

# STEWART B. LANG MEMORIAL LIBRARY POLICY MANUAL

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## STEWART B. LANG MEMORIAL LIBRARY

### MISSION STATEMENT

*The Stewart B. Lang Memorial Library offers resources, programs and services that foster a lifelong love of reading, encourage the pursuit of knowledge, and provide opportunities for personal growth and community engagement.*

*Adopted August 06, 2018*

**By Laws of the Stewart B Lang Memorial Library**

Article I – Tenure of Office Trustees

- 1. The term of Office of Trustees shall be three years.
- 2. There shall be between five and twenty-five Trustees.

Article II – Officers

- 1. The Officers of the Board shall be a President, Vice-President, Secretary, and a Treasurer.
- 2. Officers shall be elected at the Annual meeting by a majority vote of the Board from among their number.
- 3. The Secretary shall record all official acts of the Board and have the custody of all its official records and documents locked in a file in the Library. The Secretary will have a copy of the most current records and a key to the file.
- 4. The Treasurer shall receive all funds belonging to the Library and shall keep these funds in the Library’s financial accounts until paid out in accordance with the Annual Budget. The Treasurer shall give a financial report to the Board at regular Board meetings.

Article III – Meetings

- 1. Regular meetings shall be held on the first Monday of each month. Special meetings shall be held at the call of the President or any two Trustees.
- 2. The Annual meeting of the Board shall be on the first Monday of each January. The Annual meeting shall be for the purpose of the installation of new trustees, election of Officers and establishment of Committees.
- 3. The Director will present a summary of the Annual Report at the March meeting.
- 4. A majority of the designated number of the Board shall constitute a quorum.
- 5. In the event of a tie vote, the President has the choice of voting or abstaining and deferring the matter to further discussion.

Article IV – Committees

- 1. The following will be standing Committees: Facilities; Personnel; Finance; and Planning.
- 2. Ad Hoc Committees may be appointed by the President with approval of the Board.
- 3. All committee actions are subject to approval by a majority of the Board.

- 4. The Director and the Treasurer, in consultation with the Finance Committee, shall prepare an Annual Budget for the coming year, and shall present the Budget to the Board for review and approval by no later than the November meeting.

Article V – Finance

- 1. The Board must approve any adjustments to the Budget by a majority vote.
- 2. Deleted effective August 6, 2018.

Article VI – Director

- 1. The Board shall appoint a Library Director who meets the public Library Standards as set by New York State.
- 2. The Director shall be the Executive and Administrative Officer of the Library.
- 3. The Director shall be held responsible for the proper performance of duties as spelled out in the job description provided by the Board.
- 4. It shall be the duty of the Director to attend meetings of the Board, including the Budget meetings and public meetings where action may be taken affecting the interests of the Library.
- 5. The Director shall have the right to speak on all matters under discussion at board meetings, but shall not have the right to vote thereon.

<u>Revision Date:</u>	<u>Description:</u>
September 3, 1926	Original adoption of By-Laws
November 7, 1983	Refer to Board Minutes
February 22, 1992	Refer to Board Minutes
April 1, 2002	Refer to Board Minutes
July 1, 2002	Refer to Board Minutes
May 6, 2005	Refer to Board Minutes
October 6, 2008	Refer to Board Minutes
April 6, 2015	Refer to Board Minutes
April 2, 2018	Revised Article III Sections 1 and 2 to change board meetings from 1 <sup>st</sup> Mondays to 1 <sup>st</sup> Fridays of each month. Revised Article IV Section 4 to clarify responsibilities for preparation of the annual budget.
August 6, 2018	Deleted Article V Section 2. Moved last sentence of Article III Section 2 to new Section 3 for clarity. Revised Article III Sections 1 and 2 to move monthly board meetings back to first Monday's. Revised Article IV Section 1 to simplify standing committee titles. Added revision descriptions. Reformatted.

## Rules and Regulations

1. The Library will be open on the following days and hours:

Day	Hours
Monday	1:00pm-7:00pm
Tuesday	9:30am-8:30pm
Wednesday	1:00pm-7:00pm
Thursday	9:30am-8:30pm
Friday	1:00pm-5:00pm
Saturday	11:00am-3:00pm

2. **Loan Agreement:** I apply for the right to use the Library and agree to comply with all its rules and regulations. I will give immediate notice of any change of address or phone.
3. **Books:** No book will be lent to anyone with an unpaid fine of \$10.00 or more. Books may be kept for two weeks with a one week grace period. They may be renewed twice. Trustees grant the right to the librarian to limit certain books to a seven day or less loan period with no renewal.
4. **Overdue books:** A fine of \$.15 per day must be paid for overdue books, magazines, recorded books, and cassette books. Fines for videodiscs and CD-ROMS are \$.25 per day.
5. **Book Damage:** Notes, corrections, or marks of any kind on books belonging to the Library are forbidden. All losses beyond the reasonable wear, however caused, must be promptly adjusted to the satisfactions of the librarian by the person to whom the book is charged.
6. **Facility Use Approval:** The Board of Trustees must approve any long term use of the Library by any person or group for non-library related purposes in the Library (see Library Operating Policies for more information).
7. **Facility Use/Activities:** On a day to day basis, the librarian is responsible for all activities in the Library. Any person or group wishing to use the facility must first obtain permission from the librarian or the designee. If permission has been granted in advance, the librarian of the day must be notified upon arrival of the person or group. When young children are involved in an activity at the Library, the parents or guardians are expected to remain in the building unless another arrangement or agreement is made with the librarian and person in charge of the Library activity.
8. **Basement:** No children will be allowed in the basement unless supervised by an authorized adult. Any adult or group with a valid reason for working in the Library basement must notify the librarian immediately upon arrival.

Adopted 9/3/26  
 Revised: 11/7/83, 12/6/83, 3/11/85, 11/7/88,  
 Adopted 7/1/96  
 Revised: 1/03, 1/9/06, 1/8/07, 2/1/10, 3/17/16

## II. LIBRARY BILL OF RIGHTS

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

1. 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.
2. 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.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on equitable bases, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948  
Amended February 2, 1961, and January 23, 1980  
Inclusion of "age" reaffirmed January 23, 1996,  
by the ALA Council.

### III. POLICY ON CONFIDENTIALITY OF LIBRARY RECORDS\*

The Council of the American Library Association strongly recommends that the responsible officers of each library, cooperative system, and consortium in the United States:

1. Formally adopt a policy which specifically recognizes its circulation records and other records identifying the names of library users to be confidential in nature.
2. Advise all librarians and library employees that such records shall not be made available to any agency of state, federal or local government except pursuant to such process, order or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative power.
3. Resist the issuance of enforcement of any such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction.\*\*

*\*Note: See also ALA Policy Manual 54.16 – Code of Ethics, Point No. 3, “Librarians must protect each user’s right to privacy with respect to information sought or received, and materials consulted, borrowed, or acquired.”*

*\*\*Note: Point No. 3, above, means that upon receipt of such process, order, or subpoena, the Library’s officers will consult with their legal counsel to determine if such process, order, or subpoena is in proper form, and if there is a showing of good cause of its issuance; if the process, order, or subpoena is not in proper form or if good cause has not been shown, they will insist that such defects be cured.*

Adopted: 1/20/71  
 Revised: 7/4/75  
 Revised: 7/2/86  
 By: ALA Council  
 ISBN 8389-6082-0

**IV. UNATTENDED CHILDREN POLICY**

**LIBRARY STAFF ARE NOT  
RESPONSIBLE FOR UNATTENDED  
CHILDREN.**

**IF ANY CHILD  
UNDER THE AGE OF 12 YEARS IS  
MISBEHAVING,  
PARENT, GUARDIAN, OR OTHER  
RESPONSIBLE PERSON WILL BE  
CALLED TO PICK UP CHILD.**



## **V. ACCEPTABLE COMPUTER, INTERNET & ONLINE USE COMMUNICATION POLICY**

### **Purpose & Scope**

Responsible users are the key to successful computer use at Stewart B. Lang Memorial Library. To ensure equitable access to the Library's computer resources as well as compliance with the Library's mission, all users of the Library's computer resources, including Internet access, are bound by this policy.

### **Policy**

The Library is committed to supporting ethical use of its computer workstations. Toward this end, the Library specifically prohibits the use of its computers and Internet resources for the following:

- To violate any local, state, or federal law including copyright laws and other protection for intellectual property.
- To access, upload, download, or distribute pornographic, obscene, or sexually-explicit material or language.
- To access other computer equipment or data without implied or direct permission to do so.
- To damage or disable electronic devices through the release of computer viruses or other disabling programs.
- Engaging in any activity that is deliberately offensive or creates an intimidating or hostile environment.

Use of the Library's computer resources is a privilege available to patrons with a valid library card. Library staff may deny computer-use privileges to patrons who violate any clause of this policy.

### **Disclaimer**

The Stewart B. Lang Memorial Library (including staff and trustees) assumes no responsibility for damages of any nature arising from an individual's use of its computer workstations for access to the Internet or World Wide Web. Users are responsible for use of Internet resources through the Library's computers. Parents are responsible for users that are minors.

The Library, its staff, and its trustees cannot control the information or links available on the Internet and World Wide Web. Determining the validity and value of information and sources is the user's responsibility.

## **STATEMENT OF PERSONAL RESPONSIBILITY FOR ACCEPTABLE USE OF COMPUTERS BY MINORS (under 18)**

To ensure fair access to computer resources for all Library patrons:

1. I understand and accept all clauses of the Stewart B. Lang Memorial Library's policy for "Acceptable Computer Use & On-Line Communications".
2. I will abide by the control placed on computer use as expressed by Library staff.

By signing below, I accept that the Stewart B. Lang Memorial Library, its staff, and its Board of Trustees assume no responsibility for any loss or damage to my data, for exposure to unwanted or invalid information or for any violations of the law that I may commit as a user.

Name of Minor: \_\_\_\_\_

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

Responsible Person: \_\_\_\_\_

Revised: 05/02  
06/04/07  
06/02/08

## **VI. PERSONNEL POLICY**

### **Responsibilities, Salaries, Hours and Benefits**

#### **A. Responsibilities**

The director shall report to the Board of Trustees. All other staff shall report to the director.

#### **B. Work Week**

1. The director's work week is up to 27 hours as needed, plus any additional time necessary to attend meetings or workshops.
2. The assistant director's work week is up to 12 hours, but may be extended when the librarian is ill or on vacation.

#### **C. Salary Payment and Benefits**

1. The staff is paid bi-monthly.
2. All employees must submit an accurate, signed time sheet prior to payment.
3. Social Security, Medicare and NYS Disability Insurance are withheld from each paycheck. U.S. Income Tax and NYS Income Tax will be withheld if necessary.

#### **D. Overtime**

1. No hourly employees will receive payment for overtime without prior approval of the Board of Trustees. Overtime is defined as work hours over 40 hours in a given week at the discretion of the director or the Board. The overtime rate is 1.5 times the normal hourly rate.

#### **E. Work Schedules**

1. The director's work schedule is to be determined in conjunction with the Board of Trustees.
2. The assistant director's hours are determined jointly by the director and the Board of Trustees.

#### **F. Holiday Payment**

1. The director and assistant director will be paid for the following holidays should they fall on a day that the director or assistant director is regularly schedule to work: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

## LEAVE POLICY

### A. Sick Leave

1. The director and assistant director shall earn annual sick leave equivalent to the number of hours regularly worked in two scheduled work- weeks.
2. If the director will be absent, he/she must assure that the assistant director or another substitute will be at the Library during regular hours. He/she must notify the treasurer of each absence.
3. In case of an illness extending longer than one week, the director shall notify the president of the Board of Trustees and the assistant director will assume all duties and responsibilities.
4. There is no waiting period for use of accumulated sick time.

### B. Vacation Time

1. The director and assistant director shall accrue vacation pay equivalent to the number of hours worked in two scheduled work- weeks. One year of service must be completed before vacation time can be taken. After seven years of service, the director is entitled an additional week of vacation pay under the same conditions. Vacation leave must be used within the calendar year.
2. Vacations will be arranged with regard to the orderly operation of the Library.
  - a. Request for vacation leave must be in writing to the Board.
  - b. No leave, with or without pay, that exceeds two weeks in succession will be granted.
  - c. Leave must be requested three weeks prior to the first day of vacation.
  - d. If a holiday falls in the vacation period of the director or assistant director, they are entitled to the holiday in addition to the vacation allowance. However, it may be necessary for the director or assistant director to take such a holiday at a later date rather than add it to the vacation period.
3. It is the director's responsibility to assure that the assistant director or another substitute will be at the Library during regular hours to cover during a vacation period.

### C. Other Leave

1. Personal Business: Since Library employees are part time, they are encouraged to schedule personal business outside or regular work hours.
2. Death in Immediate Family: Compensated absence is permitted for staff members up to three days.
3. Jury Duty: Leave, without pay, will be granted to the director and assistant director when serving during regularly scheduled work hours.

### D. Leave Without Pay

1. An employee may be entitled to leave without pay with approval from the Board of Trustees. Benefits do not accumulate during this time, but those accrued are not lost.
2. Request for leave without pay must be submitted in writing to the president of the Board or director.

## CLOSING POLICY

### A. Holidays

1. The Library will be closed on the following holidays: New Year's Eve, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day.

### B. Inclement Weather

1. If the Library has to be closed because of weather or some other emergency, the director will notify the Board president or one other Board member, and the local radio stations.
2. The director and assistant director will be paid for their scheduled work hours when the Library is officially closed because of snow, flood or other emergency.

## PERSONNEL ACTION

### A. Hiring

1. Positions are established and filled by the Board.
2. Job descriptions are provided at the time of hiring.

### B. Probation

1. A probationary period of six months will be observed to ensure compatibility with the Board and other employees.

### C. Grievances

1. Any grievances should be in writing and directed to the personnel committee for the Board of Trustees for documented review and disposition.

### D. Resignation and Retirement

1. Four weeks' notice to the Board President is required for resignation of the Director and two weeks' notice is to be given by the support staff to remain in good standing.
2. As the Library has no retirement plan, there is no mandatory or minimum retirement age.

### E. Dismissal for Cause

1. Dismissal from duty is a serious action, whether professional or support staff is involved. Before a staff member is discharged, the personnel committee must be certain that reasonable forms of counseling, advice, training and suggestions toward improvement have been offered to the employee. Among causes considered sufficient for dismissal of an employee are inefficiency, irregular attendance and misconduct. Except in cases of misconduct, the Board of Trustees shall endeavor to provide the employee with appropriate written warning that states actions required for continued employment. Severance pay is granted at the discretion of the Board of Trustees and depends on the length of service, cause of separation. Vacation pay is included in the employee's final pay check.

## PERFORMANCE EVALUATION

### A. Purpose

1. The director of the Stewart B. Lang Memorial Library will be evaluated each year in November by the personnel committee. All other employees will be evaluated by the director. These evaluations are designed to provide a formal method of communication between the employee and the Board of Trustees. Job satisfaction, performance, duties and related activities should be discussed.

### B. Personnel Files

1. Each employee has an official personnel file that shall include various papers relating to his/her employment, as well as the most recent evaluation form. This form may be consulted to provide performance information on a staff member to a prospective employer. An employee has the right to view his/her own file, with the exception of confidential references, and should direct a request to do so to the Board of Trustees. An employee may also request that certain materials be placed in his/her file. These files are kept under lock and key in the Library.

Revised: 2/02/98  
Revised: 2/06/06  
Revised: 10/2/06  
Revised: 10/5/09  
Revised: 10/4/10  
Revised: 10/10/16

## VII. FINANCIAL POLICIES AND PROCEDURES

### 1. POLICY

The Lang Memorial Library is a nonprofit organization committed to protecting and using our assets to support our nonprofit mission. Proper financial practices are very important in doing this, since good practices help to prevent and detect errors and fraud. Good financial practices also assure our donors that we use their gifts for the purposes for which they were intended.

The Library recognizes the importance of carefully considering the risks associated with the various aspects of our financial operations, and has therefore established policies and procedures designed to minimize and manage those risks.

The Library reviews these policies and procedures each year to consider whether the risks have changed. Such changes may include receipt of grant monies for the first time or receipt of grants with restrictions; a change in the laws regulating our nonprofit status; hiring of new employees; or a major change in our programs. If changes have occurred, risks will be re-evaluated and appropriate procedures will be adopted. The Library will consult with a professional if necessary to ensure that risks are being properly addressed.

### 2. INVESTMENT POLICY

2.1 Investment Classes. Library funds will be classified by expected time of use. Short-term funds are expected to be needed within 12 months. Long-term funds are funds that will not be needed within the next twelve months. Funds will also be classified by source as general, donor-restricted, grant-restricted, or Board-designated for a specific purpose. Donor-restricted funds include Lang Trust payments and book memorials. Grant-restricted funds include Finger Lakes Community Arts Grants, and other grants for specific uses, such as special programs or computer equipment.

2.2 Short Term Investments. The Treasurer is responsible for prudent investment of short term funds. The Treasurer may maintain a working balance of funds needed for annual operating costs in a non-interest bearing checking account. Amounts not needed immediately may be invested in money market funds, savings accounts or certificates of deposit of less than one year's maturity.

2.3 Long Term Investments. The Library's guiding philosophy for investing long term funds is to choose a prudent and conservative portfolio consisting of high quality, diversified financial assets that will provide capital growth with some focus on income.

2.4 Government Funds. The Library receives annual payments of operating funds from government sources such as school district tax levies, county grants and local library services aid. The Library's intent is to spend such funds within one year of receipt. The Treasurer is responsible for prudent management of these funds. Amounts not immediately needed may be invested in money market funds, savings accounts, or certificates of deposits of less than one year's maturity.

2.5 Lang Charitable Trust Restricted Funds.

- 2.5.1 The Library is a beneficiary of the Stewart B. and Blanche S. Lang Charitable Trust. Under the terms of the Trust, a portion of the Trust income is distributed to the Library for use in maintenance and repair of the Library.
- 2.5.2 The Treasurer shall manage the Lang Trust funds as either short term or long term investments, based on anticipated Library maintenance and repair needs.
- 2.5.3 Interest earned by the Lang Trust funds is considered unrestricted and may be transferred to the General Fund.
- 2.5.4 Maintenance of a viable library requires maintenance of up to date collections, programs and services as well as maintenance of buildings and grounds. Therefore, Lang Trust funds may be used to pay for the following expense categories:
- a. Building and property upkeep and repairs
  - b. Yard work and landscaping
  - c. Collection materials (e.g. books, serials, audio cassettes, CD's, videos & DVD's)
  - d. Software (e.g., reference and circulating software)
  - e. Program supplies, costs and contractual fees
  - f. Cayuga Connect fees
  - g. Library Association fees
  - h. Ten percent (10%) of library staff payroll and benefits costs
  - i. Other maintenance expenses as deemed necessary by the Board of Trustees
- 2.6 Donor Contributions. The policy of the Library is to utilize donor contributions in a manner that will honor and maximize the benefit intended by the donor.
- 2.7 Board Designated Funds. The Board may elect to transfer certain funds, such as donor contributions, to a Board-designated long term investment fund. The Board must designate the purpose of the fund, and the Treasurer is responsible for managing such funds in accordance with the Board's instructions.
- 2.8 Pooling of Funds. Generally, monies from donor-restricted or board-designated funds shall be segregated by type of restriction. However, from time to time, it may be necessary to pool monies from different sources into a common investment. The Treasurer is responsible for maintaining records that show the allocation of the common investment by general, designated and restricted categories and by current and long-term categories.

### 3 ROLES AND RESPONSIBILITIES

- 3.1 It is the responsibility of the Library Director to hold custody of and authorize payment of bills; present the bills to the Treasurer for payment; maintain the receipts of the daily ledger; deposit funds; and submit a monthly financial activity report to the Treasurer. The Director is also responsible for the administration of Petty Cash.
- 3.2 It is the responsibility of the Board Treasurer to execute the payment of the Library's bills in a timely manner, reconcile the bank and financial institution statements, and present quarterly financial reports to the Board of Trustees.
- 3.3 It is the responsibility of the Board of Trustees to act in a monitoring role when reviewing the financial reports to be sure that the Library's finances and budget are being executed properly.



- 3.4 It is the responsibility of the Finance Committee to assist and advise the Board of Trustees in monitoring the financial activities of the Library.
- 3.5 Bank accounts and investment accounts may be opened only upon authorization by the Board of Trustees. The Board will approve the authorized signers on the Library's accounts. The Vice President and Treasurer will have read-only online access to the Library's bank accounts. Account statements will be sent to the Treasurer.

#### 4 FINANCE COMMITTEE

- 4.1 The Finance Committee will consist of the Board Vice President and a minimum of two other Board members appointed by the President of the Board. The Vice President will serve as the Committee Chair.
- 4.2 The Finance Committee will meet at least once annually, and more often as needed.
- 4.3 The Finance Committee oversees the Library's investments for each class of funds, presents any recommended changes to the Board for review and approval, and oversees the implementation of Board-directed changes. The Finance Committee may seek the advice of professional investment managers, such as stockbrokers, bankers or financial planners.
- 4.4 The Finance Committee, assisted by the Treasurer, will provide an annual report to the Board at the February Board Meeting. The report will summarize financial assets held and investment activity during the preceding 12 months. For checking accounts, savings accounts, money market funds and Certificates of Deposit, amount, current interest rate and maturity date must be indicated. For stocks, bonds, and mutual funds, the listing should indicate market value, cost, prior year's yield, and realized and unrealized gains and losses.

#### 5 BUDGET PROCESS

- 5.1 The Director and the Treasurer, in consultation with the Finance Committee, will prepare an Annual Budget for Board review and approval. The Library By-Laws require that (1) the Board approve a budget for the coming year by no later than the prior year's November meeting (Article IV-3), and (2) the Board approve any adjustments to the budget by a majority vote (Article V-1).
- 5.2 The Treasurer will submit monthly income and expense statements and balance sheets to the Board for review and approval.
- 5.3 The Treasurer will prepare and present to the Finance Committee and the Board a quarterly reconciliation of all bank and investment accounts, demonstrating that the Library's internal financial reports agree with the records of the financial institutions
- 5.4 The Treasurer will ensure that the required annual government reports of revenue and expenses (such as IRS Form 990 and the New York State Annual Report for Public and Association Libraries) are submitted in a timely and accurate manner.

#### 6 OPERATING PROCEDURES

##### 6.1 RECEIPTS

- 6.1.1 Receipt of Checks. The Director opens all mail addressed to the organization. The Director makes a photocopy of all checks over \$25.00 received and provides the photocopies to the Treasurer. The Director endorses all checks by an endorsement stamp that provides that the check is “For Deposit Only.”
- 6.1.2 Receipt of Cash. The Library staff records all cash received in the Library's circulation system and on the daily receipt ledger. The ledger and the computer report are balanced at the close of each day. The funds are placed in a bank bag which is kept in a locked designated location until the funds are deposited.
- 6.1.3 Deposit of Funds. The Director deposits funds received at the Library each week, or more often if funds on hand exceed \$100.00, and maintains deposit records on paper and in a computer file. All funds, whether cash or check, which the organization receives will be deposited intact into the appropriate bank account, with no monies removed to make payments or for other purposes.
- 6.1.4 Deposit Reporting. The Director provides a deposit report to the Treasurer each month prior to the monthly Board meeting for reconciliation with the bank statement. Photocopies of the checks and deposit statement along with the deposit ticket and daily ledger should be stapled to the deposit report.
- 6.1.5 Patron Credit Card Payments. Patrons may pay their Library fees using the Finger Lakes Library System on-line credit card payment option. Library staff members are not allowed to touch a patron's card, and can only offer to instruct the patron on the procedure. The Finger Lake Library System will reimburse the library for funds collected minus any transaction fees.
- 6.1.6 Receipt of Donations. Monetary donations are entered into the computer system and daily ledger under the heading of “Other Donations.” The Director shall respond to each donation with a note thanking the donor and provide a donation receipt. If items are donated, staff should not place a value on the items, only the number and type of item donated. (See also the Gifts section in the Library's Collection Development Policy).

## 6.2 PAYMENTS

- 6.2.1 All disbursements from the Library's funds will be made by check or credit card (see below), with the exception of petty cash disbursements (see below).
- 6.2.2 Only the Treasurer and the Director will have access to unused check stock. The unused checks are stored in a locked location, and only the Director and Treasurer have information about how to access them.
- 6.2.3 The Director reviews all invoices for validity and accuracy, initials each acceptable invoice to indicate approval, and forwards approved invoices to the Treasurer.
- 6.2.4 Prior to issuing payments, the Treasurer reviews approved invoices for mathematical accuracy. If invoices involve contracts or orders, the Treasurer ensures that all conditions and specifications have been satisfactorily fulfilled before making final payments. By issuing a check, the Treasurer indicates that he/she has reviewed the invoice and supporting documents and authorizes payment.
- 6.2.5 If a check is voided; the check will have “VOID” written in large letters in ink on the face and have the signature portion of the check torn out. Voided checks will be kept on file.

6.2.6 In the event that it is necessary to issue a duplicate check for checks in an amount over \$20, the Secretary will order a stop payment at the bank on the original check.

6.2.7 In no event will blank checks be signed in advance; checks will never be made out to “cash,” bearer,” etc.

### 6.3 PETTY CASH

6.3.1 Up to thirty five dollars (\$35.00) for petty cash expenses will be kept in a locked drawer in the Library, separate from the cash receipts on hand.

6.3.2 The petty cash drawer will be replenished as needed by means of a petty cash check issued by the Treasurer.

6.3.3 Petty cash may be used for any individual expenses of ten dollars (\$10.00) or less, when payment by check or credit card is impracticable.

6.3.4 Receipts for items purchased with petty cash must be attached to the daily funds ledger and noted in the reports.

6.3.5 Petty cash deposits and disbursements will be recorded in the appropriate expense accounts for the items that were purchased, so that these expenditures are properly classified by type (e.g., postage, children’s programming, snow removal etc.).

### 6.4 RECONCILIATION

The Treasurer will reconcile each bank statement monthly, as follows:

6.4.1 Check all checks for correct signatures and number of signatures, and protest to the bank any incorrect signatures.

6.4.2 Review the checks in the bank records to ensure that the name of the payee, the amount of the check and the date of the check agree with the Library’s accounting records; verify that whoever the check was made out to was the depositor of the check; and each check has a valid signature.

6.4.3 Compare the bank deposit records with the Library’s accounting records to determine whether each deposit recorded in the accounting records agrees with the bank record.

6.4.4 Check the cash entries in the receipt book against the bank record of deposits to ensure that all cash was deposited.

6.4.5 Check whether the ending balance in the general ledger cash account agrees with the bank statement, after making the adjustments on the bank reconciliation form.

6.4.6 List all outstanding checks. On checks outstanding over 90 days, take appropriate action.

### 6.5 EXPENSE REIMBURSEMENT

Board members, employees and volunteers are entitled to be reimbursed for expenses related to the organization incurred on behalf of the organization. To receive reimbursement, the following requirements must be met:

- 6.5.1 Expense must have been incurred for goods or services purchased for the organization. If the expense is for travel, the travel must be for work related to the organization. The Library will reimburse no more than the standard mileage rate for business use of a car as established by the IRS. The organization will reimburse reasonable meal expenses incurred in direct connection with the organization's business, or at the per diem rate established by the IRS.
- 6.5.2 Reasonable documentation must be provided showing the date, amount and what the expense was for. Credit card receipts and store receipts that do not describe the purchase are not reasonable documentation. Receipts must describe the purchase.
- 6.5.3 Reimbursement requests and supporting documentation must be submitted within 45 days from the date the expense was incurred.

## 6.6 CREDIT CARD AND EFT TRANSACTIONS

- 6.6.1 The Library Board will determine whether there is a compelling need for the Library to obtain one or more credit cards. If credit cards are needed, the Board will authorize specific individuals to utilize a corporate credit card.
- 6.6.2 A corporate cardholder may use the credit card only for official purposes directly related to the needs of the organization. The cardholder may not use a corporate credit card for personal purposes.
- 6.6.3 Prior Board of Trustees approval must be obtained for credit card or EFT purchases of more than \$500.
- 6.6.4 Although the library's primary method of disbursement is check based, EFT or credit cards may also be used when a payment request meets one or more of the following conditions:
- Legal or contractual requirements
  - Expedited payment required
  - Standard industry practice
  - Guaranteed payment delivery requested
  - Most cost-effective payment procedure
- 6.6.5 The credit card may also be used to purchase: DVDs, janitorial supplies, books, on-line purchases such as toner, library supplies, office supplies, and membership and fees.
- 6.6.6 The following purchases are NOT allowed on the corporate credit card:
- Personal purchases
  - Cash advances or loans
  - Payroll advances
  - Purchased for other organizations
- 6.6.7 The Director will submit a list of all credit card purchases to the Treasurer each month. The list should include the date, name of the items, cost, and where the item was purchased and the budget category.

## 6.7 PAYROLL

- 6.7.1 It is the policy of the Library to pay employees for time worked in an accurate and timely manner, in accordance with applicable laws, and to maintain the required supporting documents and records.
- 6.7.2 The pay schedule is based on a bi-monthly pay period, between the 1<sup>st</sup> day and the 15<sup>th</sup> day of the month; and between the 16<sup>th</sup> day and the last day of the month.
- 6.7.3 Time sheets must be maintained by the employees and submitted to the Director on the assigned date.
- 6.7.4 It is the responsibility of the Director to set staff work schedules, manage staff work hours, approve staff time sheets, and report them to the Treasurer.
- 6.7.5 The Treasurer will report staff work hours to a designated payroll company which will calculate wages and payroll deductions (e.g., federal and state income taxes, social security tax, disability insurance and Medicare tax) and issue payroll checks to staff. The payroll company will also file required reports to the Federal and State Agencies (e.g., Federal Forms 941, W-2, W-3 and State forms NYS-45 and RS-87).
- 6.7.6 If a staff member is underpaid the correction will be made in the following payroll. In the case of an overpayment, funds will be deducted from the following pay period or the staff may return the extra funds within 30 days.
- 6.7.7 All payroll information is confidential and is kept in a locked cabinet.

Rev: 08/02/1999

Rev: 03/06/2006

Rev: 03/01/2007

Rev: 03/02/2009

Rev: 03/02/2011

Rev: 06/06/2016

Rev: 02/05/2018

## VIII. GENERAL COLLECTION DEVELOPMENT POLICY

### Objectives

The goals of the collection development are: (1) to strengthen the collection to meet the needs of the patrons; (2) to support preservation and collection of local history materials; and, (3) to provide for the research and information needs of the community.

### Selection

The Stewart B. Lang Memorial Library operates within selection policies in order to build a quality collection. Selection is based primarily on patron needs. Items to be ordered are typically chosen from reviews in professional journals (such as: American Libraries, Publishers Weekly, and Booklist), publisher announcements, and books designed to aid in collection development. The Library Board allocates funds for the purchase of materials.

### Selection Criteria

- Materials should be of contemporary or historical significance/value.
- Materials should fall within the scope of the general collection and provide for research and/or recreational needs of the community.

### Format

- Books should be well bound and in an attractive condition.
- Cloth editions should be selected for works of permanent value.
- Paper editions should be selected for works of temporary value or when the price of the cloth edition is exorbitant.

### Gifts

Gifts are accepted by the Library. The Library director is free to dispose of (or donate to the Book Sale Collection) unwanted gifts if they are not suitable or needed by the Library.

### Library Collection

Non-Fiction: Major emphasis is placed on materials needed for research, historical information and recreational reading.

Fiction: Preference is given to acquiring literary works that reflect the recreational reading of the community.

Periodicals: The selection of periodicals is based on the same criteria as that for books. Attempts will be made to select a wide variety of interests. Periodicals which are biased or represent a single viewpoint will not be collected.

Audio/Video Materials: Selection will be based on the same criteria as for bound materials.

Archives: The archival collection consists of local history books, historical documents and high school yearbooks. Selection is based on accuracy of information, historical value, and condition of the material. The Library will work in conjunction with the CIViC Heritage organization to preserve local history.

### **Controversial Materials**

In accordance with the ALA Intellectual freedom Statement, the Library supports the reader's right to choose. The Library makes every effort to represent various sides of controversial issues in the selection process.

### **Weeding / Collection Maintenance**

The Library collection as a whole is evaluated every three years. Individual collections are evaluated on an on-going basis. The primary aims of the weeding program are to: increase library circulation, discard outdated information and books that have not been checked out in the last three years or are no longer circulating. The weeding program will maintain a strong core collection. Books weeded are considered for storage, discarded or book sale. The Library director is responsible for weeding the collection.

Revised 7/9/07

Revised 8/7/08

## **IX. BUILDING USE POLICY**

### **Use of Library Facilities**

Space is available for use by community groups for meetings and exhibitions.

#### A. Who May Use It

1. Space in the library may be reserved for use by educational, civic, cultural, and governmental groups.
2. Library-sponsored programs are given preference.
3. Children groups must be supervised by two or more adult sponsors.
4. Profit-making organizations sponsoring an educational program of a non-profit nature will be permitted to use the Library provided the event is open to the general public.

#### B. Facility Use Restrictions

1. Space is available for religious, political, or partisan purposes, with permission from the Board on a case-by-case basis.
2. The Library reserves the right under certain circumstances to ask a group to reschedule an event to avoid a conflict.
3. The librarian is authorized to deny permission for use of the library to any group that is disorderly or objectionable in any way, or that violates these regulations.

#### C. Reservations

1. Reservations, on a first-come, first-serve basis, must be made with the librarian. These reservations will include the name of the organization, number of persons expected, statement as to serving refreshments, and name and phone number of person(s) responsible.
2. The group is to complete an application form for use of the Library facility.

#### D. Rules for Use of Library Space

1. Space is available to civic, educational and cultural groups. It must be vacated by 10:00 p.m. No charge will be made; however, donations to the Library are welcome.
2. Space is available during normal operating hours or with the librarian's approval for additional hours.
3. The Library normally will not provide personnel to assist in handling of exhibits and other materials.
4. Groups may not charge admission. Exceptions to this must be presented in writing to the Board.



5. Neither the name nor the address of the Library may be used as the official name, address, or headquarters of an organization.
6. The Library is not responsible for equipment, supplies, materials, or other items owned by a community group and used by them in the Library.
7. Light refreshments may be served.
8. Smoking is not allowed inside the facility.
9. Any equipment or furniture brought into the Library must receive prior approval.
10. Each group is expected to be responsible for cleaning up after use, for returning furniture to correct position, and for replacement of lost or damaged equipment. Any group not leaving the Library in a neat and orderly condition will be denied future use of the Library.
11. The Library will enforce all applicable laws and regulations regarding discrimination and harassment.

Revised: 4/6/06  
6/6/2016

## **X. CONFLICT OF INTEREST POLICY**

### **Article I. Purpose**

The purpose of the conflict of interest policy is to protect this tax-exempt organization's (*Stewart B. Lang Memorial Library, herein referred to as "Library"*) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the organization or might result in a possible excess benefit transaction. This policy is intended to supplement, but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

### **Article II. Definitions**

#### A. Interested Person

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

#### B. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment or family:

1. An ownership or investment interest in any entity with which the Library has a transaction or arrangement;
2. A compensation arrangement with the Library or with any entity or individual with which the Library has a transaction or arrangement; or
3. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Library is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

### **Article III. Procedures**

#### A. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

#### B. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

### C. Procedures for Addressing the Conflict of Interest

1. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
2. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
3. After exercising due diligence, the governing board or committee 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.
4. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Library's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

### E. Violations of the Conflicts of Interest Policy

1. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose
2. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

## **Article IV. Records of Proceedings**

The minutes of the governing board and all committees with board delegated powers shall contain:

- A. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing boards or committee's decision as to whether a conflict of interest in fact existed.
- B. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

## **Article V. Compensation**

- A. A voting member of the governing board who receives compensation directly or indirectly, from the Library for services is precluded from voting on matters pertaining to that member's compensation.

- B. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Library for services is precluded from voting on matters pertaining to that member's compensation.
- C. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Library, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

#### **Article VI. Annual Statements**

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- A. Has received a copy of the Conflict of Interest Policy;
- B. Has read and understands the Policy;
- C. Has agreed to comply with the Policy; and
- 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.

#### **Article VII. Periodic Reviews**

To ensure the Library operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects.

- A. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- B. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

#### **Article VIII. Use of Outside Experts**

When conducting the periodic reviews as provided for in Article VII, the Library may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

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RE:            CONFLICT OF INTEREST POLICY

I, \_\_\_\_\_, as a committee member or a governing board member of the Stewart B. Lang Memorial Library's have received a copy of the above-referenced policy. I hereby declare that I have read, understand and agree to comply with all provisions of the Conflict of Interest Policy. In addition, I understand 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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

11/8/2007

## XI. SOCIAL MEDIA POLICY

### 1. POLICY

The purpose of this Policy is to establish rules, procedures, and best practices for the use of social media websites and resources for the Stewart B. Lang Memorial Library (the Library). Social media refers to Library-created content on blogs, forums, and accounts such as Flickr, YouTube, Facebook, Pinterest, Twitter, Snapchat, Google Plus and other content-sharing sites. This policy applies to:

- Content created or maintained by the Library staff on Library social media sites
- Content created or maintained by the Library staff on non-Library social media sites when acting as a Library staff member

The use of social media tools for the Library is meant to enhance communication, collaboration and information exchange between the Library and the public by establishing a professional and inviting social media presence. The policy applies to all Library trustees and staff, including employees and volunteers, when acting as a representative of the Library.

### 2. PROCEDURES

#### 2.1 Overall Management

- 2.1.1 The Library Director or designee shall be the managing authority. All social media accounts bearing the Library's name or identity shall be created only with the permission of the Director. Similarly, changing the name, passwords, and settings of social media accounts shall be approved in advance by the Director or designee.
- 2.1.2 All content is subject to be edited or deleted by the Director or designee. The Director/designee may also remove any tags or links to other accounts at his/her discretion.
- 2.1.3 Each Library social media site should clearly indicate that it is maintained by the Library.
- 2.1.4 If possible, each social media account should link to the Library's official website which will include or link to an online version of this policy.
- 2.1.5 All social media accounts and content shall be monitored and updated as time allows by appointed Library staff. Monitoring of Library social media accounts is necessary in order to preserve the professionalism and integrity of the sites.

#### 2.2 Staff Responsibilities

- 2.2.1 When posting material and comments on the Library social media accounts, staff shall:
- a. Identify themselves as an online representative of the Library.
  - b. Identify themselves by name or Library position in all posts on the Library's social media accounts, and in personal accounts if the post refers to the Library.
  - c. Not represent any posting or statement as official policy unless it has been explicitly approved by the Library Board of Trustees.
- 2.2.2 Library staff shall not link content of a personal nature from personal social media accounts to the Library's social media accounts.
- 2.2.3 Appropriate content for Library staff to post:

- a. Notices of upcoming meetings, programs or events
- b. Photos from Library events
- c. Information about Library services, trends or technologies
- d. Materials that promote reading and the use of both public and school libraries
- e. Press releases
- f. Library policies and procedures and changes thereto
- g. Notice of program cancellations or service disruptions
- h. Training or educational opportunities for the public
- i. Promotion of the Library and other associations and membership organizations affiliated with the Library
- j. Discussions of materials, book reviews or a virtual book club, provided comments do not criticize patrons' personal reading choices or preferences

### 2.3 Public Terms of Use

- 2.3.1 Due to the nature of social media networks, public users should have no expectation of privacy in postings on Library-sponsored social media sites. By utilizing these sites, users consent to the Library's right to review all postings on Library-sponsored sites.
- 2.3.2 The Library's social media resources may be considered public records. If copies are requested, the Library will disclose the contents of its social media sites to the requestor(s).
- 2.3.3 By choosing to create content on the Library's social media sites, public users agree to these terms:
  - a. The Library may remove any posting that it deems inappropriate or in violation of our rules or social media policy.
  - b. The Library reserves the right to ban or block users who post in violation of this policy.
  - c. Postings must be appropriate for audiences of all ages.
- 2.3.4 The types of postings that are not permitted include, but are not limited to, the following:
  - a. Advertisements of events, goods or services sold for profit (Exceptions may be made with the approval of library Director in order to allow advertisements for events or sales to benefit local, non-profit community organizations)
  - b. Spam
  - c. Postings containing sexually obscene material or graphic violence
  - d. Profanity, abusive, disparaging, or harassing language
  - e. Trolling, or intentionally instigating discord, in an online discussion
  - f. Postings which violate local, state or federal laws, including intellectual property and copyright laws

- g. Postings which indicate discrimination on the basis of race, color, national origin, political affiliation, religion, sex, familial status, disability, sexual orientation, or ethnicity.
- h. Postings that indicate sexual harassment, including epithets, slurs, negative stereotyping, sexual rumors, comments about individuals' appearance, suggestive language or jokes, or other comments that express hostility toward individuals based on gender.
- i. Postings that include contact information for people, businesses or agencies other than the Library. Postings shall not be linked to any other account unless pre-approved by the Library Director.

#### 2.4 Photo/Video Usage

- 2.4.1 The Library is a public space; therefore, photos/video may be taken during Library programs. These photographs and videos may be posted on Library-maintained social media accounts or in local newspapers.
- 2.4.2 An announcement will be publicly posted, and may also be made at the beginning of each program, that Library staff may be taking pictures or video to be posted on social media. "Programs, events and classes may be photographed or videotaped for Library promotional purposes. Notify Library staff if you prefer not to be photographed."
- 2.4.3 As a courtesy, if a close-up photo is taken of individuals under the age of 18, a photo permission form will be provided to parents/guardians before the photo is used or posted by the Library. Library staff and users may report violations of this policy to the Library Director.

### 3. GRIEVANCES

Any patron or public user who feels that he/she has been unfairly banned or had had his/her content unfairly removed from the Library's social media resources may file an appeal in writing with the Library's Board of Trustees. Appeals will be reviewed at the next regular meeting of the Board, provided the appeal has been received at least seven days prior to the meeting. Dates of meetings and contact information for the Board can be found on the Library's website, [www.langlibrary.org](http://www.langlibrary.org).

### 4. DISCLAIMER

The Lang Memorial Library, its staff and trustees, are not responsible or liable for the content of postings by third parties on any Library-sponsored social media site. Postings by third parties do not reflect the opinions or positions of the Lang Memorial Library, its staff, or its Board of Trustees.



## **Job description for Director of the Stewart B. Lang Memorial Library**

The director of the Stewart B. Lang Memorial Library is responsible for all aspects of library operation and for carrying out policies and goals adopted by the Board of Trustees. The director serves as advisor to the board on all library matters. He/she reports directly to the Board of Trustees at meetings or to the president of the board in emergency situations.

### **Administrative Responsibilities:**

1. The director serves as intermediary between the Lang Memorial Library and the Finger Lakes Library System.
2. It is the director's job to recruit, train and supervise staff & volunteers.
3. It is the director's responsibility to have a working knowledge of the library's circulation system and to train staff on its use.
4. The director is responsible for scheduling the use of the building and maintaining the monthly calendar.
5. The director is responsible for completing and filing the annual report.
6. The director is responsible for seeing that the work schedule is completed at least one week ahead of time and that the library is staffed during open hours. The director should work the circulation desk for at least 3 hrs. per work day to develop a good relationship with library patrons. He/she is also responsible for reporting work hours to the treasurer.
7. The director is responsible for balancing the funds received and making deposits into the Community Bank when necessary.
8. The director is responsible for organizing the library's bills and submitting them to the Treasurer.
9. The director is responsible for researching & writing grant proposals.

### **Collection:**

1. Collection Development: The director is solely responsible for collection development. He/she will be responsible for:
  - A. Selection, implementing selection policy and keeping track of requests
  - B. Weeding
  - C. Ordering books.
2. Cataloging: It is the sole responsibility of the director to determine proper initial cataloging for non-processed materials and to evaluate pre-cataloged materials to determine suitability of the cataloging for the collection.
3. Clerical Processing: The director is responsible for carrying out or overseeing clerical processing of cataloged materials. Physically preparing books for shelving. Spine labels and bar codes are tasks that may be delegated.
4. Circulation: The director is responsible for setting circulation procedures, and recording statistics. Procedures such as checking books in and out, shelving, general repair of materials, are tasks, which may be delegated.

### **Public Relations and Programming:**

1. It is the director's responsibility to work towards developing positive relations with the community.
2. Publicity news releases covering library activities and new acquisitions should be submitted on a regular basis. In addition to news releases, general promotions of any kind are encouraged.
3. The director is responsible for acting as a liaison between the school and county public libraries.
4. It is the director's responsibility to initiate and carry out programs for patrons of all ages. He/she is encouraged to seek qualified individuals to assist with or provide programs.
5. The director is responsible for presenting computer and Internet classes to the public. Outside help may also be used for specialized classes. He/She must have a working knowledge of the library's software.

**Physical Maintenance of the Building:**

1. The director is responsible for overseeing the maintenance of the library building, contacting and working with professional repair services when necessary. One month of the director's pay is to be taken from the Lang Trust as compensation for the building maintenance duties.
2. It is the librarian's duty to oversee and purchase of janitorial supplies.

**Professional Responsibilities:**

1. The director is responsible for keeping abreast and implementing professional and technical developments and trends by reading professional journals and attending workshops.
2. Members of the Board of Trustees of the Stewart B. Lang Memorial Library are committed to assisting the director in meeting the responsibilities outlined above.

10/08/2007

Rev. 8/4/08

Rev. 8/3/2009

8/2/2010

## **Job Description for Assistant Director for the Stewart B. Lang Memorial Library**

The assistant director acts as interim director in the absence of the director. He / she is responsible administrative work involving a broad range of public library functions. Those functions include representing the library at community and professional functions as well as supervising support staff and volunteers.

### **Library Responsibilities**

1. The assistant is expected to enforce the library's policies and rules as set forth by the Board of Trustees and recommend needed policy changes as they arise.
2. He/she performs daily library maintenance routines such as emptying the deposit box and desk duties.
3. He/she will attend necessary FLLS or Cayuga Connect meetings when the director is not available.
4. The assistant will keep abreast of library computer software changes and programs and report problems to the Director or technical services department at FLLS.
5. The assistant will help develop and publish reading lists, promotional material, posters, and displays and written materials such as the newsletter.
6. The assistant will be informed of new materials and make recommendations for purchase to the librarian when necessary.

### **Public Relations**

1. The assistant will assist the librarian in promoting library programs to the public and maintaining library support in the community.
2. He/she will work with the director and other library staff to develop plans for extending library service and changes in library related technology.
3. He/she will assist the librarian in recruiting and overseeing volunteers.

### **Work Ethic**

1. The assistant reports to work at the scheduled time and promptly reports any scheduling problems to the director.
2. The assistant presents a helpful, friendly outlook and exhibits a "team" attitude toward his/her co-workers.
3. The assistant shows a pride in the Cato-Meridian community and helps the library continue to meet the growing needs of the community.

10/8/2007

8/3/2009

8/2/2010

## **Job Description Children's Program Coordinator**

The goal of the children's program is to encourage reading, provide materials to support school assignments and to teach children how use of the library is a life-long resource.

### **Programming Responsibilities:**

1. The coordinator is responsible for organizing and executing the children's story hours and after school programs for school age children.
2. He/She will also work with the Finger Lakes Library System Children's Librarian to develop quality programming.
3. The coordinator is responsible for developing the themes to be used for story hours. He/she will also organize the crafts and activities to be used.
4. The coordinator will also work with the public school, nursery schools, and day care centers to introduce children to the library and its services.
5. The coordinator will organize and maintain the programming supply areas. He/she will present a list of items that need to be purchased to the director.
6. The children's coordinator will attend at least one continuing education workshop each year.
7. The children's coordinator is also responsible for presenting a summer reading program.

### **Collection Development:**

1. The coordinator will assist in the selection and weeding of the materials for the children's collection.
2. He/she will have basic knowledge of popular children's authors and titles and stay abreast of popular trends.
3. The coordinator will assist in organizing, setting up displays and creating publicity materials.

### **Circulation Desk Duties**

1. The coordinator will *work* at least four hours of circulation desk duty each week.
2. The Children's Program Coordinator must be able to use the circulation system to perform routine tasks and record necessary statistics.
3. He/she is responsible for seeing the library rules and policies are followed by library patrons and reporting serious concerns to the library director.
4. He/she will record all fines and fees and balance the drawer upon closing the library
5. He/she will shelve materials, perform basic desk duties and maintain an orderly library

## **Job Description Support Staff**

The support staff will perform a wide variety of responsibilities required to manage the circulation desk. Basic knowledge of the computer is required. Staff should enjoy working with people of all ages and help promote the library as an essential part of our community.

### **Circulation Desk Responsibilities:**

1. Perform opening and closing procedures.
2. Empty the drop box, pull and prepare books for interlibrary loan.
3. Check materials in and out and clean CDs and DVDs before shelving.
4. Call patrons to notify them of books being held at the library for them.
5. Assist patrons with reference questions and reserves.
6. Assist patrons with the on-line catalog and locating materials.
7. Record all funds collected by the library and balance the drawer upon closing the library.
8. Shelf materials, assist in processing materials, and maintain an orderly library
9. Oversee patrons using the Internet to see that rules and regulations are being followed.
10. Answer the phone, send faxes, and assist patrons with the photocopier

### **Library Responsibilities**

1. Notify the director of problems with patrons or the building.
2. Supervises volunteers in the absence of the library director and assistant director.
3. Is in charge of the library in the absence of the library director or assistant director.
4. Call the Finger Lakes Library System technical support if the circulation system is not working.
5. Support staff may be asked to assist with various tasks in collection development, displays, weeding, inventory or other duties that assist with the function of the library.

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Rev. 8/04/2008  
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8/2/2010