



THE PHELPS LIBRARY
EMPLOYEE HANDBOOK

2018

THIS EMPLOYEE HANDBOOK WAS REVISED & APPROVED
IN ITS ENTIRETY BY THE PHELPS LIBRARY BOARD ON:

FEBRUARY 2018

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PHELPS LIBRARY

GOVERNANCE POLICIES

GENERAL



Phelps Library CONSTITUTION AND BYLAWS

Mission Statement

The Phelps Library enriches lives, fostering lifelong learning and empowering every member of the community with a vast array of ideas and information.

Preamble of the 1963 Constitution:

“Whereas, We, the citizens of the Town of Phelps, being desirous of promoting a spirit of useful inquiry, of extending our information upon subjects of general utility, of cultivating the social, intellectual and moral interests of our fellow citizens, do associate ourselves, in accordance with the Act of Legislature, Chapter 246 of the laws of 1868, for the purpose of collecting a library, of maintaining a Reading Room, of organizing a system of instruction by lectures, of establishing a Cabinet and Department of local historical interest, and do hereby adopt the following Constitution;”

Preamble:

The Board of Trustees (hereinafter designated as the “Board”) of the Phelps Library, an Association library created under a charter granted under Section 253 of the New York State Education Law by the Board of Regents of the State of New York, dated November 16, 1973, shall be governed by the laws of New York State, the regulations of the Commissioner of Education and by the following by-laws.

Bylaws

Article I – NAME

This Association library will be the Phelps Library.

Article II – MEMBERSHIP

Any person of voting age who resides in the boundaries of the Town of Phelps is a member of the Association.

Article III – FISCAL YEAR

The fiscal year of the library will be January 1 through December 31.

Article IV – BOARD OF TRUSTEES

1. The library will be governed by a Board of Trustees consisting of seven members, elected for terms of three years each. Terms are limited to three consecutive full terms of three years each. Anyone having served a total of nine consecutive years will be ineligible for reelection to the Board for a period of at least one year. Persons who are already Trustees at the time of this revision may finish out the terms of office for which they were elected.
2. The vote for Trustees will be done by written secret ballot by members of the association.
3. Newly elected members will take office following the close of the annual meeting.
4. Any vacancy will be filled by special election by the remaining members of the Board for the remainder of the term of that particular position.
5. Each Trustee will have one vote, irrespective of office held.
6. A Trustee must be present at a meeting to have his/her vote counted.

7. Absence from three consecutive meetings will constitute automatic dismissal from the Board unless the Board defers this dismissal by majority vote.
8. All actions of the Board will be of the Board as a unit. No Board member will act on behalf of the Board, on any matter, without prior approval of the Board. No Board member by virtue of his/her office will exercise any administrative responsibility with respect to the library nor, as an individual, command the services of any library employee.

Article V – OFFICERS

1. The officers of the Board will be the President, Vice-President, Secretary and Treasurer, elected by the Board at the annual meeting. These officers will serve for a period of one year. Tenure of the President of the Board will be limited to two consecutive full terms of one year each. This person will be ineligible for reelection to the office of President for a period of at least one year.
2. The President will preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.
3. The Vice President, in the event of the absence or disability of the President, or of a vacancy in that office, will assume and perform the duties and functions of the President.
4. The Secretary will keep a true and accurate record of all meetings of the Board, will issue notice of all regular and special meetings, and will perform such other duties as are generally associated with that office.
5. The Treasurer will be the disbursing officer of the Board, sign all checks, and will perform such duties as generally devolve upon the office.

Article VI – DIRECTOR

1. The Board will appoint a qualified Director who will be the executive officer of the policies of the Board and will have charge of the administration of the library under the direction and review of the Board. The Director will be hired by written contract, a copy of which will be kept on file
2. The Director will be responsible for the care of the building and equipment; for the employment and direction of the staff; for the efficiency of the library's service to the public; and for the selection and purchase of books and materials and the operation of the library under the financial conditions contained in the annual budget.
3. The Director will render and submit to the Board reports and policy recommendations that, in the opinion of the Director, will improve efficiency and quality of library service.
4. The Director or his/her representative will attend all Board meetings, including budget meetings except the portion of the meeting at which the Director's appointment or salary is to be discussed or decided.

Article VII – COMMITTEES

1. A nominating committee will be appointed by the President two months prior to the Annual Meeting to designate a slate of officers to vote on at the Annual Meeting. Additional nominations may be made from the floor. The vote for officers will be by secret written ballot if two or more Trustees have been nominated for one office.
2. The following will be standing committees:
Building/Technology; Finance/Funding; Policy/Personnel; and Public Relations.
These committees will have all the usual powers associated with such committees.

3. Committees for specific purposes may be appointed by the President. Such committees will serve until the completion of the work for which they were appointed.
4. All committees will keep meeting minutes and make a progress report at each Board meeting.
5. No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.
6. The President will be, ex officio, a member of all committees.

Article VIII – MEETINGS

1. Board Meetings will be held monthly. The date and hour will be set by the Board. Each member will be notified by the Secretary at least five days before the meeting.
2. A special meeting of the Board may be called at any time by the President or upon the request of three members for a specific purpose. No other business may be transacted at such special meeting.
3. The Annual Meeting will be held in January of each year. Business transacted will include the annual reports, acceptance of the new budget, and election of new trustees and officers.
4. A simple majority of the existing Board will constitute a quorum for the conducting of all business. If a quorum is not present at a regular meeting, the attending members may set a date for another meeting to be held within one week, and the presiding officer shall notify the absent members of this specially called meeting.
5. Meeting procedure will be in accord with Robert's Rules of Order, Revised.
6. The order of business for regular meetings will include, but not be limited to, the following items which shall be covered in the sequence shown unless circumstances make an altered order more efficient:
 - Roll call
 - Approval of minutes of previous meeting
 - Financial report and approval of expenditures
 - Director's report
 - Report of standing committees
 - Report of special committees
 - Correspondence and communications
 - Unfinished business
 - New business
 - Adjournment

Article IX – AMENDMENTS

1. Amendments to these By-Laws may be proposed at any regular meeting and will be voted upon at the next regular meeting. The final version of the proposed amendment or amendments to be voted on will be sent by the Secretary to all Board members at least ten days prior to the voting session. Two thirds of the entire Board will be required for the adoption of the proposed amendment or amendments.
2. Any rule or resolution of the Board, whether contained in these By-Laws or otherwise, may be suspended temporarily in connection with business at hand if approved by a two thirds vote of the entire Board.

Original Constitution & Bylaws: 1963

Amended: 4/5/1971 & 8/17/2009, May 2015

**Phelps Library
2018 BOARD OF TRUSTEES**

David Benz, President
945 Bell Road
Clifton Springs, NY 14432
dbenz@fingerlakeslaw.com

Briana Graham, President
PO Box 233
Phelps, NY 14532
brgrhm@gmail.com

Mary Ellen Darling, Vice President
2051 County Road 23
Clifton Springs, NY 14532
maryellendarling@gmail.com

Kevin Kelley, Trustee
1290 Ridley Road
Phelps, NY 14532
essayekay50@gmail.com

Craig Logan, Treasurer
1286 Ridley Road
Phelps, NY 14532
craiglogan007@gmail.com

Christa Socha, Trustee
26 Pleasant Street
Clifton Springs, NY 14432
socha@fltg.net

Sally Logan, Secretary
1286 Ridley Road
Phelps, NY 14532
craiglogan007@gmail.com

The Monthly Board Meeting
is held on the second Wednesday of the month
at 6:30pm in the Library Community Meeting Room.

Phelps Library
CONFLICT OF INTEREST POLICY

1. **PURPOSE:** To protect the interest of the Phelps Library (“The Library”) when it is contemplating entering into a transaction or arrangement that might benefit the private interest of one of its officers, Trustees or staff.

1)-. This policy does not replace any applicable federal, state or local laws governing conflicts of interests applicable to nonprofit and charitable organizations.

2. **DEFINITIONS:**

1) – Interest: direct or indirect pecuniary or material benefit accruing to a Trustee, employee, or his relative whether as a result of contract with The Library or otherwise.

a) – An interest shall include but not be limited to:

b) – The contract of a relative except as to a contract of employment with the Library;

c) – A firm, partnership, company or association of which such Trustee or employee is a member or employee;

d) – A corporation of which such Trustee or employee is a Trustee, Director or employee;

e) – A corporation of which more than five percent of the outstanding stock is owned by any such Trustee, employee, or his or her relative.

2) – Trustee or employee: an elected or appointed officer or employee of the Library whether paid or unpaid;

3) – Relative: spouse, child, stepchild, parent, stepparent, brother, sister, stepbrother, stepsister, or legal guardian of any of said persons of a Trustee or employee or of the spouse of the Trustee or employee;

3. **DUTY TO DISCLOSE:** In connection with actual or possible conflict(s) of interest, a Director, Trustee, staff member or employee must disclose the existence and nature of his/her Interest and must provide all material facts to the Library Board or its designee;

4. **DETERMINATION OF A CONFLICT OF INTEREST:** All disclosures will be reviewed by the Board and determination of a conflict of interest will be assessed after any discussion with the interested person.

1) - The interested person shall leave the Board meeting while the determination of a conflict of interest is discussed and voted upon. The interested person is prohibited from influencing, or attempting to influence, the deliberation and/or voting on the matter giving rise to the conflict.

2) – Remaining Board members shall decide if a conflict of interest exists in accordance with the procedure set forth herein.

3) – The existence and resolution of all conflicts must be documented in the Library’s records, including the minutes of any committee and/or Board meetings at which the conflict was discussed and/or voted upon.

5. **ADDRESSING A CONFLICT OR POTENTIAL CONFLICT OF INTEREST:**

1) – Board President may, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement;

- 2) – After due diligence, the Board shall determine whether the Library can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest;
- 3) – If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, Board shall determine by a majority vote of the disinterested Trustees whether the transaction or arrangement is in the Library's best interest, for its own benefit, and whether it is fair and reasonable;
- 4) – In conformity with the above determination the Board shall make its decision as to whether to enter into the transaction or arrangement.

6. VIOLATION OF POLICY:

- 1)- If the Board has reasonable cause to believe a Director, Trustee, staff member or employee has failed to disclose actual or possible conflicts of interest, it shall inform the Director, Trustee, staff member or employee of the basis for such belief and afford the Director, Trustee, staff member or employee an opportunity to explain the alleged failure to disclose;
- 2)- If, after hearing the Director's, Trustee's, staff member's or employee's response, and after making further investigation as warranted by the circumstances, the Board determines the Director, Trustee, staff member or employee has failed to disclose an actual or possible conflict of interest; then, if necessary
- 3) – Disciplinary and/or corrective action shall be taken as determined by a majority vote of disinterested members of the Board of Trustees.

7. STATEMENTS AND DOCUMENTATION:

- 1) – At the beginning of a formal association with the Library, and at the beginning of each subsequent calendar year, each Director, Trustee, staff member, and employee, and member of a committee with governing board delegated powers shall sign a statement which affirms such person:
 - a) – Has received a copy of the PHELPS LIBRARY Conflict of Interest Policy;
 - b) – Has read and understands the Policy;
 - c) – Has agreed to comply with the Policy;
 - d) – Understands the Library is charitable, and in order to maintain its federal tax exemption, it must engage primarily in activities which accomplish one or more of its tax exempt purposes.



THE PHELPS LIBRARY
8 BANTA STREET, SUITE 200, PHELPS, NY 14532
(315) 548-3120 ♦ WWW.PHELPSLIBRARY.ORG

CONFLICT OF INTEREST POLICY DISCLOSURE

ACKNOWLEDGEMENT/CERTIFICATION

(To be completed by Trustees, Officers, Employees and Volunteers)

I, _____, hereby certify that:

- a. I have received a copy of the Phelps Library Conflict of Interest Policy (the “Policy”);
- b. I have read and understand the Policy; and
- c. I agree to comply with the Policy.

Signature: _____

Date: _____

Phelps Library WHISTLEBLOWER POLICY

- 1. Encouragement of Reporting:** The Phelps Library (the “Library”) is committed to operating in an environment of honesty and integrity and in compliance with all applicable laws, rules and regulations, including those concerning accounting and auditing. The Library prohibits fraudulent practices by any of its trustees, officers, employees, or volunteers and expects its trustees, officers, employees, and volunteers to conduct themselves in accordance with all applicable laws, regulations, Library policies and procedures. It hereby establishes a policy against unlawful or fraudulent conduct and outlines a procedure for employees and volunteers to report actions that they reasonably believe violates a law, regulation or Library policy, or that constitutes fraudulent accounting or other practices. This policy applies to any matter which is related to the Library’s business and does not relate to private acts of an individual not connected to the business of the Library. Other subjects on which the Library has existing complaint mechanisms should be addressed under those mechanisms unless those channels are implicated in the wrongdoing. The policy is not intended to provide a means of appeal from the outcomes obtained via those other mechanisms.

- 2. Where to Report:** If a trustee, officer, employee, or volunteer has a reasonable belief that a trustee, officer, employee, or volunteer has engaged in any action that: (1) violates any applicable law or regulation, or has committed a serious violation of the Library’s policies, including those concerning accounting and auditing, or (2) constitutes a fraudulent practice, that person is required and expected to immediately report such information to the President of the Board of Trustees. If the President of the Board of Trustees is implicated in the Complaint, the report should be directed to any current Trustee.

Any report should describe in detail the specific facts demonstrating the bases for the complaint(s) or report(s). All reports will be acted upon promptly via a discreet and objective review or investigation. Complaints or reports may be made under this policy on a confidential or anonymous basis. However, vague or general complaints or reports that are made anonymously may prove difficult to fully evaluate.

The President of the Board of Trustees will assign a Trustee to conduct an investigation who will, upon completion of said investigation, deliver his/her findings to the President of the Board of Trustees. In conducting such investigations, the Board of Trustees will strive to keep the identity of the complaining individual as confidential as possible, while conducting an adequate review and investigation.

- 3. Protection from Retaliation:** The Library prohibits retaliation by or on behalf of the Library against an employee or volunteer because that employee or volunteer: (a) reports, in good faith, to a supervisor, the Board of Trustees, or to a federal, state or local agency what the employee believes, in good faith, to be a violation of the law; or (b) participates, in good faith, in any resulting investigation or proceeding, or (c) exercises his or her rights under any state or federal law(s) or regulation(s) to pursue a claim or take legal action to protect their rights. The Library may take disciplinary action (up to and including termination) against an employee, officer, trustee, or volunteer who, in the Board of Trustee’s assessment, has engaged in retaliatory conduct in violation of this policy or has violated the provisions of this policy.

The Library reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.

PHELPS LIBRARY Board Approved April 2015.



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(315) 548-3120 ♦ WWW.PHELPSLIBRARY.ORG

WHISTLEBLOWER POLICY DISCLOSURE

ACKNOWLEDGEMENT/CERTIFICATION

(To be completed by Trustees, Officers, Employees and Volunteers)

I, _____, hereby certify that:

- a. I have received a copy of the Phelps Library Whistleblower Policy (the “Policy”);
- b. I have read and understand the Policy; and
- c. I agree to comply with the Policy.

Signature: _____

Date: _____

PHELPS LIBRARY

FINANCIAL POLICIES
OPERATIONS, BOOKKEEPING,
& REPORTING



Phelps Library
MONTHLY FINANCIAL REPORTING POLICY

The Library Director will present to the Board of Trustees a monthly financial report that will include:

- 1) a summary of account cash balances;
- 2) a listing of all income and expenses for the preceding month broken down into category of income or expense and providing sufficient detail to easily identify the nature of such income or expense; and
- 3) a Profit and Loss Budget vs. Actual report

Phelps Library Board Approved May 2015.

Phelps Library
CASH DRAWER POLICY

The cash drawer shall be maintained in accordance with internal procedures established by the Library Director so as to ensure the accuracy and security of any and all currency contained therein.

Phelps Library Board Approved May 2015.

Phelps Library CASH DRAWER PROCEDURE

PURPOSE

To provide for comprehensive procedures governing the handling of all Library-generated revenue; to provide specific time frames for the completion of cash drawer deposits. The Phelps Library collects fines and fees for overdue, damaged or lost materials, and collects fees for copying, printing, faxing, donations and restricted donations.

STANDARDS

Standardized guidelines for handling and recording fines and fees are developed and maintained by the Director and approved by the Phelps Library Board of Trustees. These guidelines and the forms to implement them provide direction and consistency to Library Staff and the Library Director, who is ultimately responsible for the collection and accounting of all Library fines and fees.

GENERAL GUIDELINES

- The Phelps Library accepts cash, checks and credit cards for payment of fines and fees.
- ALL monies collected must be recorded on the ledger.
- The Phelps Library designates an amount of money to be kept in the Library's cash drawer.
- Monies collected over the cash drawer total are forwarded to Phelps Library's Bookkeeper for deposit.
- The Library Director or designee is responsible for reconciling the weekly totals that are submitted to the Bookkeeper.
- A receipt will be given to the patron for each completed transaction \$2.00 and over. Transactions under \$2.00 will be recorded on the Daily Cash Drawer Ledger.

PROCEDURES

Opening & Closing

- At the opening of the Library, a designated staff person will retrieve the bag from the wall safe and count the money in the bank bag to ensure the beginning money totals \$100.00, ideally in the following increments:
 - **\$1 in Pennies** [\$0.50 in drawer (50), 1 roll of pennies in bank bag as reserve (50)]
 - **\$4 in Nickels** [\$2.00 in drawer (40), 1 roll of nickels in bank bag as reserve]
 - **\$7 in Dimes** [\$2.00 in drawer (20), 1 roll of dimes in bank bag as reserve]
 - **\$25 in Quarters** [\$5.00 in drawer (20), 2 rolls of quarters in bank bag as reserve]
 - **\$33 in 1's** [\$15 in drawer (15), \$18 bills in bank bag as reserve]
 - **\$20 in 5's** [\$10 in drawer (2), \$10 in bank bag as reserve (2)]
 - **\$10 in \$10's** [\$10 (1) in drawer]

Total in cash drawer: \$44.50

Total left locked in bag: \$55.50

- The staff person who counts the drawer will document on the Cash Drawer Daily Report that the monies at the beginning of the day balance. If for any reason the drawer is short/over, document it on the report.
- At closing time, a designated person will need to close out the cash drawer. That person will count out the drawer to \$100, as close to the above increments as possible. Monies in excess of \$100 will be removed to the Bookkeeper's Deposit bag with an accompanying receipt along with the Cash Drawer Daily Report for the weekly deposit.
- If only large bills remain, the staff person will inform the Library Director so that change can be made at the bank the following morning.
- The staff person who counts the drawer will document on the Cash Drawer Daily Report that the monies at the end of the day balance. If for any reason the drawer is short/over, document it on the report.
- At closing, all cash shall be removed from the cash drawer, placed in the Overnight bank bag, and locked in the wall safe.

COLLECTING

Cash

- When accepting cash from a patron, tell the patron how much they owe and then say back to the patron how much they are giving you to pay the debt. Lay the bill across the drawer as you count out the change. Put the bill away after the patron has accepted the change.
- Do not leave the cash drawer open or unattended.

Checks

- Contain preprinted name, address and phone number of the patron.
- Contain the name of the financial institution on which it is drawn.
- Be made payable to Phelps Library.
- Be made out for the exact amount.
- Have the numerical and written amount agree.
- Include a current date – do NOT accept a post-dated check.

Receipts

- A receipt for all completed transactions \$2.00 and over must be given to the patron at all times. For amounts less than \$2.00, the amount, purpose (printing, faxing, copying, etc.), and staff initials must be recorded on the Daily Cash Drawer Ledger.

Refunds

- No refunds will be given.

REPORTING: CASH DRAWER DAILY REPORT

- Enter date and initials on the Cash Drawer Daily Report.
- Staff person who opens and counts drawer will document total cash in the drawer including any overage/shortages and will sign report. There should only be \$100.00 in the drawer at the beginning of business. Any overages/shortages should be placed in the money bag for review by the Library Director/Bookkeeper.
- Any donations that have been received should have a duplicate receipt listing who gave the donation, the amount and the purpose (materials, supplies, etc.).
- The report should be placed in the overnight bank bag and the bag locked in the wall safe.
- The Library Director will review the daily reports and the Bookkeeper will reconcile them. The Library Director will submit all reports and cash, checks and overage/shortages to the Bookkeeper for the weekly deposit.

Phelps Library Board Approved April 2015.

Phelps Library
PURCHASING AND BID SOLICITATION POLICY

Invoices, receipts and packing slips shall be obtained for all goods and/or services purchased by the Library and shall be retained for inspection by the Claims Auditor.

To the extent possible, written contracts should be obtained in connection with goods and/or services procured by the Library. The Library Director is responsible for the signing and maintaining of contracts related to the purchase of goods and/or services for the Library. The Library Director may delegate portions of that duty to appropriate staff.

Goods or services costing more than \$1000.00 shall require prior Board approval. The Director may authorize the purchase of items or services costing less than \$1000.00 without prior Board approval.

For purchases that exceed \$5,000.00 the Director should get at least three bids, unless services are to be performed by a sole proprietor.

In the event of a serious emergency that threatens safety or the ability of the Library to stay open to the public the Director is authorized to take necessary action, the cost of which shall not exceed \$1,500.00, if calling an emergency meeting of the Board of Trustees beforehand is not practical.

Phelps Library Board Approved November 2015.

Phelps Library
PAYMENT OF BILLS POLICY

Bills incurred by the Library shall be presented to the Board of Trustees at each regular Board meeting in a manner prescribed by the Library's Claims Auditor Policy.

Phelps Library Board Approved May 2015.

Phelps Library
PRE-AUTHORIZATION OF CERTAIN BILLS POLICY

The following expenses are pre-authorized by the Board of Trustees to be paid before approval:

Insurance and Benefits, including health benefits, Directors and Officers Liability Insurance, Disability Insurance, Workman's Comp, NYS Assessment, and other Insurance and Benefits expenses;

Lease payments

Telecommunications expenses

Telephone expenses

Payroll Expenses, including Taxes, Salary, and other expenses related to payroll.

All other expenses require approval by the Claims Auditor prior to being paid.

Phelps Library Board Approved April 2015; Revised January 2017.



THE PHELPS LIBRARY
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EXPENSE REIMBURSEMENT FORM

Employee Name:

Expense Period
From: <input style="width: 100%; height: 20px;" type="text"/>
To: <input style="width: 100%; height: 20px;" type="text"/>

Business Purpose:

Itemized Expenses

DATE	DESCRIPTION	CATEGORY	COST
SUBTOTAL			\$ -
Less Cash Advance			
TOTAL REIMBURSEMENT			\$ -

Note: Mileage reimbursement for personal car = \$0.54/mile

Employee Signature Date

Approval Signature Date

Phelps Library DEPOSIT OF FUNDS

The Board of Trustees expects that the Library Director, or his/her designee, will deposit all available Library funds into authorized accounts in a timely manner.

Phelps Library Board Approved May 2015.

Phelps Library ONLINE BANKING POLICY

The Phelps Library has entered into a written agreement with Community Bank, N.A. for online banking services. Unique ID's and passwords are individually secured. Online banking will only take place on the Bookkeeper's dedicated computer at the Phelps Library.

The Library Director serves as the administrator on both accounts. The Bookkeeper is a sub-user on both accounts. Each employee with online access reviews accounts on a weekly basis for unusual activity.

All deposit accounts are held at Community Bank, N.A. Internal account transfers, stopping payment on a check, and printing/viewing statements are authorized activities. Wire transfers and electronic payments to vendors are not allowed, except debits in the following instances:

- Allied Financial is authorized to debit from Payroll Checking the amount of bi-weekly payroll, payroll taxes, and the payroll service fee per the submitted payroll file.
- NYS Sales Tax is authorized to debit from General Checking the annual sales tax due per the annual filing.
- On-Line Bill Pay, through the Community Bank, N.A. website, to Vendors pre-approved by the Board

The VISA credit card is viewable on the Community Bank, N.A. site. The administrator may add/remove cardholders, and change cardholder limits.

Board Adopted 15FEB16

PHELPS LIBRARY
FINANCIAL POLICIES
RECORDS & ASSETS



Phelps Library
FIXED ASSETS CAPITALIZATION POLICY

Property and equipment are stated at cost, or in the case of donated assets, at the estimated fair market value as of the date the donation is received. Amounts over \$500 that have a useful lifespan exceeding one (1) year are capitalized. Individual items which, together with other similar item, constitute a set may be considered as one (1) item. Expenditures for maintenance, repairs and renewals under \$500 are charged to operations as they are incurred. Additional and major renewals are capitalized.

The Board of Trustees approves a depreciation schedule at the close of each fiscal year.

An inventory of these assets is maintained and updated on a continual basis. An inventory schedule is prepared annually for insurance purposes.

Board Adopted 15FEB16

Phelps Library FIXED ASSET DISPOSAL POLICY

Overview

The purpose of this policy is to outline requirements of staff when disposing of the Phelps Library fixed assets, including the physical plant, furniture, materials and equipment.

Approval

The disposal of any portion of the physical plant, furniture, materials or equipment belonging to Phelps Library must be approved by the library Director and/or board approval.

Disposal

- A.** The Director will ascertain current market value of item(s).

- B.** For fixed assets disposal, a Fixed Asset Disposal Form must be completed and the following procedures should be followed after approval:
 1. If item is in fair or good working condition it can be offered to current staff, board members or to the public at present market value.
 2. If there is no interest to purchase the item, it may be donated to a nonprofit organization or disposed of with the normal trash.

- C.** The Library Board Treasurer/Bookkeeper will facilitate the processing of the Fixed Asset Disposal Form and document the disposal on the Fixed Asset List.

Board Approved April 2015



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FIXED ASSET DISPOSAL FORM

Item Description: _____

Model Number/ Serial Number: _____

Item Location: _____

Reason for Disposal: _____

Name of person requesting disposal: _____

Signature: _____ **Date:** _____

Director Signature: _____ **Date:** _____

Disposal Method: _____

Disposal Date: _____

Proceeds of Sale: _____

or

Cost of Disposal: _____

Sold To: _____

Director Signature: _____

Phelps Library DOCUMENT RECORD RETENTION

This Document Retention and Destruction Policy of the Phelps Library identifies the record retention responsibilities of staff, volunteers, Director and members of the Board of Trustees, and outsiders for maintaining and documenting the storage and destruction of the Organization's documents and records.

The Phelps Library is in compliance with the Federal 990 – 501(c) (3) guidelines for document retention and destruction. This policy will be maintained in compliance with the law.

I. Rules. The Organization's staff, volunteers, Director, and members of the Board of Trustees and outsiders (i.e., independent contractors via agreements with them) are required to honor these terms:

- Paper or electronic documents indicated under the terms for retention below will be maintained by the Director
- Electronic documents will be deleted from all individual computers, data bases, networks, and back-up storage indicated under the terms
- No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation.
- The following terms are not all inclusive and are subject to change.

2. Terms for retention. To include but not limited to:

a. Retain permanently:

Institutional and legal records – Charter, Constitution, Bylaws, other organizational documents, governing Board monthly and committee minutes and reports. To include deeds, titles, attorney documents, active leases, current policies, property documents and endowment records.

Tax records – Filed state and federal tax returns/reports and supporting records, tax exemption determination letter and related correspondence, files related to tax audits and 990s.

Intellectual property records – Copyright and trademark registrations and samples of protected works.

Financial records – Audited financial statements, attorney contingent liability letters, donor records, and account ledgers & all accounting records.

c. Retain for three years after separation or expiration:

Employee/employment records – Employee names, addresses, social security numbers, dates of birth, INS Form I-9, W-4, resume/application materials, job descriptions, dates of hire and termination/separation, evaluations, compensation information, promotions, transfers, disciplinary matters, time/payroll records, leave/comp time/FMLA, engagement and discharge correspondence, documentation of basis for independent contractor status.

Lease, insurance, and contract/license records – current Software license agreements, service agreements, independent contractor agreements, employment agreements, consultant agreements, all other agreements, contracts and 1099s.

Other documents and files – Correspondence, past budgets, publications, survey information

d. Retain for six years after expiration:

Compliance Records – as CIPA

Grants and Project Files

e. Retain for one year:

All other electronic records, documents and files – expired policies and procedures, press releases, planning documents, research, promotional and outreach,

3. **Exceptions.** Exceptions to these rules and terms for retention may be granted only by the Organization's CEO (Director) or President of the Board of Trustees.

Board Approved - April 2010, April 2015

PHELPS LIBRARY
PERSONNEL & VOLUNTEER
POLICIES



Phelps Library
PERSONNEL & COMPENSATION POLICY

This employee personnel policy supersedes all previous personnel policies.

The Phelps Library Board of Trustees reserves the right to change any policies without prior notice, including those covered here, at any time. Employees will be notified of any changes in writing. New policies will be effective on dates determined by the Board of Trustees.

I. Equal Employment:

The Phelps Library maintains a policy of non-discrimination with employees and applicants for employment. No aspect of employment with the Phelps Library will be influenced in any manner by race, color, religion, sex, age, national origin, sexual preference, marital status or non-job related disability, or any other basis prohibited by law.

II. United States Citizenship:

Phelps Library intends to hire only citizens of the United States of America or those who have valid permits to work in the United States.

III. Non-Harassment Policy:

The Phelps Library will not tolerate the harassment of one employee by another. Any incident should be reported promptly to the Director or a Board member for investigation and resolution.

IV. Employment Classifications:

- a) Full Time – 40 hours per week minimum.
- b) Part Time – less than 40 hours per week.

V. Hiring:

- a) Director hired by Board of Trustees.
- b) All other employees to be hired by the Board of Trustees upon the recommendation of the Director.
- c) Dependents of the Director and/or Board of Trustee members are ineligible for employment with the library. In addition, no immediate family member of a current staff member will be considered for a position wherein one member would have supervisory duties over the other.

VI. Salary:

- a) Employees to be paid every two (2) weeks, with deductions for Withholding Taxes, Social Security and any other withholding required by law. All wages and salaries to be set by the Board of Trustees
- b) Full time – paid on a 12 month salary basis.
- c) Part time – paid on an hourly basis.
- d) Overtime – hours worked over regular schedule, with 40 hours or less to be paid at regular rate. Over 40 hours per week to be paid 1 ½ times regular hourly rate. All overtime must be approved in advance by the Director and/or the Board.
- e) Attendance at Pioneer Library System meetings will be compensated.
- f) Director’s salary and benefits subject to annual review (refer to employment contract and annual updates for specifics).

VII. Employee Benefits:

- a) UNEMPLOYMENT INSURANCE, DISABILITY INSURANCE, WORKMEN’S COMPENSATION INSURANCE, SOCIAL SECURITY:
Where required by law, all paid employees are covered by Unemployment Insurance, Disability Insurance and Workmen’s Compensation Insurance as well as Social Security.
- b) HEALTH INSURANCE AND BENEFITS: at the discretion of the Board.
- c) VACATION:
 - 1. Director – Director shall be entitled to ten (10) days of vacation with pay per year. Such vacation time is non-cumulative. At least two (2) weeks prior to the use of such vacation time, a written request must be submitted by Director to the Board President for approval.
 - 2. Hourly Staff – Please refer to the Hourly Staff Paid Time Off Policy. A written request must be submitted to the Director for approval at least two weeks prior to the requested paid time off.
- d) HOLIDAYS: All full-time employees will be paid for seven holidays determined by the Board.

VIII. Leaves of Absence: (All employees at discretion of Director)

- a) SICK LEAVE/PERSONAL DAYS:
 - 1. Director – Director shall be entitled to eight (8) personal/sick days with pay per year. Unused time may accumulate up to a maximum of twenty (20) days. Such days may be taken in the discretion of the Director;

2. Hourly Staff: Please refer to the Hourly Staff Paid Time Off Policy.

b) **DEATH IN FAMILY:**

Time off without loss of base wage or salary will be granted to a regular full-time or part-time staff member who suffers the loss of an immediate family or household member. This time off with pay is intended to allow for participation in events related to the death and funeral and is not to be granted if no such participation occurs.

This policy applies to immediate family only, which is defined as the staff member's spouse or domestic partner and the staff member and spouse/domestic partner's parent (including biological, foster, adoptive, stepparent, or legal guardian), sibling (including brother, sister, or stepsibling), child (including biological, adopted, foster, stepchild, or legal ward), grandparent, grandchild, and any household member who was a permanent resident of the staff member's principal residence at the time of death. For the purposes of this policy, household member is defined as a person who lives in the employee's principal residence with the intention of maintaining a permanent relationship and is either (a) jointly responsible for maintaining the common welfare and financial obligations of the household or (b) dependent upon the employee for care and financial assistance.

If additional time is needed, employees are to use vacation time, if applicable, or leave of absence without pay may be requested.

c) **JURY DUTY:**

Full pay less compensation will be granted for both full-time and part-time employees for Jury Duty and required court appearances.

d) **LEAVE OF ABSENCE:**

Upon request, leave of absence without pay may be granted by Board for maternity/paternity, service in armed forces, extended illness or valid personal reasons.

IX. Job Descriptions:

Job descriptions for Library Director, Information Technology Specialist, Library Research Specialist, Children's Curriculum Coordinator, Bookkeeper, and Custodian are included in this Manual and on file in Director's office.

X. Breaks:

Hourly employees, working more than 4 consecutive hours are required to fit in a 15-minute break. Use discretion and take advantage of down-time in the library to plan breaks if the employee is alone. Those working more than 6 hours in a day will take a meal break. Breaks are to be taken out of public view. Breaks are not cumulative, cannot be carried over to another day, and may not be taken during the first or last hour of work.

XI. Ability to Perform Duties:

Employment by the Library requires all employees, both full and part-time, to perform physical tasks including, but not limited to, standing, sitting, lifting, moving books and items and shelving books. Each employee, both part and full-time, shall be physically capable of performing all of the physical aspects of their employment including verification of said ability from a physician as the Director may from time to time require.

XII. Performance Evaluations:

Written evaluations of all employees shall be made annually. The evaluation of the Director to be made by the Personnel Committee of the Board. Evaluations of the other employees to be made by the Director at the end of the fiscal year. If not satisfied, employee may submit a written grievance to the Personnel Committee of the Board using the Employee Grievance Form. All grievances must be answered within 30 days.

XIII. Grievance Procedure:

All employee grievances shall be submitted to the Director who shall act in an expeditious manner using the Employee Grievance Form. For any grievance involving the Director, the employee shall first submit said grievance to the Director who shall act upon same in an expeditious manner. If either the Director or employee continue to disagree, the grievance shall be submitted to the Personnel Committee to be acted upon at the next regularly scheduled Personnel Committee Meeting, but not to exceed thirty (30) days after transmittal of said grievance.

XIV. Resignation:

- a) Part time employees shall give 2 weeks' written notice to Director.
- b) Full-time employees shall give 30 days' written notice to the Director.
- c) Director shall give 30 days' written notice to the Chair of the Personnel Committee.

XV. Professional Development:

Annual dues for library associations will be paid at the Board's discretion.

XVI. Employee Conduct:

- a) **INCIDENT REPORT:**
All illnesses, accidents, unsafe conditions or items in need of repair are to be promptly reported to the Director or the Board.
- b) **CUSTOMER SERVICE:**
All employees will be courteous and cooperative when meeting the public.
- c) **CELL PHONES:**
Cell phones will be turned off or in silent/vibrate mode. Employees are to wait until breaks or non-work time to use such devices. Employees may use the work phone number as an emergency contact. In case of emergency, step out of public view when engaging in a personal phone call. With the exception of emergency situations, the Library phone should not be used for personal phone calls.
- e) **DRESS CODE:**
 - 1) Public image plays an important role in developing and maintaining support for the library. In order to maintain a public image consistent with a professional organization, staff members working with the public must dress appropriately for a casual business environment, defined as professional attire that is neat, clean and

tailored. Health and safety standards must also be considered in dressing for work. Clothing and accessories must be neat and clean and should not draw inappropriate or disruptive attention to the individual.

f). Violation of Section XVI may subject the Employee to progressive disciplinary action, including A) verbal warning, B) written warning, and/or C) termination, at the discretion of the Director.

XVII. Privileges:

Current library staff has certain privileges to which they are entitled. Any or all such privileges may be revoked by the Director or Board of Trustees if abused. These include the privilege to:

- Make up to 10 photocopies per week for personal use at no charge;
- Print up to 20 pages for personal use at no charge (not color);
- Pay no fines for overdue materials when such materials are returned in good condition.

Board approval 9/20/04; 10/15/07; 8/16/10; 9/11; 10/21/13

Phelps Library
HOURLY STAFF PAID TIME OFF POLICY

Vacation time

Hourly employees begin accruing paid vacation after one (1) year of employment. From years one (1) to five (5) of employment, employees shall be entitled to one (1) week of paid vacation time per year calculated from the date of employment.

At the end of five (5) full years of employment, hourly employees are entitled to two (2) weeks of vacation per year.

Vacation time may not be carried over from year to year.

Sick Leave

Library employees are eligible for paid sick leave that is granted for the necessary absence from duty because of personal or family illness or disability, including pregnancy and recovery, injury, health care provider appointments, or adoption, or legal quarantine when the illness, disability, or stated condition reasonably requires absence from work.

Hourly employees are entitled to one (1) week of sick leave per year. A maximum of one (1) week of sick leave may be carried over to the next year.

In the event of an extended medical hardship, additional sick leave may be granted subject to Board approval.

For this policy, a “week” is defined as the number of hours an employee regularly works each week.

Board approval: [October 2016](#)

Phelps Library
DETERMINING COMPENSATION POLICY

This Policy on the Process for Determining Compensation of Phelps Library applies to the compensation of the executive officer, the Library Director.

The process includes all of these elements: (1) review and approval by the Board of Trustees; (2) use of data to comparable compensation; and (3) contemporaneous documentation and recordkeeping.

1. **Review and approval.** The compensation of the Director is reviewed and approved by the Board of Trustees, provided that persons with conflicts of interest with respect to the compensation arrangement at issue are not involved in this review and approval. The personnel committee will consult with the finance committee when considering salary increases.
2. **Use of data as to comparable compensation.** The compensation of the Director is based on performance and is reviewed and approved as to comparable compensation for similarly qualified persons in functionally comparable positions at similarly situated organizations.
3. **Contemporaneous documentation and recordkeeping.** There will be notes taken during the deliberations and decisions regarding the compensation arrangement.

Board approval: May 2010, revised September 2011, 4/2015, 15FEB16

Phelps Library 2018 SALARY SCHEDULE

The Library Director shall present to the Board an annual salary schedule at the Annual Meeting each January per Section VI of the Phelps Library By-Laws.

Board Voted and Approved, January 2018

Pay Period 12/24/17- 1/6/18	Pay Period 1/7/18- 1/20/18	Pay Period 1/21/18- 2/3/18	Pay Period 2/4/18- 2/17/18	Pay Period 2/18/18- 3/3/18	Pay Period 3/4/18- 3/17/18	Pay Period 3/18/18- 3/31/18	Pay Period 4/1/18- 4/14/18	Pay Period 4/15/18- 4/28/18	Pay Period 4/29/18- 5/12/18
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Pay Date 1/12/2018	Pay Date 1/26/2018	Pay Date 2/9/2018	Pay Date 2/23/2018	Pay Date 3/9/2018	Pay Date 3/23/2018	Pay Date 4/6/2018	Pay Date 4/20/2018	Pay Date 5/4/2018	Pay Date 5/18/2018
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Pay Period 5/13/18- 5/26/18	Pay Period 5/27/18- 6/9/18	Pay Period 6/10/18- 6/23/18	Pay Period 6/24/18- 7/7/18	Pay Period 7/8/18- 7/21/18	Pay Period 7/22/18- 8/4/18	Pay Period 8/5/18- 8/18/18	Pay Period 8/19/18- 9/1/18	Pay Period 9/2/18- 9/15/18	Pay Period 9/16/18- 9/29/18
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Pay Date 6/1/2018	Pay Date 6/15/2018	Pay Date 6/29/2018	Pay Date 7/13/2018	Pay Date 7/27/2018	Pay Date 8/10/2018	Pay Date 8/24/2018	Pay Date 9/7/2018	Pay Date 9/21/2018	Pay Date 10/5/2018
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Pay Period 9/30/18- 10/13/18	Pay Period 10/14/19- 10/27/18	Pay Period 10/28/18- 11/10/18	Pay Period 11/11/18- 11/24/18	Pay Period 11/25/18- 12/8/18	Pay Period 12/9/18- 12/22/18
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Pay Date 10/19/2018	Pay Date 11/2/2018	Pay Date 11/16/2018	Pay Date 11/30/2018	Pay Date 12/14/2018	Pay Date 12/28/2018
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Phelps Library CONFERENCE AND TRAVEL POLICY

Policy: The Phelps Library annually budgets funding to allow staff to attend job-related seminars, workshops, courses, and meetings to conduct official Library business. This funding covers travel, meals, conference registration costs, and hotel lodging when necessary.

Approval: All overnight or out of system conference and travel expenses require preapproval by the Library Director. The Library Director's overnight conference and travel expenses require pre-approval by the Board of Trustees at a regularly scheduled Board Meeting. If pre-approval by the Board of Trustees at a regularly scheduled Board Meeting is not possible, the Board President may approve the Library Director's travel.

Reimbursement of Expenses: Allowable expenses include airfare, mileage, lodging, meals, registration fees, and gratuities. An itemized statement of expenditures together with receipts must be submitted to the Bookkeeper for approval.

- Itemized receipts or proof of payment will be required.
- Daily meal allowance will be set annually by the Board of Trustees. The 2018 rate is \$50.00 per day.
- Mileage reimbursement rates will be calculated at the current IRS Standard Mileage Rate.
- Expenses for alcoholic beverages will not be reimbursed.
- Lodging Hotel accommodations require pre-approval and will be made by the employee for approved days only.

Release Time: Time will be permitted for pre-approved conference attendance and travel. Travel during the workday is considered work and compensatory time may be earned for travel time to and from conferences.

Board Adopted 15FEB16

Phelps Library TRACKING LEAVE TIME PROCEDURE

Leave time is tracked internally. The Library Director will maintain a Spreadsheet tracking employee leave time. Employees shall be notified annually of leave time increases. Employees must submit a Vacation Request Form to the Library Director prior to taking leave time.



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PAID TIME OFF REQUEST FORM

Employee: _____

I am requesting the following dates as **VACATION** or **SICK** days (circle one):

Start
Date: _____

Number of hours
requested: _____

End Date: _____

Employee
Signature: _____

Date: _____

Director
Signature: _____

Date: _____

Approved:

Denied:

The Phelps Library

HARASSMENT-FREE WORK ENVIRONMENT POLICY & PROCEDURE

I: POLICY

The Phelps Library is committed to a healthy, safe, and supportive work environment, free from unlawful harassment and bullying, where everyone is treated with respect and dignity. All staff, volunteers, employment applicants, and library visitors of any age are entitled to equal opportunity in a harassment-free environment. All interactions among staff while working, while on the Phelps Library premises, while traveling on Phelps Library business, or at Phelps Library social function will be free of unlawful harassment or bullying of any kind.

Unlawful harassment is defined as harassment based on race, color, religion, sex, sexual orientation, national origin, age, disability, marital status, citizenship, status as a covered veteran or any other characteristic protected by applicable federal, state, or local law which is sufficiently severe or pervasive as to alter a staff member's working conditions.

The Phelps Library considers workplace bullying unacceptable and will not tolerate it under any circumstances. This policy shall apply to all employees, regardless of his or her employee status, volunteers, and library visitors of any age. Any employee found in violation of this policy will be disciplined, up to and including immediate termination. Independent contractors found to be in violation of this policy may be subject to contract cancellation.

Every staff member and volunteer is responsible for complying with the letter and spirit of this policy, both by acting professionally and by using proper channels to stop conduct which may violate this policy. Staff members and volunteers are responsible for reporting any concerns they may have regarding unlawful harassment or bullying to management and will not suffer retaliation for making their concerns known.

A) Prohibited Conduct: The Phelps Library has zero tolerance for unlawful harassment and bullying. Examples of conduct prohibited by the policy include, but are not limited to:

1) Verbal or physical conduct that harasses a staff member on the basis of a category protected by applicable federal, state or local law and that is sufficiently severe or pervasive as to create an intimidating, threatening, offensive, or hostile environment.

2) Sexual displays or publications, or other verbal or physical conduct, where a staff member is told either explicitly or implicitly that he or she must submit to the conduct to remain employed or where his or her reaction to the conduct is used as a basis for an employment decision, such as evaluation, raise, advancement, assigned duties, disciplinary action, or any other condition of employment or career development. Examples of prohibited verbal or physical conduct include:

a) Unwelcome sexual advances, unwelcome touching, or unconsented-to touching;

b) Stalking, dating violence, date rape, or sexual assault;

- c) Persisting with romantic advances despite the staff member's rejection of advances;
- d) Requests for sexual favors, whether or not accompanied by promises or threats with regard to the employment relationship;
- e) Sexual jokes and innuendo; verbal abuse of a sexual nature; comments about an individual's body, sexual prowess, sexual activity, or sexual attractiveness;
- f) Leering, whistling, or touching; insulting or obscene comments, sounds, or gestures; displays of sexually suggestive objects, cartoons or pictures.

3) Words, actions, or visual matter that demean or show hostility toward an individual or group because of race, color, religion, sex, sexual orientation, national origin, age, disability, marital status, citizenship, status as a covered veteran or any other characteristic protected by applicable federal, state, or local law.

4) Any action perceived as bullying, including persistent, manipulative, malicious, unwelcome, severe and pervasive mistreatment that harms, intimidates, demeans, offends, degrades or humiliates an employee, whether verbal, physical or otherwise, at the place of work and/or in the course of employment. Bullying is unwelcome or unreasonable behavior that demeans, intimidates or humiliates people either as individuals or as a group. Bullying behavior is often persistent and part of a pattern, but it can also occur as a single incident. Though this list is not exhaustive and is only offered by way of example, the following types of behavior constitute workplace bullying:

Verbal Communication:

- a) Personal attacks (angry outbursts, excessive profanity, name-calling, spreading rumors and innuendo, teasing);
- b) Repeated infliction of verbal abuse, such as the use of derogatory remarks, insults and epithets;
- c) Unreasonable criticism;

Psychological Manipulation:

- a) Staring, glaring or other nonverbal demonstrations of hostility;
- b) Encouragement of others to turn against the targeted employee;
- c) Sabotage of a co-worker's work product or undermining of an employee's work performance;
- e) Unfairly blaming others for mistakes;
- f) Criticizing others in public;
- g) Disregarding opinions or suggestions;
- h) Invasion of another's person's personal space;

Manipulating the Work Environment:

- a) Exclusion or social isolation;
- b) Excessive monitoring or micro-managing;

- c) Work-related harassment (work-overload, unrealistic deadlines, meaningless tasks);
- d) Being held to a different standard than the rest of an employee's work group;
- e) Consistent ignoring or interrupting of an employee in front of co-workers;
- f) Unreasonable interference with an employee's ability to do his or her work (e.g. overloading of emails);

Or any other conduct that a reasonable person would find hostile, offensive, and unrelated to the employer's legitimate business interests.

B) No staff member will be retaliated against for acting in good faith to report a possible violation of this policy or for assisting in the investigation of a possible violation.

C) Violations of this policy will be dealt with appropriately and promptly. Corrective action may include, but is not limited to, training, referral to counseling, and/or disciplinary action up to and including termination.

D) If, after investigating any claim of unlawful harassment or bullying, the Phelps Library concludes that a staff member has filed a claim in bad faith, has refused to cooperate in an investigation of a claim, or has provided false information regarding the claim, disciplinary action up to and including termination may be taken against the staff member.

II. PROCEDURE:

A) A staff member who believes that another person's actions or words constitute unlawful harassment or bullying has a responsibility to report the situation immediately to management. The Phelps Library highly encourages staff members who believe they are being subjected to unlawful harassment or bullying, or who witness such conduct, to immediately tell the offender that his or her behavior is unwelcome and as that it stop.

B) If this action does not successfully end the conduct or if the staff member does not wish to confront the offender, the individual should notify his or her supervisor immediately. If the Problem the staff member is having involved his or her supervisor, the staff member is encouraged to present his or her concerns directly to the next level of management.

C) Reported instances of alleged unlawful harassment, bullying, or retaliation will be resolved promptly, in as sensitive and confidential a manner as possible.

III. CONSEQUENCES OF HARASSMENT AND BULLYING

Bullying is unacceptable behavior because it breaches principles of equality and fairness, and it frequently represents an abuse of power and authority. It also has potential consequences for everyone involved.

A) For those being bullied

People who have been bullied often suffer from a range of stress-related illness. They can lose confidence and withdraw from contact with people outside the workplace as well as

at work. Their work performance can suffer, and they are at increased risk of workplace injury.

B) For the employer

Besides potential legal liabilities, the employer can also suffer because bullying can lead to:

- 1) Deterioration in the quality of work
- 2) Increased absenteeism
- 3) Lack of communication and teamwork
- 4) Lack of confidence in the employer leading to lack of commitment to the job

C) For others at the workplace

People who witness bullying behaviors can also have their attitudes and work performance affected. They can suffer from feelings of guilt that they did nothing to stop the bullying, and they can become intimidated and perform less efficiently fearing that they may be the next to be bullied. Library visitors will be hesitant to return to the library if there is a hostile work environment present or if they have witnessed harassment or bullying behaviors by library staff or volunteers toward other library staff, volunteers, or library visitors.



PHELPS LIBRARY

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HARASSMENT-FREE WORK ENVIRONMENT POLICY & PROCEDURE DISCLOSURE

ACKNOWLEDGEMENT/CERTIFICATION

(To be completed by Trustees, Officers, Employees and Volunteers)

I, _____, hereby certify that:

- a. I have received a copy of the **Phelps Library Harassment-Free Work Environment Policy & Procedure** (the “Policy”);
- b. I have read and understand the Policy; and
- c. I agree to comply with the Policy.

Signature: _____

Date: _____

Adopted May 2018.

Phelps Library
PERFORMANCE REVIEW POLICY

Performance appraisals are used to assist in strengthening the library's programs and services, by providing for a periodic exchange of information between supervisor and employee about progress, accomplishments and areas needing improvement. They are an opportunity for a staff member and supervisor to discuss the individual's key responsibilities, align them with the objectives of the department and the library's strategic plan, and to discuss how the individual's behavior fits with organizational values. They are also an opportunity for clarifying work standards, discussing training and development needs, setting goals for the next year and identifying the support needed to reach such goals.

Each employee shall be evaluated periodically by the employee's immediate supervisor. The frequency, process and instruments to be used in such evaluations shall be determined by the administration.

Board Adopted 15FEB16

PHELPS LIBRARY
OPERATIONS POLICIES
& PROCEDURES



Phelps Library
OPENING PROCEDURES

Phelps Library
CLOSING PROCEDURES

Phelps Library EMERGENCY CLOSING POLICY

The Library will be open whenever possible. In extraordinary cases when inclement weather or other emergencies imperil the health and safety of staff and customers, the Director or his/her designee may declare the Library closed.

The Director will then inform the staff that they are not required to report to work or that they may go home early.

When the Director declares the Library closed, those regular staff members who were previously scheduled to work will not lose pay for the regularly scheduled hours they would have otherwise worked.

Board Adopted 15FEB2016

If the Library must be closed for any emergency, all scheduled employees will be paid for a period of five or fewer days. Employees will be compensated for the *minimum* hours they would have worked without the emergency closure.

If the emergency continues for longer than five, consecutive days, the Board will meet to determine how compensation will be handled.

Procedure:

Phelps Library NETWORK OUTAGE PROCEDURE

Attempt to restore the network in the following order:

1. Reboot the computer. If this does not work, go to Step 2.
2. Unplug the power cord from the three flashing light appliances to the right of the printer in the staff workroom:
 - Modem
 - Sonic Wall
 - Switch Box

Count to 10, then plug all three appliances back in. If this does not work, go to Step 3.

3. Call PLS at 1-800-331-3479 and ask for Bob or Adam.



THE PHELPS LIBRARY
8 BANTA STREET, SUITE 200, PHELPS, NY 14532
(315) 548-3120 ♦ WWW.PHELPSLIBRARY.ORG

EMPLOYEE GRIEVANCE FORM

It is the purpose of the Grievance Procedure to establish a method whereby grievances of employees will be resolved fairly and effectively. The filing of a grievance will in no way prejudice the status of an employee.

EMPLOYEE: _____ **DATE:** _____

JOB TITLE: _____

STATEMENT OF GRIEVANCE: (Background/activity leading to complaint, including dates. Attach any supporting documentation.)

REMEDY REQUESTED: _____

EMPLOYEE'S SIGNATURE: _____ **DATE:** _____

Date the Immediate Supervisor was notified: _____
(Please attach response)

Date the Board of Trustees was notified: _____
(Please attach response)

PHELPS LIBRARY
USE OF THE LIBRARY



Phelps Library SAFETY POLICY

PURPOSE:

To maintain a comfortable, safe and secure environment for the Library staff and public.

POLICY:

Citizens using the Library have a responsibility to conduct themselves in a manner that does not threaten the safety or interfere with the rights of any other patron or staff member. The Library reserves the right to restrict a person's use of the Library if they violate the Library's Rules of Conduct, and inappropriate behavior will be addressed with a response proportionate to the severity of the behavior.

Enforcement of this policy is the responsibility of all Library staff. The following guidelines outline the roles and responsibilities of staff with regard to the handling of situations concerning Library security.

Roles of Employees:

- All staff members are expected to address the problems they encounter by either resolving the problem directly, or contacting supervisory staff in a timely manner.
- Any staff member has the right to ask other staff members for assistance, and should provide assistance when requested.
- Any staff member may contact the Police Department at any time to preserve his or her own safety, the safety of Library users, or for assistance in enforcing the Library's Rules of Conduct.
- The Library Director is expected to have a greater awareness of policy, and to step in and serve as a resource in helping staff members deal with problems.
- Library staff acting in their best judgment in confronting a person on violations of policies and rules will be supported by the Library Director or staff member in charge at the time of the incident.

Response Guidelines

- Any staff member observing serious criminal behavior, such as assault, robbery, child pornography, child endangerment, etc., should contact the Police Department immediately, followed by contacting the Library Director.
- The Library Director may ban individuals in response to inappropriate behavior. Individuals may be banned for a limited time, indefinitely pending some specified legal condition, or permanently. The length of the ban will depend on the following factors, as applicable, though other factors may be relevant in specific cases:
 - Severity of offense
 - Repeated offenses
 - Likelihood of possible continued offenses
 - Safety of staff and patrons
- When an individual is banned, that person will be notified via certified letter where possible. In the case of a juvenile offender, the letter will be sent to the parent/guardian where possible. The information relating to the ban will be made available to all Library staff. Should a banned individual return to the Library in violation of the ban, staff should contact the Police Department.

- Any staff member may stop someone from using equipment if the use violates rules or policy, or may contact the Library Director as the situation warrants. The Library Director may bar patrons from using the equipment for a period of time or permanently.
- Any staff member may issue a verbal warning, or may refer a problem to the Library Director.
- Any staff member may evict a patron for violations of Library rules or policies. Eviction will generally be from the Library as a whole, not just an area, and is generally for the balance of the day. In the case of juvenile patrons, staff may contact their parents or guardians if possible.
- Any staff member is authorized to request identification from Library users as necessary and appropriate for safety and security, or when Library rules have been violated. Refusal to provide identification under these circumstances may be grounds for contacting the police. Staff may take photographs of patrons and review security camera footage as needed to identify them for security purposes.
- Library staff will communicate disciplinary actions with one another, including reports to the Library Director. Disciplinary actions should be followed by completing an Incident Report form. Incident Report forms should be sent to the Library Director within 24 hours of the incident.

Classes of Behavior

Class 1: Serious danger or overt criminal behavior including:

- Fighting or combative behavior
- Alcohol or drug intoxication
- Exhibitionism
- Inappropriate, overt, unwelcome sexual behavior
- Threats
- Refusal to leave when asked
- Physical abuse
- Stalking
- Possession of illegal drugs
- Child pornography
- Theft
- Vandalism

Response: Staff response will include calling the police and eviction. A ban of one year or longer may follow from the Library Director.

Class 2: Potentially serious behavior including:

- Verbal abuse of staff or other patrons
- Loitering in a manner that interferes with others
- Excessively emotional, hostile, threatening or uncontrolled behavior
- Intentional entry into restricted areas of the building
- Possession of alcohol
- Panhandling or soliciting
- Intrusive behavior including staring at or following staff or patrons with the intent to annoy, harass, violate privacy, or interfere with staff performance of duties or patron use of the Library

Response: Staff response will vary according to the severity of the disruption or threat, ranging from a warning through calling the police and/or immediate eviction. A ban of one month may follow from the Library Director depending on the severity of the disruption or threat. Continuance of the behavior may result in a ban of one year or longer.

Class 3: Annoying or disruptive behavior including:

- Loud talking or yelling
- Inappropriate public displays of affection
- Blocking entryways
- Any violation of the Rules of Conduct

Response: Staff response will vary according to the severity of the disruptions, ranging from a warning through calling the police to immediate eviction. A ban of one week may follow from the Library Director depending on the severity or continuance of the behavior.

Board Adopted 15FEB16

Phelps Library RULES OF CONDUCT

In order to provide a safe environment which promotes the enjoyment and full utilization of the Phelps Library, patrons must adhere to the following rules.

Patrons must be engaged in activities associated with the use of the public library. Patrons not engaged in reading, studying, or using library materials or equipment, may be required to leave the building.

Any person who engages in any of the behaviors listed below will be given one warning by the library staff to cease such conduct. Failure to obey may result in suspension from the library.

- Using cell phones, pagers, and other communication devices in a manner that disturbs others. Please silence all phones and other electronics upon entering the Library.
- Bringing animals, other than service animals, into the library
- Loud talking, or engaging in noisy or boisterous activities that interfere with or are disruptive to other patrons' use of the library.
- Leaving children unattended anywhere on the library premises if they cannot care for themselves (e.g. under age 9) or if such children interfere with or disrupt other patrons' use of the library.
- Smoking or use of e-cigarettes in the library.
- Using bicycles, skateboards, or skates in the library.
- Fraudulent use of another person's library card, number, and/or identification for any purpose, including to reserve or use computers.
- Disobeying the reasonable direction of a library staff member.
- Bodily hygiene that is offensive to other persons in the library.
- Lack of proper attire (no shoes, pants/skirt, shirt, etc.).

Any patron who engages in the following behavior will be subject to immediate expulsion: committing or attempting to commit a serious offense, including assault; battery; theft; vandalism; sexual offenses; offensive touching; bullying, harassment, stalking or threatening behavior; the use of alcohol or controlled substances; or having unsanitary bodily hygiene so offensive to other persons that it constitutes a nuisance in the Library.

Board Revised: 11/15/2010, 4/18/2011, 8/15/2011, 1/21/2013, 4/2015

**The Phelps Library is not
responsible for loss or theft of personal property.
Video surveillance is in use on these premises.**

Phelps Library BORROWING AND CIRCULATION POLICY

WHO MAY BORROW

The Phelps Library is chartered to serve the Town of Phelps. Persons who reside or own property in the Town of Phelps are eligible for a library card and may apply with acceptable identification including street address, mailing address, and a photo ID for adults. Other residents of the Pioneer Library System service area may borrow materials with an existing OWWL card or apply with proper identification.

LEVELS OF BORROWERS

A. Borrowers are divided into three main categories: Juvenile, YA and adult. There are no restrictions on the class of materials a patron may borrow.

(1) Juvenile borrowers are children ages five to 13 years old. All juvenile borrowers must have written authorization from a parent or legal guardian to obtain a library card. No library card will be issued to a child if the parent/guardian is not in good standing.

(2) YA borrowers are young adults ages 14 to 17.

(3) Adult borrowers are persons 18 years old and over, and must present Photo ID and current address (e.g. Current Utility bill). Information on the Photo ID will not be digitally retained.

CARDS

A. All patrons must present a valid library card or valid patron account number to borrow materials. A photo ID may be required to verify identity. A patron account with a status of OK is required to check out a computer.

B. A patron who has lost a library card may obtain a replacement for \$1.00. Replacement of the fourth and subsequent cards cost \$5.00 each.

ACCESS TO THE COLLECTION

The Phelps Library Board of Trustees and its staff are responsible for providing equal access to Library materials and services for all Library users. The Board of Trustees maintains that it is the parents – and only parents – who may restrict their children – and only their children – from access to Library materials and services. Parents who would rather their children did not have access to certain materials should so advise their children.

LOAN LIMIT

A. Juvenile borrowers will be limited to 2 DVD's unless a responsible adult is present. If an adult is present, 5 DVD's may be checked out.

B. Adult borrowers will be limited to 5 DVD's.

LOAN PERIODS

A. Books, magazines, audiobooks and music CDs will be checked out for three (3) weeks.

B. Video Games & DVD's will be checked out for a one (1) week loan period.

C. Books Plus Boxes may be borrowed from the Pioneer Library System (PLS). Loan periods are determined by PLS.

RENEWALS

- A. Materials may be renewed at the library, by telephone (speaking with a clerk), or through the owwl.org website. Patrons need their PIN number to renew items online. Lost PIN numbers may be reset by calling 315-548-3120 or at the Circulation Desk.
- B. Books may be renewed a maximum of 2 times, for a total loan period of 9 weeks. Video Games & DVD's may be renewed once for a total loan period of 2 weeks. Materials may not be renewed if there is a HOLD on the item.

OVERDUE MATERIALS

- A. If a patron has 5 or more items overdue, or fines totaling \$5.00 or more, the patron account will be blocked, suspending all library privileges including renewals.
- B. A two-week overdue phone report is generated by PLS. A library representative may attempt to call patron. A PLS reminder will be mailed.
- C. At four weeks & six weeks a PLS bill-mailer will be sent.
- D. At eight weeks PLS generates a Lost Item Bill Letter that is mailed. At eight weeks, items are automatically placed into Lost. A library representative may attempt to call patron.
- E. At ten weeks or more, the Phelps Library may generate a Debt Collection Letter if the patron owes \$100 or more and lives in Ontario County.
- F. Any borrower who feels that Library records are at fault and that he/she is not responsible for the materials or the charges that have been associated with his/her name, is invited to discuss the matter with the Library Director. A shelf-check is done and an e-mail sent to all other PLS libraries to check their shelves. The patron is asked to check again at home for the lost items.
- G. If he/she is not satisfied with the Director's decision, he/she should be invited to attend a Library Board meeting and discuss the matter with the Board of Trustees.

OVERDUE CHARGES

For overdue materials belonging to or checked out from the Phelps Library-

- All printed material: .10 per item per day with a \$5.00 max. per item
- Music CDs: .10 per item per day with a \$5.00 max. per item
- J-TOY: .10 per item per day with a \$5.00 max. per item
- KIT: .10 per item per day with a \$5.00 max. per item
- Puzzles and other items classified as "ephemeral" - no fines
- Video games: \$1.00 per item per day with a \$5.00 max. per item
- DVD's and audiobooks: \$1.00 per item per day with a \$5.00 max. per item.
- Dropping any item except printed material in the drop box is \$1.00 fine per item.

Overdue fines and fees on items borrowed from another library-

- a. Phelps Library will retain all fines
- b. All fees will be forwarded to the owning library

The patron is expected to pay full replacement value for all lost items.

INTER-LIBRARY LOANS (ILL) - LIBRARIES NOT IN OWWL

- A. Inter-Library loans are those materials that have been requested and/or borrowed from another library on behalf of Phelps Library patrons. Every effort will be made to secure these materials; however, no guarantees will be made as to the filling of these requests, especially by a deadline.
- B. All requests for materials not owned by Phelps will be placed in the regular inter-library loan network.

- C. Patrons under a time restraint for use of materials must advise clerk of time limit.
- D. ILL materials will be checked out using the due date of the owning library.
- E. ILL materials may be renewed under the discretion of the owning library.
- F. The fee to request an out-of-system ILL is \$5.00 per item. This fee is billed to the Phelps Library by the Pioneer Library System.

OWWL/ILL – HOLDS WITHIN THE PLS SYSTEM

- A. Patrons may request materials from other Pioneer Library System libraries via owwl.org or in person at the library at no charge.
- B. Patrons will receive a phone call or an email when the material has arrived at the library.
- C. Patrons will be billed \$1.00 if material is not picked up with 1 week after notification.

Board Revised: 4/2015

Phelps Library
LIBRARY USE BY MINORS POLICY

Parents or adult caregivers are responsible for the supervision, safety, and well-being of their children. Minor children under the age of 9 years must be accompanied at all times by their parent or adult caregiver. The Library is not responsible if children leave the Library unattended.

Laptops or tablets are available for use in the Children's Room by parents or adult caregivers so that children may be supervised at all times.

Parents or adult caregivers are responsible for picking up after their children and for any act of vandalism by a minor including, but not limited to, cutting, tearing, defacing or destroying library materials, equipment, furniture or any part of the Library facility.

If a child under the age of 9 is left unsupervised, the Phelps Library will attempt to locate the parent/ adult caregiver in the Library and inform him/her of the Use by Minors policy. If the parent/ adult caregiver cannot be located in the Library, an attempt will then be made to call the parent/ adult caregiver and request that the child be picked up immediately. If the library staff is unable to reach the parent/ adult caregiver within one-half hour, or if the parent/ adult caregiver does not respond within the same one-half hour, the Library shall contact law enforcement to assume responsibility for the child.

Adopted by the Board of Trustees June 2005. Revised January 2013, April 2015, October 2016, August 2017.



PHELPS LIBRARY PHOTOGRAPHIC RELEASE FORM

We would like your permission to use photographs taken at the Phelps Library around our library as well as on our website and our Facebook page!

Please fill out the following form so that we may use the image of your child. Thank you!

_____ Yes, I grant permission to the Phelps Library to use photographs of my minor child on the Library's website, Facebook page, and in the Library.

Printed Name: _____

Signature: _____

Date: _____

Phelps Library PRIVACY & CONFIDENTIALITY POLICY

Your privacy is important to us and we understand how important it is to you. Therefore, we have created this online privacy statement to help you learn and follow how we handle your information.

The Phelps Library, as part of the Pioneer Library System, protects its users' privacy by keeping information about materials they check out and information they access confidential, as required by law. In New York, the confidentiality of library records is governed by New York CPLR 4509, which reads as follows:

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

Updating Your Information and Preferences:

Patrons who would like to update information and preferences in connection with Library newsletters, mailing lists, and databases should contact the Circulation Desk at the library at 315-548-3120. In all instances, patrons can stop receiving e-newsletters sent by the Library by clicking on the "Unsubscribe" link at the bottom of each such e-newsletter. If a patron wishes to update a telephone number or email address, please contact the library.

Phelps Library Patron Privacy Statement: Public Libraries are committed to protecting the borrowing information of patrons, and their right to access information that is controversial, sensitive or personal, without fear of embarrassment or humiliation.

New York State Law (Civil Practice Laws and Rules sec 2307 §4509) guarantees the confidentiality of library patron borrowing records. Your records can only be viewed upon presentation of a subpoena.

Under New York State Law, if you are signing for a library card for someone under 18, the library is, under the above law, prohibited from revealing that minor's borrowed materials to you.

USA PATRIOT ACT still requires the presentation of a subpoena for access to your records.

Your Patron Information:

The information in your patron record is the property of the library that is listed as your home library. While other libraries have access to that data, no other library can use that data for anything other than library transactions. Your home library can use the data for library mailings. If the library has a Friends group, they can allow the group to also use the patron data, but information will not be given to any other organization. If you do not wish to have the Friends

group to have your name, address, email and telephone, notify the library and you will be removed from that list.

Your borrowing history: As soon as you return an item within the due date, the link to that item is deleted from your patron record. However the software retains in the item's record, the name of the last person who took it out and the name of the current borrower of the item. In addition, if you owe a fine or have an outstanding bill that information stays on your record until six months after payment has been received. The software also keeps the items you have pending through Interlibrary Loan.

Reading History Option: If you elect to use the reading history option, the system will remember all items you checked out even after you return them. This information is protected under the privacy laws and can only be accessed by you or by the library system if presented with a subpoena. For people who do not choose the reading history options, no history of checked out items is kept.

If you wish to be notified of item availability or fine notices by e-mail or by text, be aware that the e-mail message will include the title of the item. When notified of item availability or fine notices by phone or voicemail, library staff will not reveal the title of the item(s). You may create an alias for items on the Holds shelf by request at the PHELPS LIBRARY Circulation Desk.



THE PHELPS LIBRARY
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RELEASE OF PERSONAL INFORMATION AUTHORIZATION FORM

I, _____ hereby authorize the Phelps Library and its employees to assist me in the resolution of personal financial transactions and/or medical claims and health benefit coverage issues. I hereby grant access to my personal financial and health information (e.g., information relating to the diagnosis, treatment, claims payment, and health care services provided or to be provided to me and which identifies my name, address, social security number, medical or personal identification numbers, credit card information, usernames and passwords, and/or answers to security questions) to the Phelps Library employee listed below, so that this employee might assist me for this purpose.

I understand that any personal financial or health information or other information released to the person or organization identified above may no longer be protected by applicable federal and state privacy laws. I also understand that the computer's history will be wiped following this confidential computer session. This authorization is valid from the date of my/my representative's signature below and shall expire after 24 hours. I understand that I have a right to have a copy of this authorization. I further understand that this authorization is voluntary.

Name of Library user: _____

Signature of Library user: _____

Date: _____ Time: _____ am / pm

If applicable, Legal Representatives sign below: By signing this form, I represent that I am the legal representative of the Library user identified above and will provide written proof (e.g., Power of Attorney, living will, guardianship papers, etc.) that I am legally authorized to act on the Library user's behalf with respect to this authorization form.

Name of Legal Representative: _____

Signature of Legal Representative: _____

Date: _____ Time: _____ am / pm

Name of assisting PHELPS LIBRARY Employee: _____

Signature of assisting PHELPS LIBRARY Employee: _____

Date: _____ Time: _____ am / pm

STAFF USE ONLY: I verify that this computer has been wiped following this session

Phelps Library

COMPUTER ACCEPTABLE USE POLICY

Introduction

The Phelps Library computers are available primarily for research and educational purposes. The internet is an unregulated medium that changes constantly and unpredictably. The library is not responsible for the quality or accuracy of information found. Users are responsible for evaluating information received via the internet.

Rights of Users

Caution: The Internet is not a secure medium and all transactions, files and communications may be subject to unauthorized access by third parties. The library, however, respects a library user's right to both confidentiality and privacy and will not release information on the use of electronic resource by members of the public except as required by law. Library computers include a content filter. Since children utilize all computers, users wishing unfiltered access should ask for library staff assistance.

Children

The library affirms the right and responsibility of parents and legal guardians to guide their children's use of all library resources, and we encourage them to do so. By default, minors will be given a laptop to use with family-safe content filters installed; parents/guardians may request that their children use a computer with standard content filters in place. The library complies with the Neighborhood Children's Internet Protection Act by following a number of policies and procedures. Information on safe and secure use by minors of direct electronic communications (including email) is available at the library. It is the parent's responsibility to discuss these safety precautions with their children.

Prohibited Activities

The Phelps Library is a family-oriented establishment. Therefore, the viewing, production, or transmission of pornography is prohibited. Use of the Internet for activities that violate local, state or federal laws is prohibited. This includes but is not limited to activities such as viewing child pornography, committing fraud, hacking, unauthorized access, or spreading libel or slander.

Rules and Procedures:

Registration

Anyone presenting a valid Pioneer Library System card in good standing (no fines or overdue materials) may use the computers. By registering for a library card, users are agreeing to comply with this Computer Acceptable Use Policy. Exceptions will be made for visitors to the area. Guest users will be required to sign a Phelps Library Acceptable Computer Use form. Anyone 17 years of age or under must also have a parent sign his/her form. Anyone under the age of 12 must have an adult sit with him/her at the computer at all times.

Availability

Computers are not reserved and availability is on a first come, first served basis. Computer time is limited to 30 minute blocks and all public computers will be turned off 15 minutes before closing. Only one person is allowed at the computer at a time (except for those under 12 years old).

Staff Assistance

The library staff is trained to provide limited startup support and will assist as time allows. If a library user needs assistance with health and/or medical-related information, a Release of Personal Information Authorization form must be signed.

Computer Use Restrictions

- Users may not install any software from disk drives and files downloaded or saved to the computer hard drive will be deleted at the end of the day.
- Users may not make any changes in any program setup or the hard drive configuration.
- Users may not operate outside the approved windows menu or available apps.
- Users should immediately report any problems with equipment to the library staff.
- Shutting down or restarting equipment will be done by staff only.
- Users should report anything unusual or strange to library staff.
- Users will be permitted to print as follows:
 1. Black and white pages are 10 cents per page or 5 cents with valid student ID.
 2. Color pages are 50 cents per page
- Copies will be picked up and paid for at the circulation desk

Suspension of Library Privileges

The user is held responsible for his/her activity on the Internet. Persons who do not abide by these rules may be prohibited from using computers or other library equipment, have their library privileges suspended, be barred from the library and/or be prosecuted for illegal activities. Parents of minors will be notified of any infractions. Minors may be required to be accompanied by a parent or guardian in order to use a computer following a violation of this Computer Acceptable Use Policy and Agreement and/or Rules of Conduct policy. Users will be responsible for any damage due to improper use.

Board approval: 2/2012- amended 12/12, 4/2015, 12/2015



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COMPUTER/INTERNET ACCEPTABLE USE AGREEMENT

I have read, understand and agree to abide by the Phelps Library Acceptable Use Policy. I further understand that any violation of this policy may be considered unethical and, in certain cases, may constitute a criminal offense. Should I commit any violation or cause any damage, I will not hold the Phelps Library responsible for any consequences and understand that my library and computer privileges may be suspended or revoked.

Name (Please Print) _____

Signature: _____

Date _____

Parent or Guardian:

- 1) Anyone 17 years of age or under, a parent or legal guardian must also sign this agreement.
- 2) Anyone in third grade or younger must have a parent or legal guardian sitting with him/her at the computer at all times.

As a parent or legal guardian of the above named person, I have read the Phelps Library Acceptable Use Policy. I agree to accept full responsibility for the conduct of the above named person. I give permission to the library for my child to use the computers with the understanding that I will be notified should the above named person violate any of the policies.

Parent or Legal Guardian's Name (Please print)

Parent or Legal Guardian's Signature

_____ Date _____

Revised August 2005, April 2010, April 2011, 4/2015.



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E-READER USER AGREEMENT

An E-Reader can be checked out by an adult library user with an established OWWL card that is free of fines or overdue items. Each library user must read and sign this agreement before the checkout.

A \$10 cash deposit is required for each E-Reader. This deposit will be returned after library staff checks the device, parts and accessories for any damage upon return of said device.
ALL E-READERS MUST BE RETURNED DURING LIBRARY HOURS TO THE PHELPS LIBRARY.
 Library staff must ensure that the device is in working order and that all parts are included. Returning the E-Reader to another library or placing the E-Reader in the book drop will result in the forfeiture of your deposit.

An E-Reader circulates for three weeks with NO renewal. Overdue charges are \$5 per day. The E-Reader is preloaded with books. Only Library staff has the authority to change or download content to the E-Reader.

To reserve an E-Reader, sign up on the waiting list at the library circulation desk. Report any technical or physical issues with the device, parts or accessories immediately to the library staff to avoid replacement fees or forfeiture of deposit.

The library user is responsible for replacement of lost or damaged E-Readers, parts and accessories.

- E-Reader: \$200
- All accessories: \$15 each

The Phelps Library is not responsible for any liability, damages or expense resulting from unintended use of the device.

I, _____
 (print full name)

Understand that checking out an E-Reader from the Phelps Library that I am responsible for the replacement cost of the device and accessories if lost or damaged while checked out to me as described in the User Agreement. Overdue charges are \$5.00 per day. I acknowledge that I have read and accept the E-Reader User Agreement.

Library User Signature _____

Date _____

Board approval: 12/2011, 7/2012, 4/2015, 12/2015

Phelps Library MEETING ROOM POLICY

As an expression of its mission to connect people with information, ideas and experiences to provide enjoyment, enrich lives and strengthen our community, the Phelps Library provides community meeting spaces. While spaces are designed primarily for Library programs and use, meeting spaces may be reserved by customers for programs and meetings. These spaces may be used by members of the community for the presentation and exchange of information and opinions of all kinds. The Library makes these spaces available on equal terms to all persons and not-for-profit groups, regardless of opinion or affiliation. By making a meeting space available, the Library does not sponsor or endorse the views of any group using the space. The Library may not be identified as a co-sponsor of a meeting without prior approval. The Library is not responsible for personal items or equipment.

Terms of Use

The Phelps Library welcomes not-for-profit groups and organizations to reserve meeting space at Library facilities and requires customers to comply with Library meeting space policy and guidelines. The Library has the right to preempt any meeting for Library use. In such cases, the Library will make every reasonable effort to assist the group in reserving another date or building facility. In the event of a cancellation, Library staff will notify the responsible party with as much notice as possible.

Commercial use of library meeting rooms is generally not permitted. However, a commercial entity or professional practitioner may use a library meeting room to provide an educational program open to the general public related to his or her field of expertise. In such a case, an educational opportunity offered by an expert provides benefit to the public. During such a program, no attempt may be made to sell, at the time of the program or in the future, a specific product or service offered by the entity or practitioner or any other commercial interest. Therefore, the individual or entity offering the program may not hand out business cards or brochures promoting any business, product or service and may not solicit personal information (names, addresses, phone numbers, etc.) from the program participants, either as part of a pre-registration process or during the program itself.

Sales of related books, music, and/or products are permitted, and all such sales are the sole responsibility of the booking individual or organization. Programs may charge a materials fee, but no admission fees may be charged or solicited. No donations of money or other property may be solicited or collected from the audience. Sales of services, products, merchandise, materials or items or solicitations for donations authorized pursuant to a library-sponsored program or event, or on behalf of the PL Friends of the Library or the PL Board of Trustees, are permitted.

The Library makes its meeting rooms available for use by other government agencies, or their contractors, when possible. Library and county programs and sponsored events have priority for use of meeting room space, and demand by the public for meeting room space may also affect how frequently Library meeting rooms are available to other government agencies. Meetings booked by government agencies do not need to be open to the public.

The Library reserves the right to review each prospective use and determine whether that use falls within the Phelps Library Community Meeting Room Policy and Terms of Use. Use of the premises may be terminated at any time if the conduct of the group or any member of the group is disruptive or harmful to the facility, Library materials, exhibits, furnishings or other individuals.

All Library facilities are non-smoking and non-vaping. Meeting spaces of the Phelps Library are accessible to people with disabilities in accordance with the Americans with Disabilities Act. Library staff or representatives may enter premises at any time and on any occasion.

- A. A completed application must be submitted to the Director for approval. The application must be signed by an authorized representative of the group.
- B. All meetings must be open to the public.
- C. The Community Meeting Room is available during normal Library hours. Meetings must adjourn 15 minutes before closing time.
- D. In publicizing a meeting to be held in a library meeting room, the sponsoring group must be clearly identified. Groups must not imply library sponsorship of their program or organization in their publicity.
- E. A Smart TV with HDMI and USB cables, drawing tablet, a laptop, and internet access are available upon request.
- F. Tables and chairs are available at each location. The group is responsible for setting up, rearranging, and taking down tables and chairs. Meeting rooms must be left clean, in good repair and in the same condition as found. Any group that damages library property will be liable for costs incurred in connection with such damage and may lose the privilege of using meeting rooms in the future.
- G. Light refreshments may be served, but groups may not prepare food on library property. Groups are responsible for cleanup.
- H. Each group is responsible for ensuring that attendance at its meeting does not exceed the maximum occupancy for the meeting room as set by the Fire Marshall.
- I. All children under the age of 9 years must be chaperoned by a parent or guardian.
- J. The group or organization shall indemnify and hold the Phelps Library harmless for any damages to any person or property as a result of negligence or violation of the rules by any person.

Adopted by the Board of Trustees on November 19, 1985.

Reviewed and revised July 1994, July 22, 2003, July 2007, September 2014, May 2015



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MEETING ROOM APPLICATION

I/We would like to reserve a meeting space at the Phelps Library.

Name of Group _____

Address _____

Authorized Group Representative _____

Phone Number _____

Date of your meeting _____ Time of your meeting _____

Purpose of your meeting _____

Estimated attendance _____

Room requested: _____ Community Meeting Room _____ STEAM Lab

Equipment Requested:

_____ Smart TV with HDMI/USB cables

_____ Wireless mouse

_____ Drawing tablet

_____ Internet Access

_____ Laptop

_____ Training on equipment

The undersigned, on behalf of the above named organization, hereby indicates that he/she has read and agrees to comply with the Phelps Library Board of Trustees policy and procedures governing the use of the library community meeting room. The undersigned assumes all and exclusive responsibility for the preservation of order and the sole responsibility for any injury to persons, damage to library facilities or Library or personal property, or loss of Library or personal property that may result from this use. The Phelps Library will not be responsible for any materials, equipment, or personal belongings left in the Library.

Date of Application _____

Signature of Authorized Group Representative _____

Date of Approval _____

Signature of Library Director _____

Phelps Library EXHIBITS POLICY

The use, by individuals or organizations, of the Library's facilities for displays and/or exhibits is not a right but a privilege, which is subject to review by the Board of Trustees.

The Library Director may grant the privilege of placing exhibits and displays in the Library, subject to the following conditions:

- A. No poster, display, exhibit, pamphlet, brochure, leaflet or other material shall be exhibited, displayed or placed in the Library without the permission of the Library Director.
- B. No outside organization or individual shall be permitted to display or exhibit any materials, leaflets or posters which advocate the election or defeat of a candidate for public office, which advocate an affirmative or negative vote for or against any proposition – whether political or otherwise – or which pertain to religious matters applying to only one faith or sect.
- C. Organizations and individuals shall be permitted to place in the Library: boxes, receptacles or containers, which solicit non-monetary donations for charitable enterprise at the discretion of the Library Director. The library will not display or otherwise endorse any trademark or commercial logo. However, posters announcing bazaar or programs sponsored by any local educational, religious or fraternal organization may be displayed provided there is room for such display and they are of reasonable size. Such displays shall be on a “first-come, first served” basis.
- D. The Library assumes no responsibility for the preservation, protection or possible damage to or theft of any item displayed or exhibited. All items placed in the Library are accepted at the owner's risk.
- E. A bulletin board in the library will be dedicated for posters, brochures, menus, etc. of local businesses and organizations to be posted for one month. A file will be developed for display for use by library users and visitors. These items are for informational purposes only; they are in no way an endorsement by the Library. A disclaimer will be displayed on the board and in the file to this effect.

PHELPS LIBRARY
USE OF THE
S.T.E.A.M. LAB MAKERSPACE



Phelps Library
THE STEAM LAB MAKERSPACE
POLICIES, SAFETY PROCEDURES, & USER AGREEMENT FORM

MAKERSPACE POLICIES

PURPOSE

The purpose of the STEAM Lab is to provide library patrons access to innovative and creative tools and technologies that support their educational and personal goals and endeavors in the areas of Science, Technology, Engineering, Arts, and Math (STEAM).

ELIGIBILITY

The STEAM Lab is available to Library patrons ages 7 and up. An adult must accompany users under age 18 at all times. Users under age 18 must have a parent or legal guardian sign the agreement form. A Pioneer Library System library card is not required to use the STEAM Lab, but you must present a valid school or government issued identification. The library staff will hold this ID while you are using the lab. A 15 minute safety orientation by library staff is required prior to your first use of a new technology or tool in the STEAM Lab.

RULES

- The STEAM Lab is open during normal library hours but closes 30 minutes prior to library closing.
- No food or drinks of any kind are permitted.
- A valid photo ID must be presented to Circulation staff prior to use of the STEAM Lab. This individual will be considered the main user and is responsible for any damage or misuse of the equipment, even if a group is working on a project together. Users must not leave equipment unattended while it is checked out to them.
- If a computer is not working or you are having trouble with the equipment, please contact staff at the front desk.
- It is the responsibility of the library patrons to delete and/or remove any of their files (digital or print) from library equipment in the STEAM Lab. The library is not responsible for equipment or files (digital or print) left behind.
- Temporary storage is available for STEAM Lab users. However, all equipment that contains storage capability will be erased upon return to library staff and once erased, data cannot be recovered. It is recommended that users erase all data before returning equipment to staff.
- Be respectful to the next person coming to use the STEAM Lab. Save your work in a timely manner. Please note that larger files take longer to save. Any work saved on the library computer will be deleted once you are logged off and cannot be recovered.

USE AGREEMENT

First time users must read the STEAM Lab Policy and Rules and sign the agreement form stating they will comply with the rules and that they are financially responsible for any misuse or damage to equipment. Users younger than 18 must have a parent or legal guardian sign the agreement form and be supervised at all times by a parent or guardian. At the discretion of the library staff, loss of library privileges may occur. Severe violations may result in legal action. Appeal of this decision may go to the Library Board.

Computer Users agree to:

- Be Courteous to other library patrons.
- Comply with all rules, procedures, and restrictions developed by the library staff and or board.
- Users accept responsibility for the security of the information they give on the web, such as personal information and credit card numbers.
- Respect copyright laws and licensing agreements.

Computer Users agree to NOT:

- Send or receive offensive, pornographic, or illegal information.
- Use the Library's computers for illegal activities, advertising, lobbying, commercial purposes or funded research.
- Modify library hardware or software.

CONDITIONS OF SERVICE

The STEAM Lab may be used in two-hour increments during open shop time, unless prior arrangements and/or reservations have been made. Patrons are required to check in at the circulation desk and present a valid ID. No more than ten (10) people may be in the room at one time. Reservations are highly recommended due to regularly scheduled workshops.

Users must provide their own external storage devices and/or media. All images, videos, recordings and projects will be removed from the STEAM Lab terminals after use.

The Phelps Library will:

- Train and assist patrons in using the STEAM Lab resources to the extent that time, other duties, and patron demands will allow.

The Phelps Library will NOT:

- Accept responsibility for damage to a user's disk or user's computer, nor for the loss of data or information, nor for liability that occurs from the patron's use of the library's Internet connection or library software or hardware.
- Accept responsibility for medical liability.
- Assist in the transporting or transferring of supplies, equipment, or furniture to and from the STEAM Lab.

SAFETY PROCEDURES

USE PROTECTIVE GEAR. DRESS RIGHT.

- Wear eye protection at all times.
- Do not wear loose-fitting clothing around moving or rotating machinery.
- Remove ties, jewelry, gloves, etc. especially around moving or rotating machinery.
- Tie back or cover long hair to keep it away from moving machinery.
- Wear only shoes that cover the entire foot, no open-toe shoes or sandals.
- Wear suitable gloves when handling hot objects, glass, or sharp-edged items.
- Wear appropriate clothing for the job.

REPORT ALL INJURIES.

- Do not attempt to remove foreign objects from the eye or body.
- If chemicals or airborne particles get in the eye(s), wash eye(s) for 15 minutes in an open flow of water before proceeding or medical treatment.

PREPARE.

- Safety is your top priority when using the shop. If you are not sure what you are doing, ask.
- Know all the locations of all first aid, fire, and safety equipment.
- Never use a tool unless you've been trained to use it safely.
- Sign in before using any equipment.
- Do not work in the shop if tired, or in a hurry.
- Do not fool around, startle, or distract anyone (not even with a conversation) while either one of you is using a tool.
- Think through the entire job before starting. Prepare prints or drawings with all dimensions and specifications prior to using machines.

USE TOOLS CORRECTLY.

- Use tools only as they were designed to be used. (A wrench is not a hammer.)
- Never use a broken tool. Report any broken tools or machines immediately.
- Do not remove tools from the room.

- Never walk away from a tool that is still on.
- A hard hammer should not be used to strike a hardened tool or any machine part. Use a soft-faced hammer.
- Operate machine only with all required guards and shields in place.

CLEAN UP.

- Clean up every time whenever you leave an area, including sweeping the floor. Clean and return all tools to where you got them.
- Shut off and unplug machines when cleaning.
- Never use a rag near moving machinery.
- Use a brush, hook, or a special tool to remove chips, shavings, etc. from the work area. Never use the hands.
- Keep fingers clear of the point of operation of machines by using special tools or devices, such as, push sticks, hooks, pliers, etc.
- Keep the floor around machines clean, dry, and free from trip hazards. Do not allow chips to accumulate.
- Mop up spills immediately and put a wet floor sign over them if they are wet enough to cause someone to slip.

USER AGREEMENT FORM

Please print and sign to confirm that you have read, understood, and agree to the STEAM Lab's policies and safety procedures. Once signed, bring this form in during your safety orientation, or you may scan it and send a copy to pcmlsteamlab@gmail.com.

By signing this Agreement, you agree to comply with The STEAM Lab's Policies, Rules, and Safety Procedures, which you acknowledge to have received. The Phelps Library reserves the right to update and modify STEAM Lab policies and rules, and the most recent policies and rules should be reviewed before each use of the facility.

Print Participant Name _____

Participant Signature _____

Date _____

Print Guardian Name _____

Guardian Signature _____

Address _____

Phone No. _____

Email Address _____

WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT

You are required to read the following information very carefully and make sure that you understand it fully and sign it before participating in this activity or program.

I, _____, agree to abide by the Phelps Library STEAM Lab policies. I am fully aware that participation in the STEAM Lab may result in risk of personal injury or harm. In consideration of being granted the opportunity to participate, I hereby agree to release and hold harmless the Phelps Library, its officers, employees, volunteers, committees and boards, from and against any and all liability, loss, damages, claims, or actions (including costs and attorneys' fees) for bodily injury and/or property damage, to the extent permissible by law.

This indemnification and hold harmless agreement shall include indemnity against all costs (including without limitation, reasonable attorney's fees and court costs), expenses and liabilities incurred in or in connection with any such claim or proceeding brought thereon and in defense thereof.

I have read and understand this release, indemnification and hold harmless form and I voluntarily sign it. I hereby give permission to the Phelps Library for emergency transportation and/or treatment in the event of illness or injury and this release extends to any liability arising in connection with such transportation and/or treatment. I hereby accept responsibility for the payment of any emergency transportation and/or treatment. I further certify that I am in good physical condition, and have no medical or physical conditions that would restrict my participation in this activity or program.

Print Participant Name _____

Participant Signature _____

Date _____

Print Guardian Name _____

Guardian Signature _____

Date _____



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STEAM LAB MAKERSPACE TOOL & TECHNOLOGY BORROWER AGREEMENT

Tools and technologies from the STEAM Lab Makerspace can be checked out by an adult library user with an established OWWL card that is free of fines or overdue items. Each library user must read and sign this agreement before the checkout.

ALL TOOLS AND TECHNOLOGIES MUST BE RETURNED DURING LIBRARY HOURS TO THE PHELPS LIBRARY. Library staff must ensure that the device is in working order and that all parts are included. Returning the Tools and Technologies to another library or placing the Tools & Technologies in the book drop will result in replacement fees being applied to your library account.

Tools and technologies circulate for three weeks with NO renewal. Overdue charges are \$5 per day.

Report any technical or physical issues with the device, parts or accessories immediately to the library staff to avoid replacement fees.

The library user is responsible for replacement of lost or damaged tools & technologies and all parts and accessories.

Tool/Technology borrowed: _____

Replacement Value: _____

The Phelps Library is not responsible for any liability, injury to person or property, damages or expense resulting from unintended use of the device.

I, _____
(print full name)

understand that I am responsible for the replacement cost of the above listed tool/technology, parts, and accessories if lost or damaged while checked out to me as described in this Borrower Agreement. Overdue charges are \$5.00 per day. I acknowledge that I have read and accept the STEAM Lab Makerspace Tool and Technology Borrower Agreement.

Library User Signature _____

Date Checked out _____ **Due Date** _____

Address _____

Phone Number _____ **Email** _____

Staff Initials _____ **Date Returned** _____

PHELPS LIBRARY

COLLECTION DEVELOPMENT & MAINTENANCE



Phelps Library COLLECTION DEVELOPMENT POLICY

The purpose of the Collection Policy is to set guidelines for the development of the Library's collection. It is intended to serve as a planning tool to assist the Library Director in his/her work to build a collection that is responsive to community needs and is in line with the mission and goals of the Library.

The Library provides the community of Phelps with the free use of materials in a variety of formats. In order to meet community interests and demands, the Library Director attempts to provide pertinent and timely materials. The ultimate responsibility for materials decisions rests with the Library Director, who functions within the policies established by the Board of Trustees.

Criteria used in selection (purchases, donations or memorials) include but are not limited to: popular demand, accuracy, timeliness, authoritativeness, social significance, and literary merit, importance of subject matter to the existing collection, replacements, and availability through Interlibrary loan.

American Library Association Intellectual Freedom Documents, *Library Bill of Rights*, *Freedom to Read* and *Freedom to View* statements are adopted by the Library Board of Trustees. The Phelps Library believes in freedom of information for all and the user's right use the collection without censorship by others.

The selection of materials does not constitute an endorsement of its contents. The Library strives to build a well-rounded collection which includes all viewpoints and opinions, and which meets users' needs while making the most effective use of available funds and space.

The Library protects the rights of individuals to express their opinions about library resources and services. All complaints and concerns are to be referred to the Library Director. Challenged materials require the completion of the *Request for Reconsideration Form* which can be obtained at the service desk. All conversations concerning the challenge will remain confidential.

Both print and non-print materials are selected. The Library recognizes the place of non-print formats as legitimate educational and recreational resources for the community. Collection development takes into account emerging technology and the need to respond to these developments in a timely manner.

The Phelps Library Board of Trustees instructs the Director and staff to ensure equal access to library materials and services. Only parents may restrict their own children from access and are asked to so advise their children. Staff is not responsible for imposing parental restrictions.

The Library Director is responsible for on-going evaluation of the collection and to remove materials that are worn, not current or relevant, and to make space for newer items. See *Memorial Policy* regarding the removal of Memorial Books.

Board of Trustees adoption 1994, revised 2003, revised 2011, revised July 2015



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REQUEST FOR RECONSIDERATION

The Phelps Library believes in freedom of information for all and the **user's** right to read, listen or view without censorship by others. Anyone is free to reject materials of which he does not approve, but may not exercise censorship to restrict the freedom of others. Responsibility for materials selected and read by children and adolescents rests with their parents or legal guardians.

Electronic Source: Audio or Video _____

Paper Source: Book, Magazine or Newspaper _____

Other Source _____

Author (or) Producer: _____ Year Published: _____

Request initiated by (**full** name): _____

Contact Information:

Phone No.: _____

Email address: _____

User represents: _____ self (or) organization _____

Name of Organization _____

What brought this resource to your attention:

Have you read, listened to or viewed the entire material? _____

If not, what parts? _____

To what do you specifically object?

What do you believe is the theme or purpose of this material?

Are you aware of the judgment regarding this material by professional reviewers?

In keeping with library policies, what would you like the library to do about this material?

Signature of **User**: _____ Date: _____

Signature of **Director**: _____ Date: _____

Board Revision: 11/15/2010, 8/2015

Phelps Library
LIBRARY COLLECTION DISPOSAL POLICY

The Library Director is responsible for maintaining a current and relevant collection. This includes clearing obsolete media formats and outdated materials to make room for new materials coming into the collection in accordance with procedures established by the Library Director. Items that have not circulated in several years or contain outdated information are candidates for weeding and disposal. After this process takes place, a list of books and media shall be made available to the Board of Trustees.

Once an item has been designated eligible for disposal, the Library Director shall decide which items shall be sold through an outside vendor. Remaining items designated for disposal may be donated to charitable and non-profit organizations, preferably within the Town of Phelps.

The proceeds from the sale of disposed library materials shall be deposited in the Library's materials fund and used for the purchase of new collection materials.

PHELPS LIBRARY Board Approved July 2015.

Phelps Library
DISPOSAL AND SALES OF SURPLUS OR DONATED ITEMS

The Library Director may dispose of surplus or donated items in accordance with the Library's Disposal Policy.

PHELPS LIBRARY Board Approved May 2015.

Phelps Library
LOCAL HISTORY COLLECTION POLICY

The Local History Collection contains materials of interest to New York State, New York Counties, especially Ontario County, Phelps, general genealogical books, magazines, journals, aides, and books by local authors.

Many copies are rare and/or fragile. These items may not circulate.

Copying is allowed and digital photography is the preferred method. There is a copy machine located by the service desk where copies can be made by Library staff for \$.20 a page, printed from the computer at \$.10 per page, or color pages at \$.50 a page.

The Microform Reader/Printer is available by appointment only. Printed pages from the \$.10 each for black and white or color pages at \$.50 a page.

Requests may be made to special order books and microfilm from libraries outside the PLS area. See the Borrowing & Circulation Policy for more information.

The library is a member of New England Historical & Genealogical Society as well as the institutional version of Ancestry.com.

Phelps Newspapers & Vital Records are available for use on library computers.

Adopted by the Board of Trustees on February 18, 1986
Reviewed and revised July 1994
Reviewed and revised November 2007; charges updated 9/2012
Updated 12/12, July 2015

ALA BILL OF RIGHTS

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

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

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

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

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

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

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

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

A history of the Library Bill of Rights is found in the latest edition of the [Intellectual Freedom Manual](#).

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

ALA FREEDOM TO READ STATEMENT

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

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

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

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

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

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

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

We therefore affirm these propositions:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ALA FREEDOM TO VIEW STATEMENT

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

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

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

PHELPS LIBRARY
GIFTS & BEQUESTS



Phelps Library GIFTS AND DONATIONS

The Library welcomes financial and material donations.

Financial donations:

All gifts will be used at the Library's discretion unless the donor requests a special usage agreement.

Materials donations:

The Library may accept donations of library materials. The Library will choose to accept materials based primarily on the condition of the item, the popularity of the item, the accuracy and currency of the information contained in the item and whether the item compliments the current holdings in the Library's collections.

The Library retains full control over all donated materials. Donated items are added to the Library's collections, given to other institutions or disposed of in other ways at the sole discretion of the Library. No agreement will be made to waive this control.

The Library does not provide pick-up service for donated materials and all deliveries of donations must be arranged in advance with the Library Director, or his/her designee.

The Library will acknowledge all donations in writing. Only in the case of financial gifts will monetary values be assigned. It is the responsibility of the donor to have materials appraised before donating them to the Library, should a value need to be determined.

PHELPS LIBRARY Board Approved May 2015.

PHELPS LIBRARY
MEMORIAL POLICY

Responsibility for use of memorial gifts to the Library rests with the Library Director and the Library Board.

In a timely manner, acknowledgement of the gift shall be sent to the donor and to a family member of the person in whose memory or honor the gift is given.

Memorial bookplates shall be placed in each book.

Memorial books are selected by the Library Director. Other purchases from Memorial Fund monies shall be determined by a vote of the Board of Trustees.

Withdrawal of Memorial Books: When a Memorial Book fits the Library's policy for withdrawal, it will be removed from the circulation collection, and be added to the Better World Books donation shipment.

Revised July 1994, July 22, 2003, 2011, December 2013, April 2015



THE PHELPS LIBRARY
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(315) 548-3120 ♦ WWW.PHELPSLIBRARY.ORG

RECEIPT FOR MONETARY DONATION

DONATION FOR: Phelps Library Mystery Dinner Sponsor

RECEIVED FROM: Name
Address
Phelps, New York

DATE RECEIVED: March 22, 2016

CHECK #1234

AMOUNT: \$125.00

With gratitude,

Leah Hamilton, Library Director
The Phelps Library

Please retain this receipt for your records, as it is required by Federal Income Tax Law, that all donations of \$25.00 or more be substantiated with a receipt from the donee organization. Also, we are required to state you received no goods or services in exchange for your donation.

Phelps Library Federal Tax ID 16-0845883



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RECEIPT FOR IN KIND DONATION

Date: _____

Thank you for your generous gift of _____

which we received in/on _____.

Your contribution is truly appreciated!

While, according to IRS regulations, you will not be allowed to declare the value of your donation from our acknowledgment, we can say that, but for your generosity, these are dollars saved which we are able to apply directly to support the programs and services we provide for the well-being of those whom we serve in our community.

Received by (Library Staff): _____ Date: _____

With my signature, I acknowledge that the Phelps Library shall retain full control over all donated materials. Donated items may added to the Library's collections, given to other institutions or disposed of in other ways at the sole discretion of the Library. No agreement will be made to waive this control.

Donor Signature: _____ Date: _____

Please retain this receipt for your records, as it is required by Federal Income Tax Law that all donations of \$25.00 or more be substantiated with a receipt from the donee organization. Also, we are required to state you received no goods or services in exchange for your donation.

Phelps Library Federal Tax ID 16-0845883

PHELPS LIBRARY
DISASTER PLANS



Phelps Library DISASTER PLAN

Prevention/ Preparation

Introduction

This plan will aid in the successful resolution and recovery in dealing with the aftermath of a disaster, whether it be fire, water/wind damage, vandalism, bomb threat, or bug infestation, with no loss of life if the occurrence takes place during library hours. In addition, it is hoped that prior planning and quick implementation of this plan will limit damage to the collection, equipment, and the building.

The Director and the President of the Board of Trustees will regularly update the plan. The library director, staff and Board President are responsible for responding to any disaster that occurs in the library.

Prevention

1. **911** is known by all staff as the emergency number to be used by any phone in the library, or personal communication device if necessary and available.
2. Items on the disaster inspection list shall be reviewed and inspected as scheduled. Library director will train new staff and review with current staff on proper use of fire extinguishers and orient staff on proper emergency evacuation procedures.
3. Library director will notify Building Committee, Phelps Community Center and Village of Phelps Clerk.
4. Post the locations of water, gas, electric turn off points near staff locations.
5. Furnace/boiler is to be maintained by the landlord – Village of Phelps.
6. Map clearly defined evacuation routes and post in public areas.
7. Larger cleanups will be done at the direction of library director/building committee.
8. Disposable of special recyclable materials and materials will be done by custodian.
9. Food will be kept in secure containers.
10. Donated items will be inspected as quickly as possible to prevent contamination of building with mold, mildew, or insects.
11. Exterior will be inspected periodically by building committee.
12. Maintain computer hardware inventory sheets for all computers.
13. Computerized circulation data is kept off-site in Georgia.
14. Director will create a list of consultants and conservators who can deal with the damaged format. . Obtaining expert advice right at the beginning of a recovery effort can prevent mistakes and save valuable time
15. The director will maintain a list of emergency numbers and contact vendors for insurance, building repairs, and supplies.

Response

In the event of an emergency/disaster, the first person to observe the event should immediately dial 911 if appropriate and contact the Library Director and Board President. Following that, contact Phelps Community Center and the Village of Phelps Clerk.

All numbers are listed below in order of contact preference:

Library Director – Leah Hamilton, 315.462.2051

President, Board of Trustees – Briana Graham, 585.314.5187

Vice Pres. (if President unavailable) – Mary Ellen Darling

Phelps Community Center Director – Janie Burgess 315.548.8585

Village of Phelps – Jill Seifert, 315.548.3861

Emergency numbers

Police, fire department, ambulance – 911 – Ontario County
Phone company – Ontario Telephone Company , 315.548.2411
Water & Sewer – Ken McAllister, 315.548.8003
Insurance company – Anderson VanHorne , 315.468.7474
Electrical & Plumbing – Village of Phelps, 315.548.3861
National Grid – 800-892-2345
Preservation consultants – Leah Hamilton, 315.462.2051
Pioneer Library System – 800.441.5564

Procedures

1. If a **fire** is small enough to be easily and immediately contained, use one of the fire extinguishers in your immediate area. If the fire cannot be easily contained, call **911 – Ontario County**. Immediately evacuate the building. When the fire alarm is sounded staff will calmly and quickly evacuate building, converging at predetermined location.

If fire, flooding or water damage has occurred:

1. Determine if professionals need to be called in for help, such as plumbers, electricians, conservators, etc. **DO NOT ENTER AN AREA THAT IS FLOODED UNTIL MAINTENANCE AND SERVICE ELECTRICIANS HAVE DISCONNECTED THE ELECTRICITY.** After advising the director/board president, PCC and Village of Phelps of the situation and any danger to life has passed and library space has been declared safe, staff will implement such cleanup measures as possible in order to salvage library materials unless there is a physical hazard to safety.

In winter turn the heat to 50 degrees. Open windows and doors if the air is cool and dry, but not freezing. If electricity is functional, use electric fans to expel humid air from the building or use the air conditioner if that can be activated. Wear rubber gloves and remove any materials from puddles of water on floors. **DO NOT TURN UP THE HEAT.** This will prevent mold and mildew damage as much as possible.

If the power is out, arrange for electric generators to run lights, fans and dehumidifiers.

2. If a **Power outage, or blackout** has occurred, emergency lighting will engage. Find out if there is power to the rest of the building. If there is, advise the director. Follow their instructions to see if power can easily be restored. If not, evacuate the building and call the utility company, NYSEG.

3. If **vandalism** has occurred **DO NOT TOUCH ANYTHING** until directed to do by authorities. **CALL THE POLICE.** After advising the library director or village clerk, visually scan area and document what you can see.

4. If there is a **bomb threat**, immediately notify the director. **CALL THE POLICE, THEN IMMEDIATELY EVACUATE THE BUILDING.** While an employee is on the phone with the caller, the Bomb Threat Report Form should be filled out

BOMB THREAT REPORT FORM

In case of a bomb threat, this form is to be used as a checklist and should be filled the caller is on the phone, if at all possible.

TIME OF CALL: _____ **DATE OF CALL:** _____

EXACT WORDS OF CALLER: _____

HOW REPORTED: (ORGIN OF CALL)

LOCAL _____ **LONG DISTANCE** _____ **BOOTH** _____ **INTERNAL** _____

ACTION TO TAKE IMMEDIATELY AFTER THE BOMB THREAT CALL:

Contact the following:

911 – Ontario County

Library Director

Village of Phelps

Phelps Community Center

Board President

Leah Hamilton

Jill Seifert

Janie Burgess

Dave Benz

ADDITIONAL

COMMENTS _____

NAME AND LOCATION WHERE CALL WAS

RECEIVED: _____

NAME, ADDRESS, AND PHONE NUMBER OF PERSON RECEIVING THE

CALL: _____

Phelps Library
BOMB THREAT PROCEDURES (PAGE 1 OF 2)

TELEPHONE BOMB THREAT

1. **If another person is present, discreetly alert that individual to listen in on an extension phone.**
2. **Listen carefully and immediately write down** as much information as possible, including:
 - exact words caller used.
 - time you received the call & time caller hung up.
 - description of caller (male/female, accent, calm/agitated, familiar, age).
 - background noise.
 - phone number on which the call was received.
3. If the caller does not give details, **ask the following questions** *just as they are phrased below*. Try to record the answers *exactly* as given.
 - **"When** is the bomb going to explode?"
 - **"Where** is the bomb now?"
 - **"What kind** of bomb is it?"
 - "What does it **look like**?"
 - **"Why** did you place the bomb?"
4. **If no one has done so, call 911.** Give nature and location of threat.
5. **Notify immediate Supervisor.**
6. **Notify no one else unless there is an obvious, immediate danger to personnel.**
7. **It is not your responsibility to risk your life or that of any other staff member by searching for a bomb.** At an individual's own risk, s/he may volunteer or agree to assist Emergency Responders to look for suspicious objects. This may prove very helpful since the Library staff can more readily spot unusual objects/circumstances due to familiarity with the building.

Bomb Threat Procedures (Page 2 of 2)

WRITTEN BOMB THREAT

- 1. Call 911 & give the following information:**
 - Nature & location of the threat.
 - Your name & phone number.
 - Unless it is unsafe to do so, remain at that location with the written threat until Emergency Responders arrive.
- 2. Follow Emergency Responders' instructions.** Notify no one else unless there is an obvious, immediate danger to personnel or patrons.
- 3. Handle the written note as little as possible before giving it to Emergency Responders.**
4. Notify immediate Supervisor.

LOCATION OF SUSPECTED BOMB

- 1. Do not touch or move it.**
- 2. Call 911 & give the following information:**
 - Exact location of suspected bomb (address, floor, room). Be prepared to give directions.
 - Your name & phone number.
 - Unless it is unsafe to do so, remain at that location until Emergency Responders arrive.
3. Notify immediate Supervisor.
- 4. Follow Emergency Responders' instructions.** Notify no one else unless there is an obvious, immediate danger to personnel and patrons.

Phelps Library TECHNOLOGY DISASTER RECOVERY PLAN

Policy Statement: The Board recognizes the importance of technology to Library Operations and has created a Technology Disaster Plan to ensure that in the event of an Emergency, the Phelps Library will continue without any loss of data and/or threat to security.

Recovery Team

The PHELPS LIBRARY Technology Recovery Team will be responsible for executing the various aspects of this plan in an effort to minimize data loss through preparation for and recovery from a disaster impacting the Phelps Library. The team will include the Library Director, the IT Specialist, and the Chair of the Building and Technology Committee.

Disaster Communication

In the event of an emergency or disaster, the first person on scene will contact the appropriate emergency facility then the Library Director. The Library Director will be responsible for notifying the IT Specialist to implement the Disaster Recovery Plan followed by starting the PHELPS LIBRARY phone tree, notifying the PHELPS LIBRARY Board.

Backup Strategy

Operational records are maintained on the Library Director's computer and bookkeeping records are stored on the Financial Computer. The Operational and Financial Computers are backed up daily in the Cloud using an approved company. These can be restored on a temporary server or computer in the event of a disaster.

The Evergreen Software and data are hosted off-site and would be unaffected by a disaster occurring at the Phelps Library.

Hardware

A backup PLS server is housed off-site and used in the event of a disaster to upload data for technology operations. If the backup server is inaccessible the server data can be loaded onto an individual computer at the Phelps Library to gain access to essential data and processes.

An inventory of PHELPS LIBRARY technology will be maintained by the IT Specialist. This inventory will be used to evaluate recovered devices depending on the disaster and to prioritize purchases for replacement equipment.

Board Adopted 15FEB16

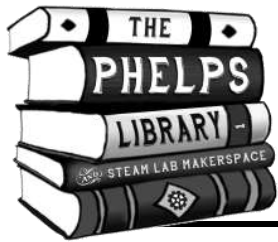
PHELPS LIBRARY

OTHER
OPERATIONAL
FORMS



LIBRARY CARD REGISTRATION REV 05/2013

Today's Date:	<input type="checkbox"/> Adult <input type="checkbox"/> Child	Internet Access Permission <input type="checkbox"/> Yes <input type="checkbox"/> No
Name (Last, First, M.I.):		
Birth Date (MM/DD/YYYY): _____	Driver's License or Other Photo ID # :	
Primary Address:		
City:	State:	ZIP Code:
Secondary Address:		
City:	State:	ZIP Code:
Primary Phone:	Secondary Phone:	Other Phone:
E-mail:		
<i>I accept full responsibility for all use of this library card and for all charges associated with its use. I agree to abide by the library's rules and regulations.</i>		
Signature:		
Signature of Guardian (if applicable):		
Printed Name of Guardian:		
<i>For staff use only</i>		
Staff Initials:	Library Card Number:	<input type="checkbox"/> In System <input type="checkbox"/> Out of System
Residency:	School District:	



THE PHELPS LIBRARY
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(315) 548-3120 ♦ WWW.PHELPSLIBRARY.ORG

INCIDENT REPORT

Use to report any “out of the ordinary” incident including accidents, theft, behavior violations patron warning, patron complaints, etc.

INCIDENT description:

Type (circle one): Injury Behavior Damage Theft Complaint

Date of incident: _____ Time: _____

Location of incident: _____

Name of persons involved, including staff: _____

Address: _____

Phone: _____

Was there police involvement?

If yes, who responded?

What happened?

What actions were taken? (Attach any supporting documentation)

Parental/ Custodial notification for minors 17 and under -

Parent/Custodian Name:

Phone #:

Parent/Custodian signature

Name of person filing this report: _____

Date: _____



F A X

THE PHELPS LIBRARY
PHONE: 315-548-3120
FAX: 315-548-5314

OF PAGES NOT INCLUDING COVER _____

DATE: _____

To: _____

COMPANY: _____

FAX No: _____

FROM: _____

FAX No. _____

IN REFERENCE TO:



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COMMUNITY SERVICE FORM

Date: _____

Name of Student: _____

Hours Volunteered: _____

Duties Performed: _____

Library Supervisor: _____

Title: _____

PHELPS LIBRARY TAX EXEMPT CERTIFICATE



New York State Department of Taxation and Finance
**New York State and Local Sales and Use Tax
 Exempt Organization
 Exempt Purchase Certificate**

ST-119.1
(1/09)

Single purchase certificate

Your exempt organization number is not your federal employer identification number (see instructions).

Exempt organization number (6-digit number issued by the New York State Tax Department)

EX- 1 | 1 | 8 | 3 | 2 | 7

Blanket certificate

Name of seller			Name of exempt organization/purchaser <i>Phelps Community Memorial Library</i>		
Street address			Street address <i>8 Bantz St. Suite 200</i>		
City	State	ZIP code	City	State	ZIP code
			<i>Phelps</i>	<i>NY</i>	<i>14532</i>

The exempt organization must be the direct purchaser and payer of record.

You may not use this form to purchase motor fuel or diesel motor fuel exempt from tax.

Representatives of governmental agencies or diplomatic missions may not use this form.

Carefully read the instructions and other information on the back of this document.

I certify that the organization named above holds a valid Form ST-119, *Exempt Organization Certificate*, and is exempt from New York State and local sales and use taxes on its purchases.

I also certify that the above statements are true and correct. I make these statements with the knowledge that knowingly making a false or fraudulent statement on this document is a misdemeanor under section 1817 of the New York State Tax Law and section 210.45 of the Penal Law, punishable by imprisonment for up to a year and a fine of up to \$10,000 for an individual or \$20,000 for a corporation. I understand that the Tax Department is authorized to investigate the validity of the exemption claimed or the accuracy of any information entered on this form.

Print or type name of officer of organization <i>Kevin Kelley</i>	Title <i>President, Board of Trustees</i>
Signature of officer of organization <i>Kevin A. Kelley</i>	Date issued <i>June 1, 1971</i>

Need help?



Internet access: www.nystax.gov
(for information, forms, and publications)



Fax-on-demand forms: Forms are available 24 hours a day, 7 days a week. 1 800 748-3676



Telephone assistance is available from 8:00 A.M. to 5:00 P.M. (eastern time), Monday through Friday.
Sales Tax Information Center: (518) 485-2889
 For in-state callers without free long distance: 1 800 698-2909
 To order forms and publications: (518) 457-5431
 For in-state callers without free long distance: 1 800 462-8100



Text Telephone (TTY) Hotline (for persons with hearing and speech disabilities using a TTY): If you have access to a TTY, contact us at 1 800 634-2110. If you do not own a TTY, check with independent living centers or community action programs to find out where machines are available for public use.



Persons with disabilities: In compliance with the Americans with Disabilities Act, we will ensure that our lobbies, offices, meeting rooms, and other facilities are accessible to persons with disabilities. If you have questions about special accommodations for persons with disabilities, call the information center.

PHELPS LIBRARY
ANNUAL EMPLOYEE
DOCUMENTS



Phelps Library
DOCUMENTS TO BE PRESENTED ANNUALLY TO STAFF

1. Notification of current salary / hourly wage.
 2. Notification of accrued vacation and/or personal time.
 3. Notification of any health insurance coverage and/or benefits.
 4. Signed Conflict of Interest disclosure.
 5. Signed Whistleblower Policy disclosure.
 6. Updated I-9 and W-4 forms.
 7. Updated Employee Handbook.

Acknowledgements of receipt and that any changes are understood
are kept in each staff member's personnel file.



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**ACKNOWLEDGEMENT OF RECEIPT
OF THE
2018 EMPLOYEE HANDBOOK**

I, _____, acknowledge that I had received a copy
of the 2018 Phelps Library Employee Handbook.

Signed: _____

Date: _____

Name of Supervisor: _____

Signature of Supervisor: _____

NOTICE AND ACKNOWLEDGEMENT OF PAY RATE AND PAYDAY



Notice and Acknowledgement of Pay Rate and Payday
 Under Section 195.1 of the New York State Labor Law
 Notice for Hourly Rate Employees

1. Employer Information

Name: Phelps Library

Doing Business As (DBA) Name(s): Phelps Library

FEIN (optional):

Physical Address:
 8 Banta Street, Suite 200
 Phelps, NY 14532

Mailing Address:
 8 Banta Street, Suite 200
 Phelps, NY 14532

Phone: 315-548-3120

3. Employee's rate of pay:
 \$ _____ per hour

4. Allowances taken:

None

Tips _____ per hour

Meals _____ per meal

Lodging _____

Other _____

5. Regular payday: Friday _____

6. Pay is:

Weekly

Bi-weekly

Other

7. Overtime Pay Rate:
 \$ _____ per hour (This must be at least 1½ times the worker's regular rate with few exceptions.)

8. Employee Acknowledgement:
 On this day I have been notified of my pay rate, overtime rate (if eligible), allowances, and designated pay day on the date given below. I told my employer what my primary language is.

Check one:

I have been given this pay notice in English because it is my primary language.

My primary language is _____. I have been given this pay notice in English only, because the Department of Labor does not yet offer a pay notice form in my primary language.

Print Employee Name _____

Employee Signature _____

Date _____

Leah Hamilton, Executive Director

Preparer's Name and Title

2. Notice given:

At hiring

Before a change in pay rate(s), allowances claimed or payday

The employee must receive a signed copy of this form. The employer must keep the original for 6 years.



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2018 EMPLOYEE BENEFITS NOTIFICATION

Name: _____

Position: _____

As of January 1, 2018,

- Your Vacation Time balance is _____
- Your Sick Time balance is _____
- Your annual, one-time HSA contribution, based on your hourly work week, is _____, plus a one-time contribution of _____ to cover the costs of the mandatory, biweekly FMLA deductions. You may personally make additional deposits into your HSA account at your discretion. The annual HSA contribution limit in 2018 is \$6,900 for those covered under qualifying family medical plans (up from \$6,750 in 2017). If you are 55 or older in 2018, you can contribute an additional \$1,000, or total of \$4,450 to an HSA for singles and \$7,900 for families per year. This figure includes the one-time annual contribution made by the Phelps Library.
- The Phelps Library currently does not provide health insurance for hourly employees.

I acknowledge receipt of this document.

Signed: _____

Date: _____

Name of Supervisor: _____

Signature of Supervisor: _____



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EMPLOYEE MEAL PERIOD AGREEMENT

Section 162 of the New York State Labor Law (attached)

According to the New York State Department of Labor, in some instances where only one person is on duty or is the only one in a specific occupation, it is customary for the employee to eat on the job without being relieved. The Department of Labor will accept these special situations as compliance with Section 162 where the employee voluntarily consents to the arrangements. However, an uninterrupted meal period must be afforded to every employee who requests this from an employer.

Name: _____

Position: _____

When I am the only customer service desk clerk on duty,

_____ I opt to take a paid lunch while on the job.

_____ I opt to take an unpaid lunch of 30 minutes, which must be taken away from the normal work area. All requests to take a 30 minute unpaid lunch offsite will be accommodated.

Signed: _____

Date: _____

Name of Supervisor: _____

Signature of Supervisor: _____

Date Reviewed: _____



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UPDATES TO I-9 AND W-4 FORMS

Check one:

_____ I wish to make updates to my I-9 Form. The updated form is attached.

_____ There are no changes since 2017 to my I-9 form. Please use the form on file.

Check one:

_____ I wish to make updates to my W-4 Form. The updated form is attached.

_____ There are no changes since 2017 to my W-4 form. Please use the form on file.

Name (print): _____

Signed: _____

Date: _____

Name of Supervisor: _____

Signature of Supervisor: _____



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DIRECT DEPOSIT AGREEMENT FORM

AUTHORIZATION AGREEMENT

I hereby authorize Phelps Library to initiate automatic deposits to my account at the financial institution named below. I also authorize Phelps Library to make withdrawals from this account in the event that a credit entry is made in error.

Further, I agree not to hold Phelps Library responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.

This agreement will remain in effect until Phelps Library receives a written notice of cancellation from me or my financial institution, or until I submit a new direct deposit form to the Executive Director.

ACCOUNT INFORMATION

Name of Financial Institution: _____

Routing Number: _____

Account Number: _____ Checking | Savings

SIGNATURE

Authorized Signature (Primary): _____ Date: _____

Authorized Signature (Joint): _____ Date: _____

Please attach a voided check or deposit slip and return this form to the Executive Director.