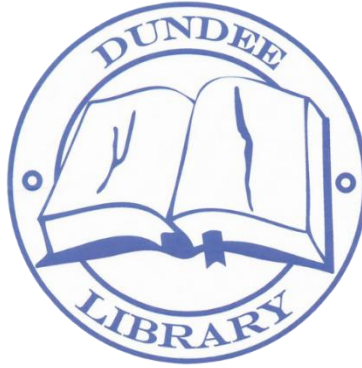




# **Dundee Library**

## Policy Manual

## Policy Table of Contents

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# By-Laws of the Dundee Library

Amended August 9, 2022

## Article I – Name

The name of this non-for-profit corporation, chartered by the Board of Regents of the University of the State of New York, shall be known as the Dundee Library. (Revised Charter #22882 on 3/7/2000)

## Article II – Purpose

The purpose of the Dundee Library, located in Dundee, Yates County, NY, is to provide library services and maintain a library within the geographical area served by the Dundee Central School District

## Article III – Trustees

### Section 1: Membership

The Board of Trustees shall consist of not less than seven (7) but no more than fifteen (15) members and hereinafter be called the “Board”. Trustees shall be appointed on a rotating basis by the Dundee Library Board at its Annual Meeting in December for terms of three years and shall be limited to two (2) consecutive terms. Vacancies due to cause other than expiration of term shall be filled for the balance of the unexpired term by the Board of Trustees. Each Trustee shall be at least eighteen years of age and a resident of the Dundee Central School District.

### Section 2: Nomination

A Nominating Committee of three members is appointed by the Board President annually at the September Board meeting. The committee shall report its nominations at the November meeting of the Dundee Library Board.

### Section 3: Election

The Trustee’s term of office shall begin at the January Board meeting.

### Section 4: Officers

At the January meeting, the Board shall elect from their own number, a President, a Vice-President, a Secretary, and a Treasurer to serve a term of one (1) year, January through December, or until their successors are elected

## Section 5: Duties

The Board shall select a Library Director and shall ensure that the library is managed in a manner consistent with its Charter on file with the Board of Regents of the University of the State of New York.

It shall have general supervision of the affairs, funds, and the property of the Dundee Library. It shall provide ways and means and policies for the convenient use of the library by the public. The Board reviews library expenses, hires the Library Director, makes policy for the library, approves the annual library budget, engages a financial firm (CPA) follows the By-Laws and represents the library in the community.

The Board shall perform the duties prescribed by these By-Laws and by the parliamentary authority of the current edition of “Robert’s Rules of Order Newly Revised”. Board policies may be made or amended by a majority vote of the Board.

## Section 6: Vacancies

Vacancies on the Board shall be filled by the majority vote of the remaining Trustees. Persons so appointed shall serve until the expiration of the original term. Board members in this circumstance may serve up to two (2) full terms immediately following the partial term.

Absence from three (3) consecutive meetings shall constitute automatic dismissal from the Board unless the Board defers this dismissal by a majority vote. The President shall inform the absent Board member in writing that he/she is no longer on the Board. If dismissal is deferred by Board action, the President shall inform the absent Board member in writing the conditions of this deferral.

## Article IV – Meetings

### Section 1: Regular Meetings

Unless otherwise ordered, regular meetings of the Board should be held monthly. These meetings will be governed by these By-Laws and “Roberts Rules of Order Newly Revised”. Each member has one (1) vote and must be present at the meeting to have his/her vote counted.

### Section 2: Annual Meetings

The Annual Meeting of the Dundee Library Board shall take place during December.

## Section 3: Special Meetings

A special meeting may be called by the President or may be called upon written request of three members of the organization. Notice of such meetings and their purpose shall be given.

## Section 4: Virtual Meetings

Meetings may be virtual if approved by orders of emergency by New York State. All rules of the open meeting laws will be followed.

## Article V – Quorum

A quorum shall consist of a majority of the Board. Fewer than a quorum shall have the power to adjourn any meeting, and the attending members may set a meeting date to be held within one week. The presiding officer shall notify absent members of the new meeting date and shall post a public notice.

## Article VI – Committees

### Section 1: Committees

At the Annual Board Meeting, the Dundee Library Board shall establish the standing committees needed for the year. The President shall appoint the committees' members and their chairpersons by the February Board Meeting. These committees shall begin immediately after the February Board Meeting. The President shall be an ex-officio member of all committees except the Nominating Committee.

### Section 2: Audit Committee

The Audit Committee shall be appointed by the President every two years or when the Treasurer changes and shall examine all financial records and make all library records needed to complete the audit available to the committee. All library records are to remain in the library, but copies may be made.

## Article VII – Fiscal Year

The fiscal year of the Dundee Library shall end on the 31<sup>st</sup> day of December each year.

## Article VIII – Amendments

These By-Laws may be added to, amended or repealed, in whole or in part, by a vote of the majority of the Dundee Library Board at any meeting at which a quorum is present, provided that written notice of the proposed addition, amendment or repeal shall be given to each member in the notice of such meeting.

## Article IX – Conflict of Interest

No member of the Dundee Library’s Board of Trustees shall participate in any discussion or vote on any matter in which he/she, or a member of his/her immediate family, has a potential conflict of interest due to having material involvement regarding the matter being discussed. When such a situation presents itself, said person must announce his/her potential conflict, disqualify himself/herself, and be excused from the meeting until discussion is over on the matter involved. The President of the meeting is expected to make inquiry if such conflict appears to exist, and the person has not made it known. Each Board member must have a disclosure on the form on file. It is up to the Trustee to change their own forms when there is a conflict and report it to the Board.

A conflict of interest, real, potential, or perceived, exists when a Trustee has a personal level that may influence him/her when making decisions for the library. A trustee should avoid even the appearance of impropriety when conducting the library’s business.

## Article X – Indemnification

### Section 1: Indemnification

To the fullest extent permitted by law, the library shall indemnify each natural person, or if deceased, his or her personal representative made or threatened to be made a party to any action or proceeding, civil or criminal, including an appeal therein against the reasonable expenses, attorney’s fees, judgments, fines and amounts paid in settlement thereof if such person is made or threatened to be made a party by reason of the fact that he or his testator or intestate is or was (1) an officer and/or Trustee of the Library, or (2) an officer or Trustee who served in any capacity in any other corporation, a partnership, joint venture, trust or other enterprise, at the request of this library, or (3) the occupant of a position or member of a committee or board or a person having responsibilities under the federal or state law, who was appointed to or served in or assumed the responsibility of such position or to such committee or board or at the request or direction of Board of this Library, provided only that such person acted in good faith for a purpose which he/she reasonably believe would be in the best interest of the library or in the case of service for any other corporation or any other partnership, joint venture, trust or other enterprise, not opposed to the best interest of this library and in criminal proceedings had no reasonable cause to believe that his/her conduct was unlawful.

### Section 2: Insurance

The library may purchase insurance to protect itself against the indemnity assumed by the Section. The library’s obligations under the Article shall be reduced by the amount of any

insurance which is available to any such person whether such insurance is purchased by the library or otherwise. The right of indemnity created herein shall be personal to the officer, director, employee, or other person and their respective legal representatives, and in no case shall any insurance carrier be entitled to be subrogated to any right created herein.

## Article XI – Refusal of Gifts

The library shall refuse or announce all grants, gifts, devises, bequests and legacies, the acceptance of which would cause it to be treated as other than a charitable organization duly qualified under Section 501(c)(3) of the Internal Revenue Code of 1986 or any similar section in any subsequent federal tax law.

## Article XII – Dissolution

Upon dissolution of the Dundee Library, the Board of Trustees shall, after paying or making provision for the payment of all liabilities of the corporation, dispose of the remaining assets of the corporation exclusively of one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future federal tax code), or shall distribute the same to the Federal Government, or to a state or local government for a public purpose. Any such assets not so disposed of, shall be disposed by order of the Super Court of the State of New York in the judicial district where the principal office of the corporation is then located, exclusively for such purposed or to such organization or organizations, organized and operated exclusively for such purposed as said Court shall determine.

# Code of Ethics

Approved June 16, 2018  
Reviewed August 10, 2024

In order to conduct the library business with the highest ethical standards, the Board of Trustees and employees of the Dundee Library will observe the following general rules:

## Each Trustee will:

- Avoid conflicts of interest of the appearance of such conflicts. Disclosure of any relationship the Trustee has with a person or entity will be in accordance with current Conflict of Interest Policy and Disclosure of Interest Policy.
- Refuse gifts of any kind that create an appearance of an impropriety or undue influence.
- Work cooperatively with the other Trustees/employees. Accept formal decisions and policies of the Board majority and support the majority decision in public statements and actions.
- Not disclose confidential information, unless disclosure is required by the Freedom of Information Law or other applicable laws.
- Ensure the Library Director and employees operate the library in compliance with all applicable laws, regulations and policies.
- Represent the best interests of the Dundee Library and community residents, without violating the public trust.
- Attend and actively participate in meetings and fulfill the responsibilities of trusteeship including membership on Board committees.

## The Board of Trustees will:

- Transact library business only at Board meeting for which required notice has been made public in compliance with the Open Public Meeting Law.
- Respect differing roles of the Library Director and Trustees.
- Observe the Board of Trustee policies for public, law enforcement and media inquiries. Seek legal and other professional counsel as decided by the majority of Trustee decision.
- Support the American Library Bill of Rights, the Dundee Library Director and employees to resist censorship of library materials by groups or individuals.

# Library Bill of Rights

Adopted June 2018

Reviewed August 10th, 2024

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

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

# Intellectual Freedom

Adopted by the NYLA Council November 18th, 2021

Adopted by Dundee Library December 20th, 2021

Reviewed August 17, 2026

The New York Library Association reaffirms its commitment to protecting and upholding intellectual freedom and the freedom to read. We advocate for the rights of all patrons to access information on a variety of topics and viewpoints without restrictions, which is a fundamental act of participation in democracy

With the increasing number of challenges, especially for books regarding race and the LGBTQ plus communities, New York school libraries and librarians are being pressured to censor and restrict access to information. Parents have the right to set restrictions for their own children, but no person or group has the right to deny access to all readers. This principle applies equally to the free access of information in other types of libraries as well

Libraries are unique institutions of education and knowledge that provide information with impartiality imbalance. Library materials are carefully selected by professionally trained librarians to represent a broad range of ideas and opinions and appeal to the needs and interests of all members of their communities. In a democratic society, partisan disagreements cannot dictate the decision to remove such materials

Therefore, the New York Library Association stands firmly opposed to the restriction, removal and or censorship of books and other library materials, and an attempt to limit the freedom to read or obstruct intellectual freedom

# Collection Management

Adopted December 19, 2022

Revised November 2022

## Purpose

This collection management policy (the policy) Sets the Dundee Library's policy and procedures governing.:

- Selection.
- Procurement.
- Cataloging.
- Evaluation.
- Removal.

Of library resources as defined in this policy. The purpose of this policy is to position the library to assure its community and relevant oversight authorities that the collection management practices meet the needs of the community served by the library, uphold the library's mission, and comply with relevant laws and regulations.

## Definitions

(the) Library: The Dundee Library, which is an association library chartered by the regents

(the) Charter: The most recent version of the document that creates the library is approved by the Regents.

Area of service: The precise, geographically defined community served by the Library as described in its charter and plan of services and any contractual or policy arrangements.

Trustees (or the Board): Members of the library's governing board responsible for setting library policy and hiring the library director.

Library resources: As defined in 8NYC RR 90.3, Library resources means the print and non print materials owned by the Library and any other services provided by the Library to resident borrowers of the Library's area of service. In this policy, Library Resources help a library collectively referred to as the “Catalog” or “collection materials”.

Collection management: The overall term for the selection, procurement, cataloging, evaluation, and removal of library resources.

**Selection of library resources:** The process by which library resources are chosen by library staff. See selection criteria. Based on the library's budget and through use of vetted materials.

**Selection criteria:** The criteria determined by the director and other library staff based on the goals and identified community needs in the library's Long-Range Plan adopted by the Board that must be met by the collection.

**Procurement:** The process by which selected library resources are purchased. Procurement is governed by the combination of law, regulation, and library policies, including fiscal policies. For certain purchases, it may be governed by grant terms required by funding sources.

**Cataloging:** The process by which purchased items are formally added to the library's collection cataloging includes how selected materials are listed in StarCat and where they are shelved

**Evaluation:** The process by which? Collection materials are periodically. Reviewed to ensure they remain. Physically intact, relevant and meet community needs as required by 8. NYCRR 90.2 (6).

**Request for re-evaluation:** The formal process by which any trustee, library employee, or individual served by the library residing in the area of service of the library may request reevaluation of a library resource being included in the library's catalog per the library's selection criteria.

**Long range plan:** A community needs based, board-approved, written long range plan of service developed by the Board and staff as required by 8 NYCRR 90.2. The library's long-range plan includes the goals, and community needs that must be met by the library's collection.

**Annual report to the Community:** An annual report to the library's community setting forth the library's progress in meeting its mission, goals, and objectives as outlined in the Long-Range Plan. This became law in 2021.

**The annual report to the Education Department:** An annual report to the State Education Department required by 8 NYCRR 90.1 in the New York State Education Department's Division of Library Development.

**Records retention period:** as the library is an association library, the board sets this policy.

**Donated materials:** Books and other materials donated to the library are not immediately added to the collection. They are evaluated according to the same selection criteria that

are applied to purchase materials. Donated materials which did not meet the selection criteria will be disposed of at the discretion of the library. Per IRS regulations, person donating materials who wish for tax deduction must supply their own appraisal.

## Collection Management

### Selection

The selection criteria of the library, as informed by the Long-Range Plan approved by the Board, are attached as Appendix A. Selection criteria are set by the director. Selection criteria maintained as a schedule to enable ease of amendment and flexibility with respect to Community needs. It is expected that selection criteria may be updated more frequently than this policy. Such revision does not require approval by the Board. Records pertaining to selection of library resources are kept for zero years after no longer needed.

### Procurement

The procurement of selected library resources is governed by the library's purchasing policy. At all times, the Director and the board distinguish between the selection and procurement. Selection is how library materials are chosen. Procurement is how they are purchased using library funds. Records of procurement of library resources are kept for one year.

### Cataloging

The procedures for cataloging the collection as in form of the Long Range plan are attached as Appendix B. The procedures for cataloging are set by the Director and the director's familiarity with the current relevant standards as set by the library and in for management Management profession. As required by 8 NYCRR 90.2, the Library provides A circulation system that facilitates access to the collection as cataloged after selected materials are acquired. Procedures may be updated more frequently than this policy. Such revision does not require approval by the Board. Records pertaining to the procedures for cataloging are kept for zero years. Continually updated library catalogs are kept until updated.

### Evaluation

Routine evaluation as required by 8. NYCRR 90.2. Library resources are routinely evaluated to be sure that the collection meets community needs. To ensure routine evaluation, the Library Director oversee such evaluation per the schedule attached as Appendix C. The director reports to the board annually on the routine evaluation. Routine evaluation decisions are often referred to as weeding the collection. The procedures for weeding are included in Appendix C. Records pertaining to a routine evaluation are kept for zero years after they are no longer needed.

## Request for reevaluation

A trustee, employee, or person served by the library. A request maker may request that the selection or cataloging of a library resource or resources be reconsidered. To initiate a request for reevaluation, the request maker may fill out the request form in Appendix D. Only the factors listed on the form are a suitable basis for filing such a request. The procedure for removal based on a request for reevaluation is addressed in Section 3.3 of this policy. Materials shall generally only be subject to reevaluation under this subsection once every five years. For repeat requests within five years, unless the selection criteria have changed with respect to the subject materials, the prior determination shall be supplied. Records pertaining to requests for reevaluation are kept for six years. In addition, because such records deal with serious constitutional issues and may have value for future research, the library shall. Such records for historical significance prior to disposition.

## Removal

Per Education Law section 270. Quote. Prior to the discarding of used or surplus books or other such reading materials by trustees of a free association library which receives over \$10,000 in state aid, the trustees shall offer to sell such books or materials to the general public. End Quote. Also, as required, the Trust law, the trustee shall retain any proceeds received for the purpose of maintaining and improving library service.

1. Removal of damaged or technologically obsolete items - Upon finding that a library resource is too damaged to be useful, or has become technologically obsolete to the point where it is no longer function the manner intended, the item will be removed from the collection.
2. Removal based on routine evaluation - Upon after routing, after routine evaluation that a library resource no longer meets the then current selection criteria, Appendix A, the item will be removed from the collection. Records pertaining to the removal of damaged or technologically obsolete item or items removed based on routine evaluation will be kept for 0 years.
3. Removal based on requests for reevaluation - If a request for reevaluation form is properly submitted and neither the the Director or the Board upon appeal determine that the library resource it pertains to should be removed from the collection, it will be removed from the collection and the catalog. All requests for reevaluation will be evaluated per the Library's Plan of Service. This policy and the following excerpts from the American Library Association's Code of Ethics.:

*We provide the highest level of service to all library users throughout appropriate and usefully organized resources, equitable service policies, equitable access, and*

*accurate, unbiased and courteous responses to all requests. We uphold the principles of intellectual freedom and resist all efforts to censor library resources. We do not advance private interest at the expense of library users, colleagues or are employing institutions.*

*We distinguish between our personal convictions and professional duties and do not allow personal beliefs to interfere. With fair representation of the aims of our institutions or the provision of access to their information resources.*

Decisions shall be communicated using appendices EF&G. Records pertaining to removal based on requests for re-evaluation are kept six years or longer based on historic significance.

4. Access to this policy - To facilitate community understanding of the library services and governance, this policy and its appendices shall be posted on the library's website and a copy shall be provided when a person or authority inquires or raises concerns related to collection management.
5. Review an update of policy - The board approved written policy for collection management shall be reviewed and updated once every five years.

#### Appendices

Appendix A: Libraries selection criteria

Appendix B: Libraries cataloging procedures

Appendix C: Library routine evaluation of collection materials, schedule and procedures.

Appendix D: Library's request for reevaluation form and procedure.

Appendix E: Template for director determination of request for reevaluation.

Appendix F: Template for board resolution pertaining to trustees' determination of appeal of request for reevaluation.

## Appendix A: Library selection criteria

Adopted December 19th, 2022

The main points in the selection of materials are:

1. Individual mayor of the item.
2. Popular appeal/demand.
3. Umm. Suitability of material.
4. Existing library holdings.
5. Budget.

Records pertaining to selection of library resources are kept for zero years after no longer needed.

## Appendix B: Libraries cataloging procedures

Adopted December 19th, 2022

The procedures for cataloging are set by the Director as informed by the strategic plan as approved by the trustees and the director's familiarity with current relevant standards as set by the library and the library profession.

As required by an YCRR 90.2, the library provides A circulation system that facilitates access to the library's collection as cataloged after selected materials are required.

The catalog is maintained and housed by the Southern Tier Library System.

Records pertaining to the procedures for cataloging are kept for 0 years.

## Appendix C: Library routine evaluation for collection materials and procedures

Adopted December 19th, 2022

An up to date attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is based on current demand, usefulness and newer additions. The ongoing process of withdrawing materials is the responsibility of the Library Director. Withdrawn materials may be sold, donated, recycled in the same manner as donated items.

Records pertaining to routine evaluation are kept for 0 years.

## Appendix D: Libraries request for re-evaluation form and procedures

This request for reevaluation is governed by the library's Collection Management Policy and the library's current procedures for selection and cataloging. For current copies of these documents, contact the library or check the library's website.

To initiate a reevaluation of a library resource, please fill out the form and follow the instructions below:

|                                                                     |                                                                                                                                                                                                    |
|---------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name                                                                |                                                                                                                                                                                                    |
| Address                                                             |                                                                                                                                                                                                    |
| Library Card Number                                                 |                                                                                                                                                                                                    |
| Catalog Number of Material of Concern                               |                                                                                                                                                                                                    |
| Title of Work                                                       |                                                                                                                                                                                                    |
| Basis of Concern (select all that apply)                            | <ul style="list-style-type: none"><li>• Does not meet current selection criteria</li><li>• Improperly catalogued (note specific issue)</li><li>• Does not fall within needs of community</li></ul> |
| Please include any comments you would like the library to consider. |                                                                                                                                                                                                    |
| Date submitting form                                                |                                                                                                                                                                                                    |
| Signature                                                           |                                                                                                                                                                                                    |

### Instructions and process:

Please submit only one work per form. Please submit this form by emailing [dundee@stls.org](mailto:dundee@stls.org); mailing it to Dundee Library, 32 Water St. Dundee, NY 14837; or faxing it to 607-243-7733. Your submission will be reviewed by the library Director within 14 calendar days of receipt.

You will receive a response that indicates either:

- (a) Your request for re evaluation has been evaluated and no change is required

OR

- (b) Your request has been evaluated by the library in the selection and cataloging of this item will be changed, which shall be briefly described in the reply.

If the library determines that no action is needed and you disagree, you may appeal the determination within 14 calendar days by submitting a copy of your original request and the Director's reply, together with a statement saying I request an appeal to the Board of Trustees by e-mail, USPS, or fax

The Board of Trustees is an all-volunteer organization that meets monthly. Therefore, any appeal regarding a request for reevaluation will be finalized within 60 days. Any material under review will remain in circulation until such time as the library determines it must be removed

All requests for reevaluation will be evaluated per the library's Strategic plan policies and the American Library Association's Code of Ethics.

1. We provide the highest level of service to all library users through appropriate and usefully organized resources; Equitable service policies; Equitable access; And accurate, unbiased and courteous responses to all requests.
2. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
3. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, or acquired or transmitted.
4. We respect intellectual property rights and advocate balance between the interests of information users in rights holders.
5. Which treat Coworkers and other colleagues with respect, fairness and good faith and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
6. We do not advance private interest at the expense of library users, colleagues or our employing institutions.
7. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.

8. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of coworkers, and by fostering the aspirations of potential members of the profession.
9. We affirm the inherent dignity and rights of every person. We work to recognize and dismantle systemic and individual biases; To confront inequity and oppression; To enhance diversity and inclusion; And to advance racial and social justice in our libraries, communities, profession, and associations through awareness, advocacy, education, collaboration, services, and allocation of resources and spaces.
10. The Board of Trustees' determination is final.

## Appendix E: Request for Re-evaluation of Library Resource Form for notice of Director's Determination

The letter format below should be used when drafting. A request for reevaluation.

Request for Re-Evaluation of Library Resource

Notice of directors' determination made on *DATE*

Regarding. Request for Re-Evaluation of

TITLE, CATALOG NUMBER

Submitted on: DATE

Dear NAME:

The Dundee library received your above reference request on date.

In evaluating your request, I, as library director, have applied the library's Collection Management Policy, its Strategic plan, and the American Library Association Code of Ethics.

Based on that criterion, I have determined that [the library resource was properly included in the library's collection] OR [the library resource was not properly included in the library's collection and will be removed slash re-catalogued as INSERT].

The Dundee Library strives to meet the needs of everyone in the community as required by our Strategic Plan. If you would like to appeal this determination, you may direct your appeal to the Board of Trustees in care of NAME, ADDRESS.

Sincerely,

NAME

Director, Dundee Library

## Appendix F: Template for Board of Trustees Resolution of appeal of request for reevaluation

WHEREAS The Board timely received an appeal of the Director's decision attached to this resolution from name of request maker; and

Whereas. The Board has evaluated the appeal by applying the factors in the library's collection management policy, its strategic plan, and the American Library Association Code of Ethics;

Be it resolved that the appeal is [Granted, and the item it pertains to is to be removed by the Director, per Library policy within 5 business days, and the Board shall notify the request maker of this decision within 5 days] OR [Denied and the board shall notify the request maker of the determination within 5 days] As provided by the library's Collection Management Policy; and

Be it further resolved that this Board reaffirms its commitment to the New York State Constitution, the United States Constitution, and the American Library Association Code of Ethics as adopted by the New York Library Association.

AYES:

NAYS:

ABSTAIN:

# Makerspace

Adopted August 17, 2026

## Purpose

The Dundee Library Makerspace provides a creative, collaborative environment where community members can explore new technologies, develop practical skills, and create projects using a variety of tools and materials. The Makerspace supports lifelong learning, innovation, and creativity while promoting the safe and responsible use of library equipment and resources.

This policy establishes the rules and expectations for use of the Makerspace to ensure a safe, welcoming, and enjoyable experience for all patrons.

## General Use

The Makerspace is available during all regular library operating hours as an open lab. Patrons may also request private or group Makerspace sessions for specific use of the 3D printer. These sessions must be approved and scheduled in advance by the Library Director based on staff availability and the intended use of the space. Children under the age of 10 must be accompanied and directly supervised by a parent, legal guardian, or other responsible adult while using the Makerspace. Youth ages 10 through 17 may use the Makerspace independently; however, a parent, legal guardian, or other responsible adult must remain in the library for the duration of the visit. Patrons 18 years of age and older may use the Makerspace independently, subject to all applicable Makerspace policies.

A library staff member must be present whenever a patron is operating any of the following equipment:

- 3D Printer
- Cricut
- Laser Cutter/Engraver

All equipment use will be logged in the Makerspace Binder, indicating the equipment used, who used it and what it was used for. In the case of the 3D printer, filament usage and duration will be noted. The Cricut and Laser Cutter/Engraver will note materials used and the approximate duration of time in use.

## Materials and Supplies

Craft supplies stored in clear totes marked with a green sticker are available for public use during Makerspace hours and may be used without requesting permission from library staff.

Patrons are welcome to bring their own materials for approved Makerspace projects when using the Cricut or Laser Cutter, provided the materials are compatible with the equipment and approved by library staff before use.

All Makerspace equipment, tools, furniture, and supplies must be treated with care and respect. Patrons are expected to use materials responsibly and avoid unnecessary waste. Before leaving, patrons are responsible for cleaning their work area and returning all equipment, tools, and supplies to their proper locations. Patrons who repeatedly leave the Makerspace in an unacceptable condition after receiving verbal warnings may have their Makerspace privileges suspended temporarily or permanently at the discretion of the Library Director.

## Safety

Safety is a priority within the Makerspace.

Before operating any Makerspace equipment for the first time, patrons will receive a safety orientation covering the proper use of the equipment, potential hazards, and required safety procedures. Patrons must sign a Safety Acknowledgement Form indicating they have received this orientation before using any Makerspace equipment.

Library staff reserve the right to stop the use of any equipment if unsafe practices are observed.

## Equipment Policies

### 3D Printer

The 3D Printer is available for educational, creative, and personal projects.

- A library staff member must be present during operation.
- **No approval required for personal use:**
  - Prints estimated at **5 hours or less**
- **Director approval required for personal use:**
  - Prints estimated to exceed **5 hours**
  - Prints that require overnight operation
  - Multiple-piece projects intended as a single project

- Fees for Makerspace services shall be established by the Board of Trustees and maintained in the Makerspace Fee Schedule. Fees help offset the cost of filament, equipment maintenance, and replacement parts.
- The library reserves the right to refuse any print request that:
  - Violates federal, state, or local law;
  - Infringes upon copyright, trademark, patent, or other intellectual property rights;
  - Produces obscene or otherwise unlawful material;
  - Creates or contributes to an unsafe condition;
  - Is likely to damage library equipment; or
  - Is otherwise inconsistent with the mission, policies, or best interests of the Dundee Library.

Library staff reserve the right to stop or cancel any print job that violates this policy or presents a safety or operational concern.

## Laser Cutter/Engraver

The Laser Cutter is available for approved engraving and cutting projects.

- A library staff member must be present during operation.
- Protective UV safety eyewear must be worn whenever the laser is operating.
- The machine's separate ventilation system must be operating throughout the duration of every project.
- Patrons may provide their own compatible materials for engraving or cutting, subject to staff approval before use.

## Cricut

The Cricut may be used for cutting and crafting projects.

- A library staff member must be present during operation.
- Patrons may bring their own compatible materials for approved projects.
- Staff may decline materials that could damage the equipment or create unsafe operating conditions.

## Acceptable Use

The Makerspace is intended for lawful, educational, recreational, and creative purposes.

The following activities are prohibited:

- Creating obscene or offensive objects.
- Using equipment in an unsafe manner.

- Damaging or intentionally misusing library equipment or supplies.
- Using equipment without required staff supervision.
- Violating copyright, trademark, patent, or other applicable laws.

The Library Director or designated staff may deny or discontinue any Makerspace activity that poses a safety risk, could damage equipment, disrupt library operations, or violates this policy.

The Dundee Library reserves the right to refuse any Makerspace project or use of equipment that presents a safety risk, may damage library equipment or facilities, violates applicable laws or library policies, exceeds available staff resources, or is otherwise inconsistent with the mission of the library.

## Liability

Patrons use the Makerspace and its equipment at their own risk. While library staff are available to provide basic instruction on the safe operation of Makerspace equipment, patrons are responsible for the projects they create and for following all safety procedures.

The Dundee Library is not responsible for personal injury resulting from misuse of Makerspace equipment, nor is it responsible for damage to, or loss of, patron-owned materials or projects brought into or created in the Makerspace.

The library cannot guarantee the successful completion of any project and is not responsible for failed prints, cuts, engravings, or other fabrication errors that may result from equipment limitations, material defects, software issues, or user error.

## Enforcement

Failure to comply with this policy may result in:

- A verbal reminder or warning;
- Temporary suspension of Makerspace privileges; or
- Permanent revocation of Makerspace privileges for repeated or serious violations.

The Library Director shall have the authority to interpret and administer this policy and may make reasonable operational decisions necessary for the safe and effective management of the Makerspace.

## Appendix A – Makerspace Fee Schedule

| <b>Service</b>                                                                        | <b>Fee</b>                                               |
|---------------------------------------------------------------------------------------|----------------------------------------------------------|
| 3D Print (library-sponsored programs)                                                 | No charge                                                |
| Print time up to 5 hours                                                              | No charge                                                |
| Print time greater than 5 hours                                                       | \$5, plus 10 cents per gram of filament                  |
| Personal filament used                                                                | \$5 usage, filament fee waived                           |
| Cricut Use                                                                            | No charge (patrons provide their own materials)          |
| Laser Cutter/Engraver Use                                                             | No charge (patrons provide their own approved materials) |
| General craft supplies (green-sticker totes)                                          | No charge                                                |
| Specialty materials provided by the library (if available)                            | At cost, as established by the Library Director          |
| Replacement cost for damaged equipment resulting from negligent or intentional misuse | Actual cost, as determined by the Library Director       |

The Board of Trustees may establish, modify, or waive Makerspace fees as necessary. Fees are intended to recover a portion of material and equipment costs and are not designed to generate revenue.

## Library Records

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

# Dundee Library Records Retention & Disposal Policy

Approved May 2009

Reviewed July 2021, August 17, 2026

The Dundee Library will keep certain financial records and personnel records, as well as official documents of Board business, such as minutes. Information for the following schedule has been taken from *Retention and Disposition of Library and Library System Records*, by Warren Broderick, New York State Archives Technical Information Series #06, Revised April 2000. The following schedule is to be followed in regards to what records, as well as the length of time that they need to be saved by the Dundee Library.

## General

1. Official agenda and minutes of Library Board, commissions or committees thereof, including all records accepted as part of minutes—Permanent
2. Legal opinion or directive rendered by NY State Education Department—Permanent
3. Local role, regulation, ordinance, resolution, proclamation, or court order—Permanent
4. Legal agreement, including contract, lease, and release involving local government—6 years after expiration/termination, but not less than 6 years after final payment under contract
5. Grant program file
  - a. Application, proposal, agreement, narrative, evaluation, and annual report for approved grant—Permanent
  - b. Background material, fiscal records, and supporting documentation—6 years after renewal or close of grant or denial of application
6. Public Educational or Informational Program file
  - a. Official copy of literature or other material made available to the public—Permanent
  - b. Background material, fiscal records, and supporting documentation—6 years after renewal or close of grant or denial of application
7. Opinion survey records
  - a. Survey results, including official copy of survey form—Permanent
  - b. Completed survey forms are disposed of after survey results are prepared

## Budget

1. Budget preparation file for budget request or estimate submitted by committee chair. Including but not limited to, tentative budget appropriation, staffing requests,

estimate of revenues or expenditures, narrative of services, budget message and related records—6 years

2. Budget hearing and reviewing files, including review of estimates, requests, and review of tentative budget—6 years
3. Preliminary or tentative budget—6 years
4. Annual Budget
  - a. Official copy when not included in minutes—Permanent
  - b. When budget is included in minutes—Permanent
5. Budget status port on allocations, receipts, expenditures, encumbrances, and encumbered funds
  - a. Cumulative report—6 yearsMonthly or Quarterly reports—1 year

## Accounting

1. General ledger showing summery reports and disbursements from all funds and accounts—10 years
2. Subsidiary ledgers providing details of the general ledger accounts—6 years
3. Journals recording chronological entries of all fiscal transactions—6 years
4. Accounting register including, but not limited to, check register, funds transfer register, encumbrance register, and register of claims presented for payment and paid claims—6 years
5. Cash transaction record showing cash received from collection of various fees—6 years
6. Intermediary fiscal record of receipts and disbursements, including but not limited to detail record, analysis, proof sheet or trial balance worksheet, and adding machine tapes—6 years
7. Employee's voluntary payroll deduction request form—5 year (after superseding form is filed, authorization expires, or employment is terminated)
8. Employee's person earnings record used to prove end-of-year total earnings, retirement or other deductions and taxes withheld—6 years
9. Employee's declation of intention to accept or reject Social Security—10 years (after employee died or reached age 75, whichever is shorter)
10. Quarterly report of wages paid prepared for Social Security, and report of any adjustments or corrections—6 years
11. Coper of Federal determination of error in wage reports—6 years
12. Payroll report submitted to New York State Employee's Retirement System or any other official pension system—6 years

13. Employer's copy of Annual Federal Tax Return (Form 94), Quarterly Federal Tax Return (Form 941E) and Continuation Sheets (Form 941a), Notice of Tax Return Due (Form TY14), or equivalent forms—5 years
14. Employer's copies of US Return (Form 1099), Withholding Tax Statement (Form W-2) or Transmittal of Wages and Tax Statements (Form W-3) or equivalent forms—5 years
15. Employer's Withholding Exemption Certificate (Form W-4), or equivalent form—5 years
16. Employer's copy of New York State income tax records relating to employers—5 years

## Audit

1. Report of audit financial affairs
  - a. Audit filed pursuant to Section 35, General Municipal Law, conducted by NYS Comptroller's Office or by outside auditing firm—Permanent
  - b. Other external audits—6 years
  - c. Internal audits conducted by local government officials—6 years
2. Audit background documentation including summaries, posting records, and related records created by an auditing office as part of the auditing procedure—6 years
3. Audit hearing or review file—6 years

## Banking

1. Banking communications including but not limited to bank statements, reconciliation, notification of voiding or return of check, cancelation of payment, or other notice for checking or savings account—6 years
2. Canceled checks, or other instruments or payment, such as bank check, warrant check, order check, or order to fiscal officer to pay when used as a negotiable instrument, including voided checks—6 years
3. Copy of check or check stub—6 years
4. Deposit Slip—6 years

## Payroll

1. Payroll, including information on gross and net pay, base pay, taxes, and other deductions
  - a. Year-end or periodic payroll, including same information by pay period as warrant copy, certified by a fiscal officer—55 years
  - b. Warrant copy when year-end or periodic payroll with same information as warrant

copy is produced and retained at least 55 years—3 years

c. Warrant copy when no year-end periodic payroll with same information as warrant copy is produced—55 years

2. Summary report or record of payroll or time information covering all employees or an individual employee—6 years
3. Payroll distribution breakdown record used to distribute or classify labor costs—6 years
4. Summary record of employee's payroll changes—6 years (after termination of employment)
5. Employee's time cards, sheets, or books—6 years
6. Record of employee absences or accruals
  - a. When not posted to periodic cumulative time summary record—6 years
  - b. When posted to periodic cumulative time summary record—1 year
7. Employee request for and/or authorization given to employee to use sick, vacation, personal or other leave, or to work overtime—6 years
8. Record of assignments, attachments, and garnishments of employee's salary
  - a. When employment was terminated prior to satisfaction—6 years (after termination of employment)
  - b. When satisfied—5 years

## Purchasing

1. Purchase Order, or similar record, used to obtain materials, supplies or services—6 years
2. Purchase requisition, request, estimate or similar record, used to submit purchase requirement—6 years
3. Purchasing file, including but not limited to bid contract and specifications for purchase of materials, supplies and services not connected with capital construction—6 years
4. Vendor files, including but not limited to list of vendors doing business with the local government, vendor evaluation forms, price lists or other information received from vendors-after obsolete, destroy
5. Performance guarantee or written warranty for products or similar records—6 years (after expiration)
6. Invoice, statement or similar notification by vendor of supplies, materials or equipment sent—6 years
7. Invoice register, or similar record used to list invoices—1 year
8. Standing order file, used for purchase of materials and supplies which are received on a regular basis—6 years

## Library System

1. Incorporation, chartering and registering records—permanent
2. Directory of public library system and member libraries, prepared by public library system—after superseded, destroy
3. Borrowing or loaning records, including interlibrary loan—destroy after non longer needed
4. Catalog of holdings
  - a. Manuscript or printed catalog—permanent
  - b. Continuously updated catalog—destroy after superseded or obsolete
  - c. Individual title purchase requisition which has been filled or found to be unfillable—1 year
  - d. Records documenting selection of books and other library materials—1 year

## Disposition

Records that are ready for disposal will be destroyed on a regular basis at least once a year. This safeguards against the accidental destruction of records that have not attained their minimum retention periods or that have met their retention periods but are needed for some other purpose, such as litigation or investigations.

Documenting disposition of records is not required; however, two (2) staff and/or Board members will carry out and certify destruction of the documents and records.

The Dundee Library's method of destruction, that will ensure total illegibility of confidential records will be shredding. Shredded material will then be recycled or thrown away.

## Records Retention Schedule

|                                                                                                                   |             |
|-------------------------------------------------------------------------------------------------------------------|-------------|
| Accident reports and claims -----                                                                                 | 7 years     |
| Accounts payable ledgers and schedules -----                                                                      | 7 years     |
| Accounts receivable ledgers and schedules -----                                                                   | 7 years     |
| Audit reports of accountants -----                                                                                | permanently |
| Bank reconciliations -----                                                                                        | 1 year      |
| Capital stock and bond ledgers, transfer registers, stubs showing issues, records of interest coupons, etc. ----- | permanently |
| Cash books -----                                                                                                  | permanently |
| Charts of accounts -----                                                                                          | permanently |
| Checks (canceled but see exception below) -----                                                                   | 7 years     |
| Checks (cancelled for important payments, i.e. taxes, purchases of property, special contract, etc.) -----        | permanently |
| Contracts and leases (expired) -----                                                                              | 7 years     |
| Contracts and leases still in effect -----                                                                        | permanently |
| Correspondence (routine) with customers or vendors -----                                                          | 1 year      |
| Correspondence (general) -----                                                                                    | 3 years     |
| Correspondence (legal and important matters only) -----                                                           | permanently |
| Deeds, mortgages and bills of sale -----                                                                          | permanently |
| Duplicate deposit slips -----                                                                                     | 1 year      |
| Employee personnel records (after termination) -----                                                              | 3 years     |
| Employment applications -----                                                                                     | 3 years     |
| Expense analysis and distribution schedules -----                                                                 | 7 years     |
| Financial statements (end of year, others optional) -----                                                         | permanently |
| General ledgers and year end trial balance -----                                                                  | permanently |
| Insurance policies (expired) -----                                                                                | 3 years     |
| Inventories of products, materials and supplies -----                                                             | 7 years     |
| Invoices to customers -----                                                                                       | 7 years     |
| Minutes (board of directors and stockholders) -----                                                               | permanently |
| Notes receivable ledger -----                                                                                     | 7 years     |
| Outside appraisals -----                                                                                          | permanently |
| Payroll records and summaries -----                                                                               | 7 years     |
| Petty cash vouchers -----                                                                                         | 3 years     |
| Physical records and summaries -----                                                                              | 3 years     |
| Purchase orders -----                                                                                             | 7 years     |
| Receiving sheets -----                                                                                            | 1 year      |
| Sales records -----                                                                                               | 7 years     |
| Subsidiary ledgers (accounts receivable, accounts payable, etc.) -----                                            | 7 years     |
| Tax returns and worksheets, IRS and state tax notices -----                                                       | 7 years     |
| Time diaries -----                                                                                                | 7 years     |
| Voucher registers -----                                                                                           | 7 years     |

# Circulation Policy

Approved December 2016

Revised August 2020, August 2024, August 18th, 2025

## Patron Registration

Any patron age 5 and older may register for a library card by filling out a registration form. Forms for children under Grade 9 must be signed by a parent or guardian. Patron information is entered into a computer, and registration forms are kept in a loose-leaf binder at the registration desk. Information in library files about patrons and their borrowing records is confidential. There is no charge to register for a library card. However, lost cards will be replaced for \$1.00.

## Confidentiality of Patron Records

Circulation and other records identifying the names of library users shall be confidential. Library staff, volunteers and board members will not reveal to another person, including a law enforcement officer, what items or information a patron has borrowed or sought. This includes avoiding telling anyone other than the intended patron the title of an overdue or reserved item. In the event of a request for confidential bar information, a staff member or volunteer will present it to the library Director, who will explain the policy on confidentiality to the person or agency making the request.

## Lending Rules

All patrons whose account is in good standing may check out materials from the library.

- Lending periods: Videos and DVDs are checked out for one week, while most other materials are checked out for two weeks.
- Renewals: Patrons may renew their materials online, by phone or in person. Items can be renewed twice. Materials from libraries outside the Southern Tier Library system cannot be renewed.
- Lending limits: Patrons may borrow no more than 5 videos or DVDs at any time.
- Library-use only: Reference materials and reference books are not allowed to be removed from the library except at the discretion of the library director or his or her designee.
- Late fees/fines: The library doesn't charge fines on late materials. Replacement costs will be charged for lost materials.

- Good standing: Patrons who owe more than \$5 will have their lending privileges blocked until unpaid cost is paid down to less than \$5. This means that patrons cannot check out materials if they have more than \$5.00 outstanding fines.
- Materials belonging to other libraries in the Southern Tier Library system may be returned to the Dundee Library and vice versa.
- In Loco Parentis: The Dundee Library and its staff do not act in position or place of parent and will not challenge juvenile borrowing. This is the responsibility of a parent or caregiver.

## Reserves and interlibrary loans

Patrons in good standing may reserve materials which are currently checked out. Items loaned from other libraries in the Southern Tier Library System are subject to the Providing Libraries policies pertaining to fines, damage and loss. Voluntary charges may be applied to out-of-system loans.

## Overdue materials

Patrons with overdue material will be notified in the following manner:

1. First notice: An overdue phone call will be made. Emails are sent automatically if they are in the patron's record.
2. Second notice: A second overdue phone call will be made.
3. Third notice: The computer automatically deems the material lost and a letter stating the replacement cost will be sent. Replacement cost IS/R automatically determined by the computer using the bibliographic record.
4. If the patron cannot be reached by phone, a note will be added to their account to update their phone number. Attempts to contact the patron by mail will be made as time and budget allows. For this reason, it is important to make sure patron contact information is correct.

## Damage and Lost Items

The extent of the damage to any borrowed item is determined by staff. Patrons will pay the cost of repair for each item deemed to be moderately damaged. Staff should consult the library director should there be any question as to the extent of the damage. The damaged material is still the property of the Dundee Library and will not be surrendered to patrons at the time of payment. Patrons must pay full replacement costs for each item which is lost. For items no longer in print, the patron will item patrons may replace lost or damaged materials with the same addition of either new or in-excellent used condition.

## Changes in Policy

Circulation policies may be changed without formal notice to each borrower. Exceptions to these policies may be made at the discretion of the Library Director.

# Tripp Community Room Use

Adopted November 16, 2020

Revised September 16, 2024

The primary use of the Tripp Community Room is for Dundee library programs and library sponsored activities. In addition, the Board encourages community groups to use the Tripp Community Room. Non-library groups may use the room on a first come, first served basis. The library reserves the right to cancel a meeting if the room is needed for library activities with two weeks' notice.

The use of the room does not constitute the library's endorsement of the organization's policies or beliefs. Groups soliciting, promoting, or selling products and services may not use the room. Non library groups may not use the room for fundraisers. There will be no solicitation or proselytizing in the library meeting room or the library building. Political campaigning on library property will not be allowed, though meeting rooms may be used for general political purposes, including information sharing, organizational meetings, or community forums. The sponsoring group may not use the library's website or phone number for any purpose, including advertising. The library name and address should only be used to notify the location of the meeting.

Individuals or groups authorized to use the meeting room must not discriminate against persons regarding race, age, color, national origin, gender, religious or sexual preference, or physical abilities; And are responsible for meeting all Americans with Disabilities Act requirements.

According to New York State law, the library and the trip community room are smoke free. Alcohol is not allowed. Open flames or candles are not allowed on library property.

During the current COVID-19 pandemic, all guidelines, including masks, sanitizing, and social distancing must be followed. In the case of emergency library Closings, it is the responsibility of the sponsoring group to notify participants.

## Applications

- Applications to use the room must be submitted at least one week in advance. Requesters are encouraged to provide as much notice as possible. The library applications must be completed and resigned by a representative of the organization who was personally responsible for.
- Adherence to this policy and other library policies,
- Liability for injury of persons or damage to or loss of property resulting from use,

- Acknowledging receipt of the policy

## Charges

There are no charges for local government, nonprofit, or library cardholders to use the room. Donations are welcome. Business groups may be charged \$10 per hour.

## Responsibilities

Nothing may be attached to the walls. An easel is available upon request.

Maximum room capacity of 60 people must be adhered to according to New York State health guidelines. The room capacity can be lowered.

Groups are required to clean up after their events and to leave the room in a condition in which it was found or better. Tables, chairs, and countertops should be wiped clean, and the floor should be swept. Cleaning supplies will be provided. All trash must be removed from the building when the meeting ends.

All food and beverages must remain in the room during the meeting

Outside groups may not charge admission fees for their events

Individuals or groups using the room outside of regular library business hours are responsible for opening, closing and locking library building as well as turning off the lights. Keys may be checked out up to 24 hours in advance of the scheduled event only by unauthorized contact person during regular library hours and must be returned in person or in the book drop at the meetings conclusion. Any group responsible for losing a library key will be charged the entire cost for re-keying the library. This may cost several hundred dollars.

The library is not responsible for personal property left at the library, including the Tripp Community room. There is no storage available.

This policy is issued by the Library Board of Trustees and is subject to periodic review and or revision of the sole discretion of the Board.

# Conflict of Interest/Disclosure of Interest

Adopted August 2017  
Reviewed August 10, 2024

Trustees and employees of the Dundee Library shall adhere to the highest standards of honesty, good faith and fair dealings in all activities relating to the organization.

No trustees, employees or any member of the respective families or households shall accept gifts, gratuities, or favors of any kind from any person, firm, or corporations doing business or seeking to do business with the Dundee Library and which could reasonably be expected to influence, or create the appearance of influencing, his or her actions affecting the Dundee Library.

Without full and complete disclosure to and approval by the Board of Trustees or its Executive Committee, 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 his or her duties or responsibilities to the Dundee 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 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 Dundee 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 Dundee Library agrees 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/herself from the vote.

Upon the start of duties, Dundee Library Trustees and employees will 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 actions of the Library Director or other library employee with respect to this policy shall be resolved by the Board of Trustees.

# Disclosure of Interest Form

Adopted October 10, 2017

Reviewed August 8, 2024

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

Please complete and return the enclosed Disclosure of Interest 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, the following will serve as a guide to the types of activities that might cause conflicts and that should be fully reported:

## Outside Interest

- 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 Dundee 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 Dundee Library in the purchase or sale of property or property rights, interests or services.

## Outside Activities

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

## Inside Information

- d. To disclose or use information relating to the Dundee Library's business for personal profit or advantage of the individual or his/her respective families or households.

## Gifts, Gratuities, and Entertainment

- e. To accept gifts, excessive entertainment, or other favors from any outside concern that does, or is seeking to do, business with, or is the competitor of, the Dundee 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 his/her 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 to not only yourself, but also to your respective families or households.

TO: President, Dundee Library Board of Trustees

RE: Conflict of Interest Disclosure

A copy of the Dundee 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 Dundee Library, might possibly constitute of interest.

(Check "None" where applicable)

## Outside Interests

Identify and 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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## 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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## 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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## 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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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 judgement or actions concerning the business of the Library System, except as listed below:

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

|       |                         |           |
|-------|-------------------------|-----------|
| <hr/> | <hr/>                   | <hr/>     |
| Date  | Name (Printed or typed) | Signature |

# Capital Fund Policy

Adopted September 16, 2019

Reviewed August 10, 2024

The purpose of the Capital Fund is to provide funding for non-recurring expenditures for repairs and improvements of the library's building, facilities and grounds. A qualifying Capital Fund expenditure occurs when there is a purchase or acquisition of an asset that will benefit the library for an extended period of probable usefulness and meets minimum item cost guidelines.

## Budgeting and Surplus Transfers

In order to ensure adequate capital project funding, the library's annual budget may include an allocation for "Reserves for Future Capital Expenses" in fiscal years where there are minimal or no capital expenses planned. This allocation will be communicated in the promotional materials for tax levy increases, and the annual budget will be made available in accordance with the Budget Policy.

End of the year surplus from the library's operating funds may be transferred to the Capital Fund at the discretion of the Board of Trustees. However, surpluses may not be budgeted in the annual budget. The library must make a good faith effort to avoid surpluses if possible. The library will report any transfers to the Capital Fund to the taxpayers.

## Capital Fund Investment

Funds held in the Capital Fund shall be invested according to the policies in the library's investment policy in a money market or savings account

## Capital Fund Expenditure Process

The Director shall make recommendations to the Finance Committee for possible Capital Fund expenditures. The Finance Committee shall, in turn, make recommendations to the Board of Trustees. The Finance Committee and the Board of Trustees shall select capital expenditures based on the long-term benefit of the expenditure and the amount of available Capital Funds.

All Capital Fund expenditures shall be made in accordance with the library's Bidding and Procurement Policy.

The Board of Trustees must approve all expenditures from this fund. In the event that guidance or a decision is required in the management of these funds before the Board of

Trustees or Finance Committee can meet, the Director will consult the President, Vice-President, Treasurer and Chair of the Finance Committee to determine what guidance is to be provided for a decision to be reached.

### Maximum Fund Balance

The balance of funds in the Capital Fund at the end of the library's fiscal year may not exceed the sum of \$200,000 and any capital expenses itemized in either the following year's budget or in a solicited contractor or architect's estimate for future capital projects, as approved by the Board of Trustees.

# Endowment Policy

Adopted November 2016

Revised June 15, 2020, July 20, 2020

Reviewed August 17, 2026

The Endowment Fund is confirmed to be the monies set aside and designated to provide for the long-term financial stability of the Dundee Library. It is intended that the Endowment Fund will provide funds for unforeseen capital expenses such as furnace replacement, roof replacement, or unusual purchases. It should enable the Board of Trustees for the Dundee Library to better plan, enhance and carry out its duties to the public in accordance with its NYS Board of Regents charter.

Monies currently in the library account and listed as “Investments” are to remain in that account and subject to the policy below, in the same manner as all subsequent monies added to the endowment fund.

Policies and guidelines to be followed for the investment, expenditures, and administrative aspects are as follows:

1. The Endowment Fund is to be permanent and never closed.
2. Monies credited to and placed in the Endowment Fund will include:
  - a. All gifts and donations to the library that are designated as “for endowment”.
  - b. All memorial gifts and donations at the discretion of the Board of Trustees (in honor or in memory of).
3. All monies deposited onto the Endowment Fund will remain as principal and will not be spent, unless specifically permitted by item 8 below.
4. All interest and other income generated by the Endowment Fund will be applied and spent as follows:
  - a. At least 25 percent of the income generated will be retained in the Endowment Fund, to enable it to grow and maintain real value in inflationary periods.
  - b. The remaining 75 percent of the income generated may be spent in whatever manner the Trustees decide will be best to carry out the work of the library.
5. Investments of the Endowment Fund monies will be made by the Library Treasurer Investment vehicles approved by the Board.
6. All gifts and donations deposited in the Endowment Fund will have a written acknowledgment to the donor. The written acknowledgement will contain a description of any restrictions, special purpose, or designation for usage of the gift. A copy of the acknowledgement letter must be filed in the permanent Endowment Fund file kept by the Treasurer.

7. Prior to the acceptance of the restrictive gifts or donations to the Endowment Fund all specifics, conditions, restrictions, and stipulations, associated with the gift must be examined and approved by the Board of Trustees as being consistent with the library policies and purposes.
8. In the event of unavoidable serious financial situation for the library, the principal amount of the Endowment Fund may be used, under the following conditions:
  - a. A vote of 2/3 of the total number of Trustees is required; and
  - b. Not more than 20% of the principal sum may be used in a calendar year.
9. Once adopted, all amendments must be made in accordance with the library amendments to the Bylaws

# Gifts

Approved December 2016

Amended May 18, 2020

Reviewed August 17, 2026

## The Dundee Library accepts gifts under the following condition:

1. Gifts of library materials (books, magazines, CD's, etc.) will be accepted with the understanding that the Library Director reserves the right to add them to the collection, distribute to other libraries, sell or give them away. Gift material will be evaluated by the same selection process as purchased materials.
2. Gifts of securities, money, or investments will generally be accepted in accordance with the Board of Trustees' Endowment policy. Gifts of securities, stocks or bonds entitle a donor to an income tax deduction. A gift of appreciated securities may also reduce capital gains tax liability. The library encourages individuals considering gifts of securities to first consult legal and financial counsel. Gifts in this category will be deposited in the Library Endowment Accounts unless otherwise requested.
3. Gifts, such as, but not limited to, real or personal property, art, antiques or other collectibles will be accepted only with the understanding that the gift may be sold, given away, or discarded at the discretion of the Trustees. These may be accepted if accompanied by a Deed of Gift or similar documentation transferring sole and exclusive ownership of the work to the library without restrictions.
4. Gifts will be formally acknowledged if the donor wishes. Generally, the Library will not appraise or estimate the gifts value. The responsibility for appraisal/assessment lies with the donor.
5. The Library Director shall report to the Board of Trustees on all donations, not less than quarterly.
6. The Board of Trustees reserves the right to reject any gift.

## Disposition of Gifts

1. The Library Director shall have the authority to dispose of all books and goods with a value of \$200 or less, at his/her discretion.
2. Goods with a value of \$201 or more shall be disposed of by donation to another local not-for-profit organization, public auction or bid process; whichever is most practical in the judgement of the Board of Trustees.

## Deed of Gift

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                     |                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-------------------|
| Name of Institution                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Address             | Telephone / Email |
| Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Accession Number(s) |                   |
| Donor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Street              | City/State/Zip    |
| Contact Person                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Telephone/Email     |                   |
| <p>The donation has been received by the Archives as a gift and the owner or his agent with full authority, desiring to absolutely transfer full title by signing below, hereby gives, assigns and conveys finally and completely and without any limitation or reservation, the property described below to the Archives and its successors and assigns permanently and forever, together with when applicable any copyrights therein and the right to copyright the same.</p>                                                                                                                                                                                                                                                                                                         |                     |                   |
| Description of Donation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                     |                   |
| Credit Line                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                     |                   |
| <p>Signatures</p> <p>Donor _____ Date _____</p> <p>Printed Name _____</p> <p>Director _____ Date _____</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                     |                   |
| <p><b>Conditions Governing Gifts</b></p> <ol style="list-style-type: none"> <li>1. It is understood that all gifts are outright and unconditional unless otherwise noted upon this Gift Agreement</li> <li>2. Gifts to the Archives may be deductible in accordance with provisions of federal income tax laws</li> <li>3. The donor's name on this form has not received any goods or services from the Archives in return for this gift</li> <li>4. The staff of the Archives is not permitted to furnish appraisals.</li> <li>5. The Archives gratefully acknowledges your gift.</li> <li>6. Please indicate on the form beside "credit line" how much you would like to be acknowledged in any news releases, exhibit labels or other publicity regarding this donation.</li> </ol> |                     |                   |

# Public Comment Policy

Adopted December 18, 2023

The Dundee Library Board of Trustees incorporates an opportunity for Public Comment during its regular meetings in accordance with New York State's Open Meetings Law. Residents of the Library's service area may use this time during meetings to verbally address the board. The Library Board reserves the right to determine the manner in how public comments are received to maintain a fair, respectful, and well-managed meeting. The following Rules and Procedures apply to the Library's Public Comment section of the meeting Agenda:

## Rules and Procedures for Public Comment

- Participants must sign in and identify community of residence
- Participants must be a resident of the Dundee Central School District
- Residents will be recognized in order of sign-in
- Residents will be allotted a maximum of 3-minutes to speak
- A resident can only speak once, and only use *their* 3-minutes to speak
- Residents must limit their comments to library-related matters
- A designated library trustee will preside over the meeting
- A designated trustee will introduce each resident and keep track of the time
- The Library Board may limit the total amount of time allowed for Public Comment
- The Library Board may only listen to residents during Public Comment
- The Library Board may not address an issue, or answer questions during Public Comment
- The Library Board may not vote upon any issue raised during Public Comment unless specified on the agenda

# Purchasing and Annual Internal Audit

Adopted 2021  
Revised August 17, 2026

The Library Director may approve an expenditure up to \$500.

The Library Board will adopt annually a list of vendors (Ingram, Longs, Knapp and Schlappi, etc.) which acknowledge that purchases will exceed \$500.

The Library Board will approve or not approve purchases over \$500 at a Board meeting for purchases items not previously budgeted for or covered in a grant award budget.

In the case of purchases over \$5000 the Director will be responsible to collect bids/quotes from more than one source. Local sources will not be given preference.

Documentation of verbal and written quotes will be attached as supporting documents to purchase backup.

The Treasurer shall pay all claims on a monthly basis and will provide the information to the Board.

The purchase process will generally follow the flow chart. Individual staff members must submit requests to the Director for approval. No staff member, except the Director, may commit the library to spend money.

1. Requester makes request.
2. Director approves request.
3. Order is placed.
4. Staff member checks off receipt on packing list when received.
5. Director approves invoice.
6. Account clerk creates check and maintains backup information including packing list and invoice.
7. Treasurer approves checks. Board approved signer signs checks.
8. Expenditures are presented to the Board monthly.

## Audit

A committee appointed by the President of the Board will annually perform an internal claims audit. The audit is an internal control activity to ensure that tax dollars and other funds are spent effectively.

# Online Banking

Adopted 2021  
Revised August 17, 2026

## Online banking may be used for:

1. Direct Deposit of employee pay
2. Electronic federal tax payment system
3. Electronic state tax payment system
4. Online banking services by the Treasurer
5. Withdrawals from Vanguard directly into the checking account
6. Payment of recurring monthly payments

# Credit Card & Debit Card Procedures

Adopted December 2016

Amended May 18, 2020

Revised August 17, 2026

A credit card and debit accounts have been established to meet the library's needs for purchases. Upon receipt of the original itemized documentation and Request for Payment form, which will then be paid by check. The credit card will not replace requisitions and purchase orders or other procedures.

## Expenses may be incurred only if all the following conditions are met:

1. Expenditures must be within the approved budget allocation. The expenditure may only be made after the approval of the required requisition and purchase orders. THIS CARD WILL NOT BE USED FOR PERSONAL EXPENSES.
2. Purchases may not exceed the credit limit.
3. Proper documentation to support the expenditure must be received prior to the receipt of the monthly statement. Proper documentation includes original itemized paid receipt of the order form and packing slips for books, subscriptions or other receiving and handwritten requests for reimbursement without receipts or other verification.
4. Sales tax will not be reimbursed. A tax-exempt certification is available from the Library Director.

The credit and debit cards will be kept in the Library Directors Office for safe keeping. The Library Director and library staff are authorized solely to use the credit or debit card. The Director may issue either card on a temporary basis for Library materials, supplies, or equipment with approval by the Board of Trustees.

The credit card and accounts will be established in the name of the Dundee Library. And the specific name of this individual with a maximum credit limit of \$2000. All bank statements and correspondence will be sent to the Library Director.

Payment of the monthly statements must be made in a timely manner so that finance charges are not incurred. Timely payment requires staff to properly complete transactional paperwork.

# Personnel Policy Manual

Approved March 18, 2019

Reviewed August 10, 2024

## Objectives

To provide a mechanism that will formally identify and resolve work-related behavioral problems in a consistent, fair, and equitable manner while at the same time respecting the right of the employee.

## General

The Dundee Library Board expects all Dundee Library employees to conduct themselves in a professional manner in the performance of their duties. Any employee who exhibits unacceptable behavioral problems or violates library policy will be subject to discipline, which may range from verbal warnings to termination of employment.

The following is the normal sequence of steps that are to be followed while recognizing concerns for the rights and interest of each employee.

Step 1: Verbal warning by the immediate supervisor/Board of Trustees

Step 2: Written warning to employee

Step 3: Termination

### Step 1: Verbal Warning

Except in the case of serious misconduct, an informal meeting between the employee and supervisor is the initial step in dealing with a job performance or conduct problem. These meetings are intended to assist the employee in recognizing the problem in its early stages to achieve the expected job performance standards or conduct within an agreed upon time frame. It provides the employee and supervisor the opportunity to verbally discuss problems and to determine when and how these problems can be corrected.

### Step 2: Written Warning

Except in the case of serious misconduct, should the problem continue after the period of time specified in Step 1, the staff member will be given a written warning. The staff member is advised that continued failure to improve the behavior could lead to further disciplinary action including possible dismissal.

*The following should be outlined:*

1. Specific nature of the violation or undesirable behavior including date(s) of occurrence.
2. Previous discussion of this issue, if any.
3. Previous disciplinary actions taken, if any.
4. Method or methods of discipline, if any.
5. Course of action to be taken in the future if the behavior is repeated.
6. Description of what constitutes improved behavior or conformance to policy and appropriate deadline.
7. The employee must review the memorandum and acknowledge in writing that he/she has read it.
8. The memorandum is to be placed in the employee's personnel file immediately after the review and discussion with the employee.
9. The employee is to receive a copy of the memorandum. Records documenting progressive disciplinary action steps will become a part of the employee's personnel file.
10. At least one written warning should precede probation, suspension, or termination unless the action is a serious breach of conduct. Such unacceptable conduct or behavior may include, but is not limited to, those listed under termination.

### Step 3: Termination

This is the final action taken when an employee repeatedly exhibits unacceptable work behavior and usually occurs when all steps outlined in the Progressive Discipline Action, up to and including suspension, have been taken. When acts or infractions are deemed extremely serious by the supervisor, he/she retains the right to discharge the employee at any time for any reason without prior notification. Serious infractions that may lead to immediate discharge might include, but are not limited to:

1. Falsification of employment applications, time records, and any other Dundee Library data or documents.
2. Working at the Dundee Library while intoxicated, using or under the influence of illegal drugs.
3. Possessing dangerous or deadly weapons on Dundee Library property.
4. Fighting on the premises of the Dundee Library.
5. Abusing, defacing, or destroying Dundee Library property or the property of co-workers.
6. The authorized removal of property, which belongs to the Dundee Library.
7. Harassment of other staff members or patrons.

Note: The above statements represent the guidelines from the American Library Association.

# Reimbursement

Adopted February 23, 2026

Responsibilities outlined in Job Descriptions include both outreach and programming needs that may occur off-site. Employees are eligible to claim mileage reimbursement for work-related travel using their personal vehicle totaling 10 miles or more round trip. Multiple local trips cannot be combined in order to meet 10 miles or more. Employees may not claim mileage for travel when other travel options are available and the employee chooses to transport themselves. Employees may not claim mileage for their daily commute to and from work.

Employees should use the Mileage Reimbursement Request to document their travels. The starting point should be the location they left from and include total mileage round trip.

Dundee Library staff shall be reimbursed for approved travel expenses which were incurred on behalf of the library as stated below:

- a) Mileage expenses will be reimbursed at the IRS rate in effect on the dates of travel.
- b) Meal expenses will be reimbursed at the federally established guideline rates in effect on the dates of travel.
- c) Other transportation expenses will be reimbursed at cost provided that the lowest cost travel method was utilized under the circumstances.
- d) Other expenses incurred on behalf of the library while traveling shall be reimbursed at cost.

No reimbursements shall be made without adequate documentation to support the expenditures.

No reimbursements shall be made if a receipt indicates a purchase of alcoholic beverages.

Reimbursement requests must be pre-approved and/or outlined by the Library Director, and for the Director, by the Board of Trustees. In the event the complete Board of Trustees is unavailable, approval may be given by the Board President.

This policy does not apply to mileage reimbursement that is included in grants.

# Progressive Discipline Action Plan

## Verbal Warning

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

Concern/Problem: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Plan: \_\_\_\_\_

\_\_\_\_\_

Expected Results: \_\_\_\_\_

\_\_\_\_\_

Expected Date of Completion: \_\_\_\_\_

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

## Written Warning

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

Concern/Problem: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Plan: \_\_\_\_\_

\_\_\_\_\_

Expected Results: \_\_\_\_\_

\_\_\_\_\_

Expected Date of Completion: \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

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

## New York State Paid Sick-Safe Time

Part-time staff. May take paid sick time hours. Accrual of paid sick time is 1 hour for every 30 hours worked, capping it 40 hours a year. There is unlimited carryover of hours into the next calendar years. However, no more than 40 hours of paid sick time may be taken within a year. Accrual of paid sick time hours begin 9/30/2020 and staff may start using accrued hours on 1/1/2021. The library will not pay an employee for unused sick leave upon such employee's termination, resignation, retirement, or other separation from employment.

### Permitted uses of New York State paid sick time:

After January 1st, 2021, employees may use accrued leave following a verbal or written request to their employer for the following reasons impacting the employee or a member of their family for whom they are providing care or assistance with care:

- Family member means a library employee's child, spouse, domestic partner, parent, sibling, grandchild, or grandparent and the child or parent of an employee's spouse or domestic partner.
- Parent shall mean a biological foster step or adoptive parent or legal guardian of an employee or a person who stood in loco parentis when the employee was a minor child.
- Child shall mean a biological adopted or foster child or a legal ward, or a child of an employee standing in loco parentis.

### Sick Leave:

for mental or physical illness, injury, or health condition, regardless of whether has been diagnosed or requires medical care at the time of the request for leave or.

For the diagnosis, care, or treatment of a mental or physical illness, injury or health condition, or need for medical diagnosis or preventative care.

### Safe Leave:

For an absence from work when the employee or employee's family member has been the victim of domestic violence as defined by the State Human Rights Law. A family offense, sexual offense, stalking, or human trafficking. Due to any of the following as it relates to the domestic violence, family offense, sexual offense, stalking, or human trafficking.

1. To obtain services from a domestic violence shelter, Rape Crisis center, or other services program.

2. To participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or employee's family members.
3. To meet with an attorney or other social services provider to obtain information and advice on and prepare for or participate in any criminal or civil proceeding.
4. To file a complaint or domestic incident report with law enforcement. To meet with the District Attorney's office.
5. To enroll children in a new school or.
6. To take any other actions necessary to ensure the health or safety of the employee or the employee's family member, or to protect those who associate or work with the employee.

### Returning to work:

Upon returning to work, following any sick leave lasting longer than one day, the employee will submit permission to return to work.

See <https://www.ny.gov/programs/new-york-paid-sick-leave> for more information.

## Paid Leave/Vacation Time

Adopted 6/17/2019  
Revised August 17, 2026

All employees who are scheduled to work on the day that the holiday falls and the library is scheduled to be closed will be paid for up to 20 scheduled library holiday closings. The employees who are scheduled to work when the library closes early will be paid for the time closed due to a holiday.

The Library Director will receive one-week worth of vacation time equivalent to the amount of time they are currently approved to work each week. This annual time will reset on the anniversary of the date of hire.

If Dundee Central School District is closed due to the weather or poor travel conditions, the Dundee Library is also closed. Closings due to weather will be paid for the employees scheduled to work on that day.

# Paid Leave During Emergency Closure

Reviewed August 18, 2025

If the library closes because of extreme weather or emergency conditions, employees scheduled to work will be credited with time as if worked. Previous time off requests supersede any credited time. The weekly amount will be based on an average of the last three pay cycles or as determined by the Board.

## Quarantine Policy:

If a full or part-time employee who is not personally ill is required to remain absent because of quarantine, impose. 40 or if during a declared emergency, an employee determines to self-quarantine and such employee presents a written statement of the intending physician or local health officer proving the necessity of such absence, such employees shall be granted leave with pay for the period of the required absence. Such pay shall cover the employees' routine hours. Part-time hours will be based on an average of the most recent three pay periods or as set by the board. Prior to return to duty, such employee bade me required to submit written statement from the local health officer having jurisdiction that returned to duty will not jeopardize the health of other employees.

To be eligible for compensation during quarantine leave, 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 a duty as assigned. When performing tasks remotely, employees should note the time worked through the usual process for logging hours.

## *Resolution*

WHEREAS on March 7th, 2020, the Governor of the state of New York issues Executive Order 202 declaring a state disaster emergency and. Whereas as a result of the worldwide pandemic underlying the state disaster emergency, the library may need to close, reduce hours or reduce staffing, reporting for duty and;

WHEREAS the Board has duly reviewed the public safety and budget considerations of reducing operations and continuing regular pay during the state of emergency and;

WHEREAS the board recognizes that to best serve its area of service and protect the health of the community and its employees, employees may need to be directed to work, to report to work at the library, to work remotely, or to be on call but not report to work during routine hours and;

WHEREAS the library is a community resource for critical information at this time and must remain ready to respond to community needs as is within its capacity and budget;

BE IT RESOLVED that the Board adopts the attached policies on quarantine leave and paid leave during emergency closure and;

BE IT FURTHER RESOLVED that the Board shall continue to compensate full and part time staff as allowed by law and provided by the policy for quarantine leave and paid leave during emergency closure between March 7th and April 13th, 2020 and;

BE IT FURTHER RESOLVED that the Library Director and the Executive Committee of the Board shall maintain ongoing communication and monitor the best approach to address safety and operational concerns and shall inform the full Board of the same and;

BE IT FURTHER RESOLVED that the Board shall reconvene on April 2nd, 2020, to reconsider the continuation of compensation in light of what may be needed for the Community and the Library to recover from the state of emergency and return to normal operations.

# Sexual Harassment

Approved December 2028

Reviewed: August 10, 2024

## Introduction

The Dundee Library is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination all employees are required to work in a manner. That prevents sexual harassment in the workplace. This policy is 1 component of Dundee Libraries commitment to a discrimination free work environment. Sexual harassment is against the law and all employees have a legal right to a workplace free from sexual harassment, and employees are urged to report sexual harassment by filing a complaint internally with Dundee Library. Employees can also file a complaint when the government agency or in court under federal, state or local anti-discrimination laws.

### Policy:

1. Dundee Library's policy applies to all employees, applicants for employment, interns whether paid or unpaid, contractors and persons conducting business regardless of immigration status with Dundee Library. In the remainder of this document, the term employees refer to this collective group.
2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and or disciplinary action (For example, counseling, suspension or termination).
3. Retaliation Prohibition No person covered by this policy shall be subject to adverse action because the employee reports an incident of sexual harassment, provides information or otherwise in assist in any investigation of a sexual harassment complaint. Dundee Library will not tolerate such retaliation against anyone who in good faith reports or provides information about suspected sexual harassment. Any employee of Dundee Library who retaliates against. One involved in a sexual harassment investigation will be subjected to disciplinary action up to and including termination. All employees, paid or unpaid interns or non-employees working in the workplace who believe they have been subject to such retaliation should inform a supervisor. All employees, paid or unpaid interns or non-employees who believe they have been the target of such retaliation may also seek relief in other available forums as explained below in the section on Legal. Protections.
4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject Dundee Library to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who

engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.

5. Dundee Library will conduct a prompt and thorough investigation that ensures due process for all parties. Whenever management receives A complaint about sexual harassment or otherwise knows of possible sexual harassment occurring, Dundee Library will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.
6. All employees are encouraged to report any harassment or behaviors that violate this policy. Dundee Library will provide all employees a complaint form for employees to report harassment and file complaints.
7. Managers and supervisors are required to report any complaint that they receive or any harassment that they observe or become aware of to the library director or board president.
8. This policy applies to all employees, paid or unpaid, interns and non-employees and all must follow and upload this policy. This policy must be provided to all employees and should be posted prominently in all work locations to the extent practicable. For example, in a main office, not an off-site work location and be provided to employees upon hiring.

## Reporting sexual harassment.

Preventing sexual harassment is everyone's responsibility. Dundee Library could not prevent or remedy sexual harassment unless it knows about it. Any employee, paid or unpaid, intern or non-employee, who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, manager or board of trustee. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor.

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 target of sexual harassment may also seek assistance in other available forums, as explained below in the section on legal protections.

Employees, paid or unpaid interns or non-employees who believe they have been a target 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 library director or board president.

In addition to being subject to discipline if they engaged in sexual 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 are information about 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 or suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers, will be accorded due process as outlined below to protect the rights to a fair and impartial investigation. Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. Dundee Library will not tolerate retaliation against employees who file complaints, support another's complaint, or participate in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations should be done in accordance with the following steps:

- Upon receipt of complaint, Library Director or Board President will conduct an immediate review of the allegations and take any interim actions. Example instructing the Respondent to refrain from communications with the complainant as appropriate. If complaint is verbal, encourage the individual to complete the

complaint form in writing. If he or she refuses, prepare a complaint form based on verbal reporting.

- If documents, emails, or phone records are relevant to the investigation, take steps to obtain and preserve them.
- Request and review all relevant documents, including electronic communications.
- Interview with all parties involved, including any relevant witnesses.
- Create a written documentation of the investigation such as a letter, memo or e-mail 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.
  - Final resolution of the complaint together with any corrective actions.
- Keep the written documentation and associated documents in a secure and confidential location.
- Promptly notify the individual who reported and the individual about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
- Inform the individual who reported the right to file a complaint or charge externally as outlined in the next section.

## Legal Protections and External Remedies

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

Aside from the internal process at Dundee Library, employees may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek legal advice of an attorney in addition to those outlined below. Employees in certain industries may have additional legal protections.

### New York State Division of Human Rights Law (DHR)

The Human Rights Law (HRL), Codified as New York Executive Law, art. 15, Section 290. ETSEQ. Applies to all 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 the Division of Human Rights or a New York State Supreme Court.

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

Complaining internally to Dundee Library does not extend your time to file with DHR or in court. The one year or 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 sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment or redress the damage caused, including paying of monetary damage, attorneys fees, and civil fines.

DHR's main office contact information is NYS Division of Human Rights, 1 Fordham Plaza, 4th Floor, Bronx, NY 104 five eight. You may call 718-741-8400 or visit [www.dhr.ny.gov](http://www.dhr.ny.gov).

Contact DHR at 888-392-3644 or visit 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.

# Sexual Harassment Reporting Form

## Complainant Information

Name:

Work Address:

Work Phone:

Job Title:

Email:

Select Preferred Communication Method:

Email

Phone

Person

## Supervisory Information

Immediate Supervisor's Name:

Title:

Work Address:

Work Phone:

## Complaint Information

1. Your complaint of sexual harassment is made about:

Name:

Title:

Work Address:

Work Phone:

Relationship to you: Supervisor   Subordinate   Co-Worker   Other:

2. Please describe what happened and how it is affecting you and your work. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

3. Date sexual harassment occurred:

Is the sexual harassment continuing?   Yes   No

4. Please list the name and contact information of any witnesses or individuals who may have information related to your complaint.

The last question is optional but may help the investigation.

5. Have you previously complained or provided information, either verbally or written about related incidents? If yes, when and to whom did you complain or provide information?

If you have retained legal counsel and would like us to work with them, please provide their contact information.

Signature:

Date:

# Whistleblower: Reposting Suspected Violations of Law and Policy

Approved December 2016

Reviewed August 10, 2024

## **Policy**

The Dundee Library is committed to maintaining a workplace where employees are free to raise good faith concerns regarding the library's business practices, specifically one reporting suspected violations of law on the part of the library, including but not limited to federal laws and regulations. Two, providing truthful information in connection with an inquiry or investigation by a court agency, law enforcement or other government body. And three, identifying potential violations of library policy, specifically the policies contained in the Dundee Library Policies and Procedures Manual.

An employee who wishes to report a suspected violation of law or library policy may do so confidentially by contacting any member of the Board of Trustees. Reports may also be reported anonymously.

The library expressly prohibits any form of retaliation, including harassment, intimidation, adverse employment actions, or any other form of retaliation against employees who raise suspected violations of law, cooperate in inquiries or investigations, or identify potential violations of Library policies. Any employee who engages in retaliation will be subject to discipline up to and including termination. Any employee who believes that he or she has been subjected to any form of retaliation because of reporting or suspected violation of law or policy should immediately report the retaliation to the employee's immediate supervisor or Board of Trustee member. All persons who receive complaints of retaliation must immediately inform the Board of Trustees. President.

Reports of suspected violations of law or policy in reports of retaliation will be investigated promptly in a manner intended to protect confidentiality consistent with a full or fair investigation. The Board of Trustees shall direct an investigation of the suspected violation of law or policy or designate other internal or external parties to conduct the investigations. The investigation parties will notify the Board of Trustees of their findings directly and prepare other reports as indicated. A summary of all such reports will be presented to the Audit Committee of the Board of Trustees.

In the event that a report of a suspected violation of law or policy or retaliation involves an individual who reports directly to the Board of trustees, then that official will not participate in the investigation.

**Purpose**

To provide a mechanism for employees to raise good faith concerns regarding suspected violations of law on the part of the library, to cooperate in an inquiry or investigation by a court, agency, law enforcement, or other government body, or to identify potential violations of library policy and to protect employees who take such actions from retaliation.

# Tutors and Unattended Children

Adopted September 21, 2020

Reviewed August 8, 2025

Children are welcome at the Dundee Library. The library staff is concerned about the well-being and safety of all users. Libraries are public buildings and are open to the public. Library staff does not assume parental responsibilities or oversight of unattended minors.

- Children are the responsibility of their parents or guardians, not the library. The library takes no responsibility for the safety or welfare of children left unattended at the library. Under no circumstances will a staff member transport a minor away from the library. If a minor is left at the library in violation of this policy or at closing time, the staff will attempt to contact a parent or guardian. If contact isn't possible, the Yates County Sheriff will be called to assist.
- Children younger than 10 years of age must be accompanied by a parent or guardian, except while they are participating in an organized, staff supervised and age-appropriate program. Children left of the program must be picked up within 10 minutes of the program's completion.
- Youth ages 0 to 18 are not allowed at the library while school is in session unless they are accompanied by a parent, guardian or school appointed tutor. Students engaged in online learning must be accompanied by a parent, guardian or school appointed tutor
- Children between 10 and 18 will not be unattended in the library for more than one hour and must be picked up by the normal closing hours. The library assumes no parental responsibility. Children who are unwell or disruptive will be asked to leave the library or must be picked up by parents.
- Library staff are committed to:
  - Helping children find materials for educational and recreational purposes.
  - Providing an environment that encourages study and exploration
  - Planning programs that inform and enrich.
- Parents and guardians are responsible during that, during that:
  - Children Act in accordance with these guidelines
  - Children's behavior doesn't present a safety hazard to themselves, other users, or library property
  - Children's behavior doesn't interfere with the use of the library by others

## Tutored Children

The library permits tutoring in accordance with library policies. The library does not sponsor, recommend or assume liability for the worker activities of tutors. The library reserves the right to deny tutoring on the premises for failure to adhere to policies. Tutors are asked to sign the Tutor Agreement Form.

- Children under 18 who are tutored in the library are the responsibility of the tutor. While on the library premises, tutors must check in with library staff at the main desk. If a tutor is more than 15 minutes late, the student will be asked to leave the premises
- Library staff will assign the designated tutoring space available. Space available is subject to availability. Space for tutoring is available in the Children's Room and Teen Room. The Internet cafe is not a tutoring space.
- All arrangements for tutoring are between the tutor students and parents. Tutoring sessions are limited to two students per tutor.
- During school hours, the students must leave the premises at the conclusion of a tutoring session
- Tutors are responsible for the behavior of their students
- Students should use headphones for computer work
- The child being tutored in the library is strongly encouraged to obtain a valid library card for use of library resources.

## Tutor and student agreement form

I have received, read, and agree to the tutoring policies of the Dundee Library.

Student Name:

Date:

Student Signature:

Tutor Signature:

Date:

### **Tutor Information**

Name:

Address:

Cell Phone:

Home Phone:

### **Tutor Employer Information (School, Private)**

Name:

Phone:

# Displays, Exhibits and Posters Policy

Adopted August 21, 2023

The use of individuals or organizations of the library's facilities for displays, posters, or exhibits other than those which pertain to this Library is subject to review by the Board of Trustees. The Board of Trustees, through the Library Director, may grant the privilege of placing exhibits, displays, or posters in the library subject to the following conditions.

1. No poster, display, exhibit, pamphlet, brochure, leaflet, or booklet shall be exhibited, displayed, or placed in the library for distribution without the approval of the library director. A request to post materials or an application for library exhibits or display must be filed in advance.
2. All items exhibited or displayed may be reviewed by a Library appointed committee before the scheduled event. Approval for an exhibit or display does not ensure that an approval will be granted for every item in an exhibit or display. Slides are photographs of an artist. Exhibit should be presented in advance of the show whenever possible
3. An exhibit or display will include an individual's or group's name. Addresses and telephone numbers of individuals or groups may be made available to the public if permission has been granted by the artist. Exhibits and displays will not include prices of objects
4. No outside organization or individual shall be permitted to place on library premises any box, receptacle or canister which solicits donations, nor shall any poster or display be permitted which advocates or solicits consideration of any product or item sold by any commercial or charitable enterprise, nor shall any petition be displayed or circulated on library premises. Posters announcing bazaars or programs sponsored by any local organization may be displayed. Provided there is room for such displays, and they are of reasonable size, such postings are on a first come, first served basis.
5. No organization or individual shall be permitted to display or exhibit any materials, leaflets, posters which advocate the election or defeat of a candidate for public office, or which advocate an affirmative or negative vote for or against any proposition, whether political or otherwise
6. The library assumes no risk or responsibility for preservation, protection, or possible damage or theft of any item displayed or exhibited. All items displayed or exhibited in the library are placed at the owner's risk.

7. The library in no way endorses anything that is displayed, exhibited or posted. Those items which are placed in the library are done so merely for information and or enjoyment of the public
8. The library reserves the right to cancel and exhibit or display or remove posted materials at any time.

# Local History Collection

Adopted August 9, 2022

## **Purpose and Scope:**

The Local History documents the history of the village of Dundee and the surrounding Area included in the Dundee Central School District, including Starkey, Barrington, Torrey, Rockstream, Hemraw, Tyrone and Wayne. The Women's Study Club, as part of the library history, is a major part of the collection.

We recognize that we have a small space and that there are other repositories of historical records, including Yates History Center and Penn Yan Dundee Historical Society. Penn Yan Public Library was Duben County Historical Society in Bath. Our goal is to have access to a small group of core materials such as History and Directory of Yates County by Cleveland. Books about people directly related to area towns. Books about the history of towns and the school district. Historic maps will be kept along with other primary materials. Genealogical resources directly related to our area will be kept in the local history collection. Others may go in the general or reference collections. We acknowledge that there are other larger libraries with extensive genealogy collections.

We acknowledge that local newspapers have been digitized or put on microfilm at the New York State Library, and the original newspapers are not part of the library collection.

The collection houses materials in a variety of formats, including books, pamphlets, posters, Diaries, letters, photographs and scrapbooks. School yearbooks are part of other collections and are not collected by the library.

Books by local authors will be part of the general collection and will not be part of the local history collection unless they address local history. Books and materials by other counties and towns of New York State will be part of the general collection.

The collection does not house 3 dimensional artifacts, original government records, or electronic records.

## **Preserving materials**

The Dundee Library will work with other agencies and grants to preserve materials. Currently the sustainability by obtaining grants to digitize materials.

## **Purchases, gifts and loans**

Purchases over \$500 must be approved by the Library Director and Board. Donations will be accepted. As long as there is a signed deed of gift that legally transfers ownership of the

materials to the Dundee Library and the owner doesn't require restrictions on the use. The deed of gift must be approved by the Library board. Under special circumstances, items may be loaned to other institutions for exhibition.

## Discarding materials

The Dundee Library reserves the right to dispose of materials inappropriate to our collections. Options will include returning materials to donors, selling items, or offering items to other institutions.

## Cooperative agreements

The Dundee Library enters into cooperative agreement with other organizations to preserve history materials and make them more widely available.

This policy will be reviewed every five years by the Board of the Library.

# Social Media

Adopted March 18, 2019  
Reviewed August 21, 2023

Social media is an umbrella term that defines the various activities that integrate technology, social interaction, and the construction of words, pictures, video, and audio that includes blogs, Facebook, Twitter, LinkedIn, Instagram, Snapchat, and similar tools. Social media and social networking are in common use today and important to users, community and library staff to share opinions, ideas and information about library related subjects. However, it is important to protect the library from the unauthorized disclosure of information into otherwise safeguard the library, its employees, and its patrons from any harm that might result from employee misuse of social media

Employees using social media and social networking for personal use may only do so during breaks, meal periods, before or after scheduled work hours

Only authorized administrators can prepare and modify content for the library's social media pages. Content may consist of discussions of library activities and events, respond to breaking news or negative publicity, communicating with users to brainstorm ideas, or with patrons to the library's website.

Employees issued passwords to administer content are required to relinquish all rights to them upon termination of library employment

Persons responding to post blogs are expected to abstain from posting comments which are defamatory, abusive, in violation of copyright, trademark rights or other intellectual property

Employees who choose to identify themselves as library employees are expected to include a disclaimer in their personal posts, blogs, or profile that "I am not authorized to speak for the library. The opinions, views, comments expressed here are mine alone and do not reflect the views of the library."

Employees may not post or display comments about patrons, co-workers, supervisors or the employers which are obscene, vulgar, threatening, intimidating, harassing, discriminatory, or personal attacks.

When using social media, employees are expected to abide by all applicable library policies, including but not limited to, policies concerning harassment, confidentiality, and use of technology

Employees are expected to maintain the confidentiality of private or confidential information of the library, including information about the library's patrons. Employees are prohibitive from posting internal business-related confidential information

No Users shall use the library, social media, networking, forums, or messaging tools for commercial promotions, spamming, or political activity

The Dundee Library reserves the right to monitor content before it is posted on all its social media tools, webpage and accounts, and to modify or remove any messages or postings that it deems inappropriate. The library also reserves the right to edit or modify or remove any messages or postings in response to feedback or commentary and will not be responsible or liable for content posted by any subscriber.

The Library Director is responsible for ensuring all social networking information complies with the library's policies. The Library Director is authorized to remove any content that exposes the library to potential liability, does not comply with this policy or any other library policy, or that may be illegal. Removal of such content will be done without permission or warning to the Blogger or poster.

The library, its officers, trustees and employees shall be held harmless from and against all liabilities, judgments, damages and costs, including legal fees incurred, which arise out of or related to the content posted.

# Computer Usage

Adopted July 16th, 2018  
Reviewed September 2023

The purpose of the Dundee Library is to support lifelong learning and access to information, knowledge and ideas in a variety of formats. To this end, the Dundee Library offers computers and information resources through the Internet. Library staff will provide onsite instruction and basic troubleshooting tips. Library staff is not available for in-depth computer or Internet instruction.

## A: Conditions for computer use

1. Access to the computer is by walk-in.
2. Sign in at the circulation desk each time you wish to use the computer.
3. Patrons will not add, delete, modify, or move the hardware or installed software.
4. Children under the age of 10 are not allowed to use the computer without the supervision of an adult 17 years of age or older who was validated to use the library computer.
5. Two validated users may use the computer together upon the approval of the staff.
6. Computer time may be limited if other patrons are waiting to use a computer.
7. Patrons are not to utilize the computers for commercial purposes of selling goods or services.
8. The visual, verbal, or written use of the computer to transmit harassing materials is prohibited.
9. No food or liquids are allowed at the computer stations
10. Patrons will respect the privacy of other patrons using the computer
11. Observe all copyright and trademark laws.
12. All use of Dundee Library computers must be in compliance with federal, state and local laws, including federal and state obscenity laws.
13. The library's code of conduct applies to computer and Internet use.

## B. Disclaimer

1. The library does not guarantee the computer system to be error free or without defects.
2. The library is not responsible for: The actions of patrons. The accuracy or quality of information accessed through the computer, any damage or loss of data or interruption of service patrons may suffer while using the computer.

## C. Patron Responsibilities

1. A patron is responsible for any consequential damages arising for him or her use of the computer or the library's software.
2. A patron is instructed to Contact a staff person if he or she is unsure of something. If something is broken, the patron does not try to fix it. Report the problem to a staff person.

# Wireless Internet

Adopted June 2018

Reviewed August 2023

The Internet is a global electronic network on which anyone can communicate any content. The Dundee Library does not condone, endorse or assume responsibility for any content found or any communication made on the Internet

The Dundee Library maintains an Internet filtering mechanism for use on all computers. The filtering mechanism will only block access to the three categories of content specified by the Federal Children's Internet Protection Act. The Dundee Library has responsibility to protect the 1st Amendment rights of its patrons, including minor patrons, by not inhibiting constitutionally protected speech, including images, language and video that may be controversial or unappealing to community members.

## Access by Minors

Parents or guardians must assume responsibility for deciding which library resources are appropriate for their own children in Internet use. The parents are. Responsible for informing their children about material they may not use. Library employees and volunteers cannot act in place of parents or guardians in restricting access to resources to include Internet access materials.

The Dundee Library has taken measures to assist in the safe and effective use of resources by all minors.

- To address the safety and security of all minors when using e-mail and other direct electronic communications, as well as unauthorized disclosure, use, and dissemination of personal identification, the Dundee Library urges minors, and their parents or guardians follow the following guidelines.
- Never give out identifying information such as home address, school name or telephone number
- Let parents or guardians decide personal family information such as marital status or financial information, which will be revealed
- Never arrange face-to-face meetings without parents or guardians' approval.
- Never respond to messages that are suggestive, obscene, threatening, or make one uncomfortable. Tell a parent, guardian, or library staff if such a message is received. Have a parent or guardian report the incident to the National Center for Missing and

Exploited Children via [www.cybertipline.com](http://www.cybertipline.com) or call 1-800-843-5678 if such instance occurs.

- Remember, the people online may not be who they say they are.
- Remember that everything that is read online may not be true.
- Don't open e-mail files or website pages sent to you by people, organizations you don't know or trust.

To address the issue of unauthorized access, including hacking or other unlawful activities by minors online, minors and all other users of the Dundee Library are hereby advised that any unlawful activity is strictly prohibited.

Create an introductory web page for wireless Internet access which requires A patron to verify that he or she will accept the library terms for using that access. Unless the patron agrees to this verification, he or she will be blocked from using the library's wireless Internet connection.

Prohibited library activity. Any user of electronic services is strictly prohibited from any illegal activity:

- Hacking
- Harassing or invading other privacy
- Attempting to degrade or disrupt the network performance
- Commercial use of the network
- Sending spam or unsolicited advertising of any kind
- A copyright law violation, including downloading copyrighted works without the owner's permission

# Pandemic Operations Plan

Adopted December 21, 2020

Reviewed August 18, 2025

*This plan has been developed in accordance with New York State legislation S8617B/A10832.*

## Scope and Assumptions

### Scope

This plan was developed exclusively for and is applicable to the Dundee Library. This plan is pertinent to a declared public health emergency in the state of New York, which may impact our operations, and it is in the interest of the safety of our employees and contractors and the continuity of our operations that we have promulgated this plan.

### Planning Assumptions

This plan was developed based on information, best practices, and guidance available as of December 21st, 2020. The plan was developed to largely reflect the circumstances of the current coronavirus pandemic but may also be applicable to other infectious disease outbreaks.

The following assumptions have been made in the development of this plan.

- The health and safety of our employees and contractors and their families is of utmost importance.
- The circumstances of a public health emergency may directly impact our own operations.
- The impacts of public health emergency will take time for us to respond to appropriate safety measures put into place and adjustments made to operations to maximize safety.
- The public and our constituency expect us to maintain a level of mission essential operations.
- Resource support from other jurisdictions may be limited based upon the level of impact the public health emergency has upon them.
- Supply chains, particularly those for personal protective equipment, parenthesis, PPE, end parentheses and cleaning supplies, may be heavily impacted, resulting in considerable delays in procurement.

- Emergency measures and operational changes may need to be adjusted based upon the specific circumstances and impacts of the public health emergency, as well as guidance and direction from public health officials and the governor.
- Per S8617B/A1Z832, Essential employee is defined as a public employee or contractor that is required to be physically present at a worksite to perform their job.
- Per S8617B/A10832, non-essential employee is defined as a public employee or contractor that is not required to be physically present at a worksite to perform their job.

## Concept of Operations

The Library Director of Dundee Library, their designee or their successor holds the authority to execute and direct the implementation of this plan. Implementation, monitoring of operations, and adjustments to plan implementation may be supported by additional personnel at the discretion of the Library Director. Upon resolution of the public health emergency, the Director of Dundee Library, their designee or their successor will direct the resumption of normal operations or operations with modifications as necessary.

## Essential Positions

The table below identifies the positions or titles that are essential to be staffed on site for the continued operation of Dundee Library. Note that while some functions and associated personnel may be essential, some of these can be conducted remotely and do not need to be identified in this section.

### Library Director

- Manage day-to-day operation of library.
- Supervise all personnel and volunteers.
- 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 or city government, and healthcare professionals.

### Clerk

- Manage circulation of materials, checking books in and out.
- Manage holds.

- Answer reference inquiries received via the library's e-mail, voicemail, or social media accounts.
- Manage incoming postal mail on a regular basis.
- Basic cleaning and disinfecting of items and spaces used jointly among staff.
- Etc.

### Business Manager

- Manage payroll activities and ensure proper procedure for employees to report remote work hours.
- Maintain accounts payable and receivable activities.

### Cleaner

- Regular cleaning of library buildings and maintenance of grounds.
- Regular communication with library director regarding any facility issues.

## Reducing risk through remote work and staggered shifts

### Remote work protocols

The Director will work from home with all necessary office equipment having already been supplied. This will enable the clerk to enter and manage the building screen, phone calls, address building and delivery issues, etc.

### Staggered shifts

Not applicable

## Personal Protective Equipment (PPE)

The use of personal protective equipment 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.

- Mask. Face Shields.
- Gloves. Disposable gowns and aprons.

The director has already purchased numerous amounts of PPE for library implementation. Mask, gloves, and commercial grade cleaners which are stockpiled in inventory regularly for replenishment.

## Staff exposures, cleaning and disinfection

### Staff exposures

Each employee is responsible for notifying the director if they come into approximate or close contact with someone known to be positive or if they exhibit symptoms of the disease. Each employee signs a log when entering the building. There is also a daily log for disinfecting the entire public parts of the building.

We will follow CDC public health recommendations and requirements and coordinate with our local public health office for additional guidance and support as needed.

### Cleaning and disinfecting

CDC public health guidelines will be followed for cleaning and disinfection of surfaces slash 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.
2. Cleaner tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
3. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
4. Staff will follow instructions on cleaning products to ensure safe and effective use of the products.

## Employee and Contractor Leave

Public health emergencies are extenuating in unanticipated circumstances in which Dundee library. Committed to reducing the burden of our employees and contractors, the Family's First Coronavirus Response Act provided requirements related to the COVID-19 pandemic which form the policies outlined below. This policy may be altered based upon changes in law or regulation as possible. It is our policy that employees will not be charged with leave time for testing. There are no full-time employees. According to the personnel policy, an employee working more than 20 hours per week receives vacation time, which may be used for leave. 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.

## Documentation of Work Hours and Locations

Timesheets are used to track hours that an employee is working at the library.

## Housing for Essential Employees

Not applicable.