

**David A. Howe Public Library
Library Administrative Policy Manual
2009 Copy**

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The policies found within this manual were established overtime, and are continuously reviewed and amended by the David A. Howe Public Library Board of Trustees to uphold the values and vision of the library and ensure that community of Wellsville and the people served by the library are provided the highest quality of library services in a fair and balanced manner. These policies were established to govern an educational and cultural institution that serves all people regardless of origin, age, background or views.

Mission Statement

The David A. Howe Public Library is to serve as the center of cultural life in Wellsville by providing a balanced program of collecting and preserving books and other informational resources, adopting and promoting informational technologies, developing educational and cultural programming, fostering an appreciation for learning among young children and supporting the social and economic fabric of the community by providing a space for people to come together. The library affords this opportunity of life long growth and learning without distinction as to income, origin, age, background or views.

I. Library Bill of Rights

The American Library Association (ALA) affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services. The David A. Howe Public Library abides by and endorses the Library Bill of Rights.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves.
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 an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.

**Amended February 2, 1961; June 28, 1967; and January 23, 1980, inclusion of "age" reaffirmed
January 23, 1996,
by the ALA Council.**

**Formally adopted August 13, 2007
by the David A. Howe Public Library Board of Trustees.**

II. Rules of Conduct Policy

1. No eating in the library except for special events by organizations. Drinks may be brought into the library as long as they are in a sealed tight container or they contain a top or lid.
2. Any action that damages library property is prohibited.
3. Shirt and shoes and appropriate hygiene are required.
4. Young children must be attended at all times.
5. Smoking, sleeping, loitering and/or soliciting are not permitted on library premises.
6. Unlawful, disorderly, disruptive and/or hazardous behavior is prohibited.
7. Interference with staff or other library users is not permitted.
8. Only "guide" animals are permitted in the library.
9. All rules and regulations available in electronic or print form or posted in the library, governing use of materials, computers and equipment, must be followed.

Violation of any of these rules will subject an individual to exclusion from the library premises and/or to other appropriate action.

**Adopted December 14, 1998 by the David A. Howe Public Library Board of Trustees.
Amended February 12, 2007**

III. Policy on Confidentiality of Library Records

The Council of the American Library Association strongly recommends that the responsible offices of each library in the United States:

1. Formally adopt a policy which specifically recognizes its circulation records and other records identifying the names of library users with specific material to be confidential in nature.
2. Advise all librarians and library employees that such records shall not be made available to an 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 such process 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 investigatory power.

3. Resist the issuance or enforcement of any such process, order or subpoena until such a time as a proper showing of good cause has been made in a court of competent jurisdiction.*

*Note: Point 3, above means that upon receipt of such process, order, of subpoena, the library's officers will consult with their legal council to determine if such process, order, or subpoena is in form and if there is a showing of good cause for 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 can be cured.

Adopted January, 20, 1971 by the ALA Council.

Adopted August 13, 2007 by the David A. Howe Public Library Board of Trustees.

New York State Civil Practice Law and Rules. Article 45 – Evidence. Paragraph 4509. Library Records

Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, 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 of pursuant to subpoena, court order or where otherwise required by the statute.

Adopted August 13, 2007 by the David A. Howe Public Library Board of Trustees.

Library Records with regards to the United States Patriot Act

The Patriot Act (federal legislation) requires that authorities present a search warrant to access patron information. A search warrant differs from a subpoena in that a warrant can be executed immediately and a subpoena allows time to respond to and contest the court's order. An agent or officer serving a warrant can begin the search as soon as the warrant is served.

The library and/or its employees are entitled to ask the officer to allow them to consult with legal counsel and to ask that the counsel be present for the search, but there is no opportunity or right to refuse the search warrant.

The library and/or its employees may not notify the person whose records are the subject of the search warrant.

Adopted August 13, 2007 by the David A. Howe Public Library Board of Trustees.

IV. Policy on Materials Selection

The David A. Howe Public Library seeks to select, organize, preserve, and make freely available those materials, print and non-print, which will fulfill the informational, recreational, social, and educational needs of the community.

Whenever possible, at least two (2) favorable reviews from reputable sources will be required before ordering a title. In addition, the following factors will be considered when selecting materials:

1. The expressed or anticipated interest in the subject within the community.
2. The contemporary significance and/or permanent value of the title to the collection
3. The scope and depth of the existing collection
4. The authority and literary standing of the author
5. The appearance of the title in special bibliographies and indexes
6. The availability of material elsewhere in the Southern Tier Library System
7. The price

The David A. Howe Public Library is an unbiased repository for the recorded expression of humanity. It provides free access to the public of all points of view. The addition of an item to the collection in no way represents an endorsement by the library of any theory, idea, or policy contained therein. The David A. Howe Public Library will endeavor to represent all sides of an issue as far as budget, space, and availability of materials allow. The race, religion, nationality or political views of an author; the frankness of language; the controversial content of an item; or the endorsement or disapproval of an individual or group will not automatically dictate the inclusion or exclusion of an item. The library subscribes to the provisions of the Library Bill of Rights and the Intellectual Freedom Statement as adopted by the American Library Association.

The library will provide books and materials which are suitable for young adults and children. Materials will be selected which are authentic in fact, straightforward in presentation, unbiased in point of view, and within the child's ability to comprehend. However, the library will not follow a selection policy which prevents adults from reading mature literature even though it may fall into the hands of children. Responsibility for the reading choices of children rests with their parents or caregivers.

**Adopted November 12, 1981 by the David A. Howe Public Library Board of Trustees.
Amended October 9, 2007**

V. Policy on Computer, Internet Access and Usage

Accessibility

As part of the library's initiative to provide free and equal access to computer technologies and the Internet, public computers are made available to library users for the purpose of educational and recreational research. Library users agree to use the computers and the Internet in a responsible, efficient, ethical and legal manner. Any use outside these established policies may result in loss of privileges. Unlawful activities will be dealt with in accordance with local, state and federal laws.

Governing Rules

To achieve a place of safe and friendly research, the library has established the following rules regarding the use of public computers.

Library users may not:

- Display web pages that contain images, sounds, or messages that will negatively affect those who find them objectionable, offensive, or disruptive.
- Damage computer equipment or software; degradation of system performance. (Library users are fiscally responsible for damage to library computers.)
- Engage in activity that is harassing, defamatory, or violates the physical safety or mental well-being of other library users and library staff.
- Use any library computers for illegal or criminal purposes, including but not limited to: coercion, fraud, theft, copyright infringement or violation of software agreements.

Filtering

As required by the Children's Internet Protection Act (CIPA), in order to remain eligible for certain federal funding, the library has implemented Internet filtering on all of its public computers. This filtering system does not block all "offensive" content and may block content that has educational value. The library cannot guarantee the performance of Internet filtering. Under CIPA, the library will disable Internet filters for any library user 18 years of age or older to access websites that have been blocked. Access will only be granted for bona fide research and lawful purposes.

Access to Children

To provide a safe environment for our community's children, the library requires that any child age 8 and under must be attended by a parent or legal guardian when using the computers. Parents and legal guardians must also be responsible for children 8 years of age and older by taking an active part in their child's learning experience. The library expects that parents and caretakers of children will guide them in their exploration of the Internet the same way that they provide guidance in the child's choice of reading, listening or viewing materials.

All children and parents or legal guardians of children that have a juvenile library card must read and sign the library's Children Internet Use Rules. All children with a juvenile library card must use the public computers in the Children's Section of the library. The library makes information about Internet safety and child-appropriate sites readily available to all library users in Web Guides and provides links to children's websites in the Children's Section.

Signing-Up for Computer Use & Time Limits

- All adult library card holders in good standing may use public computers in the Reference Room and Stacks of the library.
- Users must sign in at the main desk, staff will log users onto the computer, and will assist users in getting started and using tutorials. Manuals and tutorial software may be signed out at the main desk.
- Patrons may not install, delete, or modify library hardware or software. Users are asked to leave all settings as they found them, close all windows and return to the desktop after use.
- Library users must pay by the page for all documents that they print. Users are advised to ask for assistance if they are new to printing or if they experience print delays.
- In the Adult Section, no more than 2 adult library card holders may use one computer at one time. Library users are asked to be considerate of others with regards to conversation and software program noise levels.

The Internet is an electronic dynamic source for information. The library cannot guarantee the accuracy or completeness of information on the Internet. Library users should carefully evaluate the information they find when using the resource. All transmissions (including e-mail) are not secure or private. The David A. Howe Public Library has no control over the information accessed through the Internet, and cannot be held responsible for its content.

**Adopted May 10, 1999 by the David A. Howe Public Library Board of Trustees.
Amended June 9, 2008**

VI. Policy on Library Meeting Rooms

Meeting rooms are available primarily to support library programs and functions which further the mission and goals of the library. When not being used by the library, rooms are available to not-for-profit community groups based in Allegany County and businesses located within the Town of Wellsville.

Use of the meeting rooms does not imply an endorsement, support, or co-sponsorship by the library of the activities that take place in the meeting rooms or of the beliefs of the groups using the meeting rooms.

ROOMS AND AVAILABILITY

1. Rooms are available to not-for-profit community groups in Allegany County on a first come, first served basis. Rooms are also available to businesses within the Town of Wellsville, so long as it is for the purpose of sharing information and informational resources. The transaction and/or marketing of products and/or services for money are not permitted.
2. All not-for-profit groups have an equal right to use the meeting rooms. Not-for-profit groups take precedence over businesses when reserving meeting rooms. Generally, no group will be allowed exclusive rights to a specific day or meeting time. The library reserves the right to reassign meetings to different rooms or cancel reservations no later than 7 days prior to the reservation date.
3. Meeting rooms that are available for reservations include and are limited to the Monday Club Room, the Local History Room, the Exhibition Room, the County Room and the Nancy Howe Auditorium. The library's kitchenette and ADA compliant washroom are also available to all groups that reserve main floor meeting rooms. The Nancy Howe Auditorium provides multiple ADA compliant washrooms as does the County Room. (Reservations for the auditorium must be made through the auditorium director.)
4. The library's Reading Room, Reference Room and Children's Section may only be used for the purpose of library fundraising, library programs and weddings. (Please see library's wedding space rental policy for rental agreement and fees.)
5. Reservations for library meeting rooms may be made at the library main desk or by calling (585) 593-3410. Reservations are made by the library director and/or qualified staff. Only the library director may take reservations for special events in library meeting rooms. (Reservations for the auditorium must be made through the auditorium director.)

FEES

Below are the fees charged to not-for-profit community groups and businesses for meeting room reservations outside of regular library hours of business. Fees are not charged for reservations of meeting rooms during regular library hours. No fees will be charged to any

community group or business that reserves library meeting rooms outside of regular library business hours to raise ninety percent funds for the library or wishes to offer a program that falls within the mission and goals of the library. Fees are subject to change at the beginning of each library fiscal year.

Fees for Meeting Rooms after Library Business Hours

	Initial Fee	Rental Fee / Hour	Rental Fee / Hour w/Coordinator
Library Meeting Rooms	\$ 50.00	\$ 25.00	\$ 75.00
*Library Meeting Rooms Special Events	\$ 250.00	\$ 50.00	\$ 100.00

*Special events include, but are not limited to fundraising events, dinner meetings, conferences, private parties and any type of event that exceeds a capacity of 100 people. Some special events may require an event coordinator that is contracted through the library. The library director and/or library board determine if a special event requires an event coordinator. Fees for an event coordinator are reflected in the “rental fee per hour” if an event coordinator is assigned.

Hourly rental fees include all hours the meeting room is occupied outside of regular library business hours. This takes into account the time required to setup for an event, the time of the event and the time needed to clean-up after an event. Fees charged by the library are strictly used to offset expenses incurred by the library to host special events.

REGULATIONS

1. All individuals and groups must comply with the “Rules of Conduct” policy of the library. (A copy of the “Rules of Conduct” policy is provided with this Meeting Room Policy)
2. No alcoholic beverages may be served without the library director’s and/or library board’s permission. Groups are responsible to obtain all necessary permits to dispense and/or sell alcoholic beverages in the library. Failure to obtain and present permit will result in loss of meeting room reservation or ability to distribute alcohol.
3. Children’s groups must be supervised by adults.
4. Groups are responsible to leave meeting rooms in their original condition on the day of and immediately following an event. Any damage to rooms will be assessed and billed to the group.
5. No selling, solicitation, or taking of orders may occur anywhere on library property without permission of the library director and/or library board.

6. No admission may be charged unless it is a fundraising event for a not-for-profit community group. The library director's and/or library board's permission is required.

7. The library is not responsible for any items damaged or stolen. All items are left in the library at the owner's risk.

8. The library floor layout (ie. lamps, chairs, tables, couches, computers, art work) must remain in their original state before, during and following a group's occupancy. Floor layout may only be changed per approval of library director and/or library board.

9. A signed copy of this policy by the library and the not-for-profit community group and/or businesses will act as a legal binding agreement between the library and the organization reserving the library's meeting rooms and/or Auditorium.

The undersigned has read, understands and agrees to abide by the library's Meeting Room Policy and Rules of Conduct Policy as well as any other policy that has been established to govern the David A. Howe Public Library.

Meeting Room Occupant (Organization Name)

Signature of Organizational Representative

Date

Library Director

Date

**Adopted November 12, 1981 by the David A. Howe Public Library Board of Trustees.
Amended December 12, 1985; March 8, 1990; March 13, 2000; November 12, 2007**

VII. Policy on Wedding Space Rental

Meeting rooms and library space are available primarily to support library collections, programs and functions which further the mission and goals of the library. As a rare exception to the Library Meeting Room Policy, the David A. Howe Public Library affords a place for families of Allegany County to hold weddings within the library's unique and beautiful historic building.

Families that are interested in having their wedding at the David A. Howe Public Library must adhere to specific guidelines which will make this rare experience a joyful one. The following guidelines have been established by the Library Board of Trustees.

ROOMS AND AVAILABILITY

Two options are available with regards to weddings. The first option affords families the opportunity to reserve the West Wing of the David A. Howe Public Library. This wing includes and is limited to the Monday Club Room, the Local History Room, the Exhibition Room and the Front Terrace. Reserving this wing also provides access to the library’s kitchenette and ADA compliant washroom. A map is provided with this policy to outline the areas available for reservation.

Reservations for the library’s West Wing are limited to Saturdays in June, July and August when the library is closed to the public. The West Wing may only be reserved between the hours of 9:00 AM and 12:00 AM. Weddings within the library’s West Wing may accommodate a maximum wedding size of 150 people.

The second option affords families the opportunity to reserve the Nancy Howe Auditorium. This facility includes and is limited to all areas deemed accessible to the public within the auditorium. The auditorium provides 300 comfortable cushioned seats, a sound and light system, two ADA compliant washrooms, multiple changing rooms and an 800 square foot stage.

Reservations for the library’s Nancy Howe Auditorium are available throughout the year, but are limited to Saturdays and Sundays. The auditorium may only be reserved between the hours of 9:00 AM and 12:00 AM. Weddings within the auditorium may accommodate a maximum of 250 people.

The library allows for three (3) weddings a year within the library’s West Wing and five (5) weddings a year within the Nancy Howe Auditorium. Reservations for Wedding Space Rental are on a first come, first serve basis. Reservations may be made no more than twelve (12) months in advance.

The library reserves the right to change or cancel a wedding reservation date in the event of unforeseen circumstances with full refund of the Wedding Party’s deposit. The library does not have the capabilities to provide air conditioning in either wedding space location. Below are the fees charged to Allegany County residents for Wedding Space Rental.

<u>FEES</u>	Deposit	Total Fee (includes deposit)
Library’s West Wing	\$ 500.00	\$ 1,000.00
Nancy Howe Auditorium	\$ 625.00	\$ 1,250.00

Rental Fees are determined and set by the Library Board of Trustees. Fees are subject to change at the beginning of each library fiscal year.

RESERVATION PROCESS & EVENT COORDINATION

1. All wedding reservations must be made through the Library Director. No reservation dates may be set until a signed Facility Rental Contract and a deposit are received from the Wedding Party. The deposit becomes non-refundable thirty (30) days before the event. The balance is due on the day of the event. Reservations may not be changed after a date has been set.
2. Once the Facility Rental Contract is signed, the deposit is received and the reservation date has been set, the Library Director will refer the Wedding Party to the library's Event Coordinator. The Event Coordinator will then help the Wedding Party arrange for the event within the scope of the Coordinator's duties.
3. The Event Coordinator is provided by the library for the purpose of providing access to the building at the times requested by the Wedding Party. Access is limited at these times to the Wedding Party and their guests. The Wedding Party is responsible for providing a schedule to the Event Coordinator regarding key times of the entire wedding.

The Event Coordinator is available to ensure the building is in "ready condition" when the Wedding Party arrives. "Ready condition" will be determined by the Wedding Party and the Event Coordinator prior to the wedding. The Event Coordinator will ensure that the building is properly maintained during the wedding. This maintenance includes proper care of washrooms, building heat and recyclables. The Event Coordinator will also ensure that the library building is returned to its original condition during the wedding clean-up. The Wedding Party is responsible for all event clean-up.

FACILITY RENTAL CONTRACT

As part of the reservation process, the Wedding Party and the library are required to sign a Facility Rental Contract. This contract is a legal binding agreement between the Wedding Party and the David A. Howe Public Library. The Facility Rental Contract serves as a legal tool to protect both parties regarding the Wedding Space Rental Policy.

Adopted December 10, 2007 by the David A. Howe Public Library Board of Trustees.

VIII. Policy on Access for Individuals with Physical and Mental Impairment

In accordance with the Americans with Disabilities Act, the Library Bill of Rights and any governing Federal and New York State constitutional and statutory laws, the David A. Howe Public Library will provide equal access to library services through any method that makes the resources of the library accessible.

The library will exercise every effort to assist any individual with physical and mental impairment to the best of the library's ability with the resources that it possesses. Policies concerning accessibility are extended to both patrons of the library as well as employees.

Resources of the David A. Howe Public Library are available to individuals with physical and mental impairment by:

1. Telephone. Any person can call the library for information or reference assistance.
2. Mail or Electronic Mail. At the library's expense, books, materials and electronic resources will be sent to the individual.
3. Physical Assistance. When requested, the library will retrieve materials within the building that are not yet made accessible to individuals with physical and mental impairment.
4. Volunteer Delivery Service. As volunteers are available, the library will provide home delivery of books and materials.

Any type of construction to the existing library building that impacts accessibility will adhere specifically to the guidelines and design standards of the Americans with Disabilities Act.

**Adopted August 14, 1986 by the David A. Howe Public Library Board of Trustees.
Amended March 10, 2008**

IX. Policy on Library Personnel

Job Descriptions

All paid library staff (both full time and part time) are assigned a job title when hired by the library. All library job titles have a job description that details the type of work required and expected by library administration. A job description will be presented to all library staff as part of the hiring process. Library staff is expected to know and perform the duties assigned to them as outlined in their job description.

Job Titles and Pay Scales

<i>Job Title</i>	<i>Minimum</i>	<i>Center</i>	<i>Maximum</i>
Page/Janitor (minimum wage)	7.25	9.00	10.75
Clerk	9.50	13.25	15.5
Senior Clerk	10.50	15.75	17.75
Principal Clerk (Desk Supervisor)	11.75	17.25	19.00
Head of Maintenance	11.75	14.50	16.25

Technology Coordinator (Requires Bachelor's Degree)	32,500	42,250	48,500
Children's Librarian (Requires Bachelor's Degree)	32,500	42,250	48,500

Annual Evaluations

Overall Rating of 5 (Excellent)	3 – 4 % increase
Overall Rating of 4 (More Than Expected)	2 – 3 % increase
Overall Rating of 3 (Good)	1 – 2 % increase
Overall Rating of 1 or 2 (Below Expectation or Unsatisfactory)	No increase

Any salary merit increase will be based on the annual evaluation by the Director and approved by the Board. Evaluations will take place during the month of October. The Board will evaluate the Director.

Wages and Salaries

All employees will record their hours on the time sheet. Paychecks are issued every other Friday. State and federal withholding and Social Security (employer and employee each pay half) are deducted automatically.

Full time employment is 35 hours per week for library staff and 40 hours per week for maintenance. To receive part time benefits, an employee must work at least 18 hours per week.

Vacation

After a 2-month probationary period, qualifying part time employees (at least 18 hours) receive a half-day per month leave. A day equals the number of hours worked per week divided by five. In January, the employee receives 2 weeks vacation that is prorated if the employee leaves before the end of the year. Adjustments will be made accordingly to the final paycheck.

The Director approves all vacation time. Staff working desk hours will request vacation time through the desk supervisor. The desk supervisor will try to accommodate the request by finding a substitute. The desk supervisor will then submit the vacation request and the substitute worker for final approval by the Director.

The Children's Librarian will schedule vacations for personnel in the children's section.

For vacations: one-month notice is preferred, 14 days advance notice is required. Choice of dates is made by seniority. There is no guarantee that a vacation request will be granted.

In special circumstances, library employees may carry over no more than 1 week's accrued vacation time from one year to the next. Employees must put the special request and an

explanation of the extenuating circumstances in writing, and submit it to the director at least one month in advance of the desired vacation time. The director will communicate their decision in writing to employees.

Full time employees receive 2 weeks vacation following a 2-month probationary period. After 5 years, full time employees receive 3 weeks paid vacation and after 15 years, 4 weeks.

The Director receives 4 weeks vacation following a 6-month probationary period. After 10 years, the Director receives 5 weeks paid vacation and after 15 years, 6 weeks.

Sick Leave

Full time employees receive 10 days per year, part time (at least 18 hours) receive 5 days, beginning in January of the first full year of employment. (See Vacation for time off during the first partial year of employment). This is also prorated if an employee leaves before the end of the year.

Sick leave, cumulative to 90 days, will be granted to employees to be used for illness of the employee or his/her spouse, child, or parent. Special cases of extended illness may be taken under consideration of the Board.

Three days of the 10 or one day of the 5 may be used for reasons other than sickness. These personal days, if not used, are not cumulative except as sick leave.

Unused sick leave will not be reimbursed at termination of employment.

Dinner Hour

Desk personnel must take one hour for lunch/dinner. Other staff may have more flexible hours including a half hour lunch break. Lunch breaks may not be used at the end of the day to leave work early.

Breaks

For every 4 hours worked, an employee is required to take a 15-minute break.

Holidays

New Year's Eve Day
New Year's Day
Martin Luther King, Jr. Day
President's day
Memorial Day

Fourth of July
Labor Day
Thanksgiving
Christmas Eve Day
Christmas Day

The library will close on the holidays listed above. With the exception of a holiday falling on a Sunday, the library will observe the holiday on the date that it is recorded on the calendar. Any holiday that falls on a Sunday will be observed on the subsequent Monday. This is not the case for a holiday that falls on a Wednesday all year round or on a Saturday during the summer. Eligible staff will receive pay for holidays so long as they were scheduled to work. If a staff member was not scheduled to work on a holiday they do not receive the benefit of that pay. The purpose of holidays is to make certain staff receive the benefit of time-off to spend with friends or family without losing anticipated salary or wage.

Accrued Time

The library does not pay overtime (except to maintenance for unexpected events or terms outlined in the *Policy on Library Meeting Rooms*) to employees on regular salary. Overtime is defined as hours worked beyond 40 in one week. Accrued time is allowed for the following.

1. When asked to work overtime. (35 hours for salaried staff & 40 hours for hourly maintenance staff)
2. When an employee attends an approved library meeting or community function.

Accrued time should be used as soon as possible and at times convenient to the work schedule. Accrued time also applies to the Director. Unused accrued time will not be reimbursed at termination of employment.

Computer Usage and E-mail

Employees may use library computers for personal business only during breaks and /or meal times. All computer activity should be legal and ethical. Computer usage and e-mails are not confidential. The library has the right to monitor, review and disclose all information sent over or stored in its computers.

Dress Code

All library staff are expected to wear professional attire while working at the library. Some articles of clothing that are not allowed to be worn include: sneakers, t-shirts, shorts, tank-tops, hats, jeans or bandanas. Maintenance staff may wear t-shirts and jeans to work. T-shirts worn by maintenance staff must be in good condition and of good taste.

Insubordination

1. The supervisor and/or Director will give one verbal warning due to actions of inappropriateness and/or failure to meet job requirements under job description.
2. The Director will give a written warning upon a staff person's second offense.
3. A third offense after a written warning will lead to a three-day suspension without pay.
5. The fourth offense will result in permanent dismissal of the staff person.

Funeral Leave

Funeral leave in the immediate family is granted for 3 days. Immediate family for funeral leave only includes grandparents, father, mother, spouse, children, brothers, sisters, and in-laws.

Family and Medical Leave

Employees may take up to 12 weeks of unpaid, job protected leave during the calendar year for specific family and medical reasons. To be eligible, an employee must have worked at the library at least 1,250 hours over 12 months.

Leave is granted for: birth and care of a newborn, care of a newly adopted child, care for a seriously ill immediate family member (spouse, child, and parent), a personal serious health condition.

The employee is guaranteed the same or equivalent job if returning within the 12 week period. If receiving health benefits, the same benefits continue throughout the leave.

Employees must use all accumulated sick leave, vacation and personal days as part of the leave.

Health Insurance

Blue Cross (Traditional and/or Community Plans) is paid by the library at the single coverage rate for each full time employee.

For fulltime employees hired prior to March 13, 2006, the library will continue to pay for a single coverage health insurance after retirement for anyone who has continuously worked fulltime for 20 years or more. Upon retirement, fulltime employees with 10 or more years of continuous fulltime service may remain in the library's group plan and pay their own premiums.

Part-time employees are eligible to receive single and family Blue Cross (Traditional and/or Community Plans) health insurance coverage at 100 percent of the cost to the employee.

Other Insurance

All employees are covered by Workers' Compensation and Disability Insurance, which is paid in full by the library.

Retirement and Pension Plans

1. The Board voted to join the NYS Retirement System in October 2001. All full time employees are mandatory members. Part time employees may join or sign a waiver. The

employee contributes 3% every year for the first ten years of employment. The library contributes an amount, which is determined every year by the Retirement System. (Refer to handbook in workroom for details about the plan and its benefits).

2. Employees may contribute to the library's Vanguard 403(b) plan within the guidelines established by the IRS. Ask Director for updated information. This plan is not does not receive any matching funds from the library.

**Adopted November 1998 by the David A. Howe Public Library Board of Trustees
Amended June 2000; October 2002; March 2006; May 2006; November 2006;
November 2008**

X. Policy on Facilities Management and Construction

To maintain the architectural integrity and preserve the historic value of the library's building, the Library Board has established the following guidelines when making any improvements to the facilities of the David A. Howe Public Library. All work contracted for building restoration or improvement must be approved by the Library Board.

1. All construction work that is done on the building or the property of the David A. Howe Public Library will adhere to New York State bidding laws for municipal public libraries.
2. All construction work that falls under New York State bidding laws will require a Standard Form of Agreement Between Owner and Contractor using AIA Document A101 or any other contract forms that should be used as a legal binding agreement.
3. Any work that has significant impact on the appearance of the building either interior or exterior must be reviewed and receive comment from the New York State Office of Historic Preservation.
4. All building projects that are deemed substantial restoration by the library board or fall under New York State bidding laws should be managed by a Certified General Contractor that is paid and works on behalf of the library.
5. All building projects that are deemed substantial restoration by the library board or fall under New York State bidding laws should obtain conceptual designs as well as construction documents and specifications from a Certified Architect. The library will obtain at least three bids from Certified Architects prior to making a contract decision.
6. All contractors that perform work on or at the David a. Howe Public Library must be certified and present appropriate certificates of insurance. Bid,

performance and payment bonds may be required depending upon the Agreement Between Owner and Contractor.

7. Furniture, shelving, fixtures or any other material restored or placed within the library must meet the exact specifications of the Library Board in regards to size, color, texture, material type and style.
8. All work done on the building by volunteers must receive prior approval from the board.
9. Removal of any furniture, shelving, fixtures or any other material of value within the library must be reviewed and approved by the Library Board.
10. Minor repairs such as plumbing, electrical, HVAC and general construction that interfere with daily operations of the library and do not fall under New York State bidding laws or exceed a cost of \$2,500 may be authorized by the library director to prevent the disruption of general operations.

**Adopted April 11, 1985 by the David A. Howe Public Library Board of Trustees.
Amended February 9, 2009**

XI. Policy on Endowment Investment

The objective of the Board of Trustees is to preserve the endowment principal, and at the same time maximize the resulting total return. Total return consists of interest, dividends, and realized and unrealized capital gains by the investments.

In obtaining the above objective the Board will:

- Use mutual funds as the vehicle for our investments.
- Gain broad diversification by investing a major portion of the endowment in index funds.
- Not make investment decisions based on attempts to forecast swing in the market price of stocks or bonds.
- Adopt a “spending rate” policy that will determine how many dollars will be transferred annually from the endowment fund to the operating fund.
- Monitor investment costs and total return to maximize net total return.

The endowment is to be invested in the Vanguard funds as shown below. The market value of each fund should fall within the ranges shown.

Prime Money Market Fund	00-01%
Total Bond Market Index Fund	30-40%
500 Index Fund	50-60%
Extended Market Index Fund	10-20%

The annual determination of the endowment dollars available for transfer to the operating fund shall be calculated in the following manner:

- (1) Calculate the adjusted average market value of the endowment fund starting with the most recent June 30th and going back to include the most recent twenty-one quarters. This spans a five year period. An adjustment will be made for new money added to the endowment fund principal. For example, if we received \$100,000 in July 1999, \$100,000 would be added to each prior quarter value when calculating the average market value. If this adjustment is not made, the operating budget would not get the full benefit of the new endowment fund in the first five years.
- (2) Multiply the adjusted market value by the Annual Spending Rate of 8% to determine the annual transfer to operations.
- (3) Based on historical data, an annual spending rate of 8% seems reasonable. The following is some data that support an 8% spending rate given our asset allocation as shown on the previous page.

Historical data over the past 73 years (1926-1998) applied to our asset allocation:

Average annual return of 15.3%

Market was up 58 years and averaged +20% per year

Market was down 15 years and averaged -10% per year

Average inflation rate 3.5%

Assuming a 15% return, its allocation might be as follows:

Annual spending rate	08.0%
Retained to cover inflation	03.5%
Retained as a reserve	03.5%
Total	15.0%

Two signatures are required on all checks drawn on mutual fund accounts. This includes Operating Fund mutual funds as well as Endowment Fund mutual funds. Those authorized to sign these checks are all members of the Finance Committee.

**Adopted March 13, 2000 by the David A. Howe Public Library Board of Trustees.
Amended June 9, 2008**

XII. Policy on Exhibition Room Displays

The library's Exhibition Room is a unique area of the community that allows the library to display works of local artisans. In order to preserve the Exhibition Room's architectural integrity the following guidelines have been established. Any organization that is responsible for hosting displays in the Exhibition Room is required to sign this policy to acknowledge and adhere to its guidelines.

Schedule for Exhibition Room

The following dates must be provided when reserving the Exhibition Room for an art display. The library must be notified of changes in dates and times as soon as they are realized.

Bring in art work
Hanging
Reception
Open to the public
Take down

Responsibilities of Organization Hosting Displays

- The artist(s) must take out all nails, tacks, or staples following a show.
- Sale of art work within the facility is not permitted, but presentation of prices is acceptable.
- A kitchenette is available. Refreshments may be served. No alcoholic beverages may be served without advance permission of the library Board and presentation of

proper New York State Liquor Authority permits.

- The library must be contacted one week prior to bringing in art work to have free standing display units moved into the Exhibition Room.

- Glass display cases are not always available and must be reserved when the Exhibition Room is reserved.

- Any displays that are moved before, during or after an exhibition must be done so by library maintenance staff. Organizations' hosting displays are encouraged to supervise.

- The library assumes no responsibility for the preservation, protection, or possible damage or theft any item displayed or exhibited. All items that are placed in the library are done so at the owner's risk.

Signature of Host Organization

**Adopted June 12, 1986 by the David A. Howe Public Library Board of Trustees.
Amended April 14, 2008**

XIII. Policy on Auditorium Usage and Reservations

The Nancy Howe Auditorium serves as the center for cultural and educational programming at the library. When not being used by the library, the space is available to both businesses and not-for-profit community groups located within Allegany County.

Use of the auditorium does not imply an endorsement, support, or co-sponsorship by the library of the activities that take place in the auditorium or of the beliefs of the groups using the auditorium.

AUDITORIUM AVAILABILITY

1. The auditorium is available to not-for-profit community groups in Allegany County on a first come, first served basis. The auditorium is also available to businesses within Allegany County, so long as it is for the purpose of sharing information and informational resources. The transaction and/or marketing of products and/or services for money are not permitted.

2. All not-for-profit groups have an equal right to use the auditorium. Not-for-profit groups take precedence over businesses when reserving the auditorium. Generally, no group will be allowed exclusive rights to a specific day or meeting time. The library reserves the right

to reassign reservations or cancel reservations no later than 7 days prior to the reservation date.

3. Reservations for the Nancy Howe Auditorium may be made by calling the auditorium director at (585) 593-3410. Reservations are made by the auditorium director only, and by the library director in the auditorium director's absence.

FEES

Below are the fees charged to not-for-profit community groups and businesses for the Nancy Howe Auditorium outside of regular library hours. Fees are not charged for reservations of the auditorium during regular library hours. No fees will be charged to any community group or business that reserves the auditorium outside of regular library business hours to raise ninety percent funds for the library. Fees are subject to change at the beginning of each library fiscal year.

	Initial Fee	Rental Fee/Hour
Not-for-profit	-	\$25
Businesses	\$25	\$45

Hourly rental fees include all hours the auditorium is occupied outside of regular library business hours. This takes into account the time required to setup for an event, the time of the event and the time needed to clean-up after an event. Fees charged by the library are strictly used to offset expenses incurred by the library to make the auditorium available outside of regular library hours.

REGULATIONS

1. All individuals and groups must comply with the "Rules of Conduct" policy of the library. (A copy of the "Rules of Conduct" policy is provided with this *Policy on Auditorium Usage and Reservations*)
2. No alcoholic beverages may be served without the library director's and/or library board's permission. Groups are responsible to obtain all necessary permits to dispense and/or sell alcoholic beverages in the auditorium lobby. Failure to obtain and present permit will result in loss of reservation or ability to distribute alcohol.
3. Children's groups (Under the age of 18) must be supervised by adults.
4. Groups are responsible to leave the auditorium in its original condition on the day of and immediately following the reservation. Any damage to the auditorium will be assessed and billed to the group by the library.

5. No selling, solicitation, or taking of orders may occur anywhere on library property without permission of the library director and/or library board. Performers may sell intellectual and creative property with prior approval from the auditorium director.
6. No admission may be charged unless it is a fundraising event for a not-for-profit community group. The library director's and/or library board's permission is required.
7. All equipment, props and stage materials used by or manufactured by an organization must be assembled within the designated area outlined by the auditorium director. Glue, tape, paint and any other item that can permanently adhere is not allowed on the stage of the auditorium.
8. All equipment that is marked and owned by the David A. Howe Public Library must stay in the auditorium. Equipment including: speakers, microphones, monitors, light fixtures and accessories may not leave the building or be borrowed.
9. Use of sound and light equipment must be approved by the Auditorium Director and is the responsibility of a designated group representative. The group should anticipate, within reason, the equipment needed and request that equipment from the Auditorium Director. Fees will be assessed and billed by the library for any equipment damaged by an organization.
10. Food and drink is not allowed in the viewing area of the auditorium. Food and drink may be allowed in the auditorium lobby and the outside forecourt. Food and drink in the backstage area will only be allowed with approval from the Auditorium Director.
8. The library is not responsible for any items damaged or stolen. All items are left in the auditorium at the owner's risk.
9. The library holds a general building and liability insurance policy that protects the library from financial hardship in the event of injury and emergency. This policy does not protect the interest of other organizations, their employees, volunteers or other representatives of the organization. Individual organizations are responsible for obtaining their own insurances to protect them from liabilities. The library reserves the right to request proof of insurance from individual organizations prior to auditorium reservations. When making a reservation for the auditorium, an individual organization takes full responsibility for obtaining proper insurance to protect themselves and their organization.
10. No reservation dates are guaranteed until this Policy on Auditorium Usage and Reservations is signed by the library and the organization wanting to use the auditorium.
11. A signed copy of this policy by the library and the not-for-profit community group and/or businesses will act as a legal binding agreement between the library and the organization reserving the library's meeting rooms and/or Auditorium.

The undersigned has read, understands and agrees to abide by the library's *Policy on Auditorium Usage and Reservations* as well as any other policy that has been established to govern the David A. Howe Public Library.

Auditorium Room Occupant (Organization Name)

Signature of Organizational Representative

Date

Library Director/Auditorium Director

Date

Adopted February 9, 2009 by the David A. Howe Public Library Board of Trustees.