip

I understand that this card entitles me to borrow materials from the Cuba Circulating Library Association at no charge. As a cardholder or guardian of a cardholder under 13, I am responsible for returning all materials checked out on this card – to return these materials in good condition when due. I am responsible for payment of all fines for overdue items and payment for any lost or damaged materials. I will give prompt notice to the Cuba Circulating Library Association of any address change. I will give prompt notice to the Cuba Circulating Library Association of a lost card; I understand there is a fee for a replacement card. This card is not transferable.

New York State Civil Practice Law & Rules Section 4509 requires that library records are confidential and can only be shared with the cardholder. Children have the same rights under this law as adults. See Patrons Records and Confidentiality Policy for further details. I understand that signing my child's library card application only shows acceptance of fines and fees. It does not exempt parents or guardians from New York law. Circulation, registration information, and information retrieval records may only be disclosed to the cardholder, regardless of age or relationship.

**Applicant's Signature** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_

**Permitted Users**

I certify that the following people are permitted to use my library card in my absence. I certify that any transaction completed by the individual(s) named below will not violate my patron privacy. I certify that I am responsible for any fines or damages accrued on my card when the individual(s) below use my card. This agreement can be modified or ended at the patron's discretion.

**Permitted users:** \_\_\_\_\_

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

**Internet Acceptable Use Agreement**

I understand that while the internet provides a wealth of information beyond the confines of the library's physical boundaries, some material may be offensive, inaccurate, or disturbing. I understand that Cuba Circulating Library has no control over internet material nor does the library have complete knowledge of what is on the internet. I have read and will abide by the library's Rules for Internet Use Policy.

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

**Parental Permission Agreement for Use of Library Computers**

As the parent/guardian of the minor child named below, I have read and agree to the Acceptable Use Agreement. I assume all responsibility for the use of the internet by my child and agree to hold Cuba Circulating Library harmless from any and all liability that may occur from internet use while using the library's computers or Wi-Fi connection. My child ages 9-17 may use the internet independently. I agree to accompany my child, age 8 or under, or allow this child to use the internet with the adult/guardian who accompanies him/her to the library.

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

\*\*\*\*\*STAFF USE ONLY\*\*\*\*\*

Type of ID used \_\_\_\_\_ Staff member's name \_\_\_\_\_

**Adopted by Cuba Library Board of Trustees Aug. 2023**

## **Cuba Circulating Library**

### **Virtual Reality Policy**

The Cuba Circulating Library maintains and furnishes four Meta Quest 2 VR headsets for use by library patrons.

**Purpose:** As part of the library's programming, we strive to offer access to new and emerging technologies, such as Virtual Reality. Virtual reality is a computer-generated, three-dimensional simulation of an environment that can be explored and interacted with in a seemingly real way by a person using a VR headset.

#### **Policy:**

##### **When and where can I use VR equipment?**

Virtual reality equipment made by Meta Quest VR will be available for use at the Cuba Circulating Library during special programs and other events.

The VR headset is also available for use in 30-minute sessions. Only one session a day is permitted. Patrons must schedule their session in advance with a library staff member. Patrons may only use the VR headset alongside designated library staff or volunteers.

##### **Who can use the VR headset?**

Patrons must be age 13 or older to use the VR headset.

The Waiver of Liability Agreement must be signed before the Library's VR equipment can be used. All patrons age 18 or older must sign the Waiver of Liability Agreement. A patron under the age of 18 must have this Waiver of Liability Agreement signed at the Library by his/her parent or legal guardian.

Before using the VR headset, a patron must receive instruction from the Library staff.

Library staff members, at their discretion, may deny any patron the use of the VR headset.

##### **What else do I need to know about using VR equipment?**

Use of the VR headset is associated with risks, some of which may not be known yet. Reactions to a VR experience are unpredictable and may include dizziness, nausea, disorientation, eyestrain, seizures, bumping into objects, or falling. The VR headset may also transmit contagious conditions.

Patrons must stop using the VR headset immediately if they experience any discomfort whatsoever. Patrons must also take frequent breaks from use of the VR headset.

Patrons using the VR headset must obey all requests made by Library staff members, including requests to sit down or to stop using the headset. App: 09/12/2022

## Cuba Circulating Library Meta Quest 2

### Waiver of Liability

In using the Cuba Circulating Library's Meta Quest Virtual Reality equipment, I agree to the following:

- I (or my child/dependent/minor) am using the virtual reality equipment voluntarily.
- I acknowledge the risks involved in the use of virtual reality equipment. These include but are not limited to dizziness, minor nausea, motion illness, etc.
- I understand that while wearing the virtual reality headset, I will not be able to see my real-life environment and I agree to use caution as a result.
- I assume all of the physical, psychological, and financial risks associated with the use of the virtual reality equipment;
- In the event that I require medical care or treatment, I agree to be financially responsible for any and all costs incurred as a result of such treatment.
- Virtual Reality is not recommended by the manufacturer of Meta Quest for children under the age of 13 and Cuba Circulating Library observes these recommendations.
- I agree to make every effort to obey safety precautions as listed in writing or as explained to me verbally.
- By signing this waiver, I hereby release, hold harmless, and forever discharge from any liability the Cuba Circulating Library, for any and all claims, damages, causes of action, judgements (including costs and expenses) or liability arising directly or indirectly from damages or injury that I may sustain as a result of my use of the Library's virtual reality equipment. I acknowledge that I have read, have understood, and will adhere to the terms of the Policy and Waiver of Liability Agreement.

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Signature Date

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Minor's Name Parent/ Guardian Name

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Parent/ Guardian Signature Date

App: 09/12/2020



## **Cuba Circulating Library Makerspace Policy**

The Cuba Circulating Library provides hands-on equipment for patrons to invent, collaborate, and design as they transform their ideas into reality.

### **Eligibility**

Makerspace equipment is available for use by STLS library card holders in good standing. Guests accompanying library patrons may use the space for certain programs, clubs, and activities at the discretion of Library staff.

Adult supervision is required for anyone below the age of middle school.

### **Use of Machinery/Equipment**

Patrons may check out machines and equipment for use in the library with a valid Southern Tier Library System card. Patrons are required to bring their own materials to use with the equipment. Some materials will be available for purchase to use with specific equipment in order to maintain the integrity of the machinery.

Makerspace equipment may not be used to create materials that are:

- prohibited by local, state or federal law
- used as weapons
- unsafe, harmful, dangerous or pose a threat to the well-being of others
- obscene or otherwise inappropriate for the Library environment
- in violation of another's intellectual property rights

### **Projects**

The Library is not responsible for failed projects. We reserve the right to halt, delete, or disallow the creation of items that violate Cuba Circulating Library policies.

App: 09/12/2022

## Cuba Library

### Board Meeting Public Comments Policy

**PURPOSE:** The purpose of a board meeting public comments policy is to provide time for members of the general public to orally address the board during its monthly board meetings in a fair and organized manner.

**POLICY:** The Board of Trustees of Cuba Circulating Library Association (“Board”) complies with the Open Meetings Law of New York State. Its meetings are open to the public.

The State’s Open Meetings Law does not include any provisions about the public addressing the Board during its meetings. However, the Cuba Circulating Library Association (“Library”) will allow visitors to its meetings to address its Board. In order for the Board to fulfill its obligation to complete its scheduled agenda in an effective and efficient fashion, a maximum of fifteen minutes of public participation will be permitted at the beginning of each meeting.

All persons wishing to address the Board are required to sign in prior to the call of order and will be recognized in the order in which they signed-in. Each speaker is given a maximum of three (3) minutes to address the Board. If several persons wish to speak, each will be allotted a maximum of three (3) minutes until the public participation of fifteen (15) minutes is used. Persons who address the Board may speak only once per meeting and for no longer than a maximum of three (3) minutes each. Speakers must limit their topic to Library matters only, and must reside in the Cuba-Rushford School District. Library card holders will be given precedence.

The Board President or the Trustee presiding at the meeting will introduce each registered speaker and will keep track of the time. The Board appreciates comments from the public, but may not address the issues. No item raised during the public comment period may be acted upon by the board unless it was on the posted agenda.

App: 02/13/2022

Rev: 02/13/2024

## **Cuba Library Child Safety Policy**

The Cuba Circulating Library welcomes and encourages children to use its facilities and services. However, the Library cannot provide long or short-term care for children of any age. Parents and caregivers should remember that the Library is a public building, open to all and must use the same precautions for ensuring your child's safety as you would in any other public location. While our staff is concerned about the well-being of our patrons, the Library is not responsible for keeping your child safe from harm. **The responsibility for the safety and behavior of children in the library rests with the parent or caregiver and not with the Library personnel.**

- Parents or caregivers are responsible for the care, safety, and behavior of children of any age while the child is using the library or on library property.
- Children 5 years old or under must be directly supervised by a parent or caregiver while in the library. If a child in this age group is found unattended, library staff will attempt to locate the parent or caregiver in the library and inform them of the rules. Children ages 6-8 must be in the building with a responsible adult or caregiver.
- A caregiver must be at least 12 years of age and provide direct supervision of the child in their care.
- Parents or caregivers who do not attend a Children's program with their child must remain in the Library if the child is 8 years old or under **and** not yet in second grade, in case the child needs to leave the program.
- Children 9 years old or older and in third grade or higher may use the Library unattended for an amount of time appropriate to their age and maturity. All children must have the telephone number of someone who can assist them in an emergency.
- **The Library is not responsible if children leave Library property unattended.**
- Out of concern for the safety of young patrons, adults who are unaccompanied by a child or children in the children's area of the Library may be asked to move to another area of the Library if need be.

### **Inappropriate behavior:**

- Inappropriate behavior by children will be noted by the staff. Inappropriate behavior includes not treating other patrons and library staff with courtesy and dignity; rough play and excessive running; inappropriate use or abuse of library property; and other behaviors as per the Library's Rules of Conduct Policy. The child and parent or caregiver, if present, will be informed that their behavior is inappropriate and will be asked to stop the activity.
- If inappropriate behavior continues, library staff will follow appropriate steps as

indicated by the Library's Acceptable Patron Behavior Policy.

**At Library Closing Time:**

Unattended children, age 8 or younger, will be asked to contact their parent, guardian or caregiver 15 minutes before closing time. If a parent, guardian or caregiver cannot be reached or does not arrive by closing time, the child will be placed in the care of the Cuba Police Department. Two staff members will wait with the child until the Cuba Police Department arrives. An incident report describing the situation will be filed the next day. After closing time, Library staff will leave a note on the Library door stating ***"Unattended child is in the custody of the Cuba Police, 15 Water St., Cuba, NY; Phone no. 585-968-1666"*** once the child is in the care of the police. The child's name will not be listed on the sign.

App: 10/09/2023