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## **Americans with Disabilities Act Compliance Policy**

### **STATEMENT OF POLICY**

The Julia L. Butterfield Memorial Library complies with the Americans with Disabilities Act of 1990, Public Law 101-336 (ADA), which prohibits discrimination on the basis of disability. The ADA, as applied to cities, counties, and other local governmental entities, requires that no qualified individual with a disability shall, on the basis of a disability, be denied the benefits of local government services, programs, or activities.

Accordingly, Julia L. Butterfield Memorial Library WILL:

- Take appropriate steps to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others.
- Make reasonable accommodations in policies, practices, or procedures when necessary to avoid discrimination on the basis of disability, unless a fundamental alteration in a local government program would result.
- Operate its programs so that, when viewed in their entirety, they are readily accessible to and usable by individuals with disabilities.

### **HOW TO REQUEST REASONABLE ACCOMMODATIONS**

Persons who need an accommodation in order to receive the benefits of a Beloit Public Library service, program or activity should complete a "Reasonable Accommodation Request Form" or contact the Library Administration, Julia L. Butterfield Memorial Library, 10 Morris Avenue, Cold Spring, NY 10516 or 845.265.3040.

### **GRIEVANCE PROCEDURE**

Enforcement of this policy is the responsibility of all Julia L. Butterfield Memorial Library staff. Persons who believe they have been discriminated against based on their disability should file a Service Delivery Discrimination Complaint Form, which is an attachment to this policy. Individuals may also file an administrative complaint with the U.S. Equal Opportunities Commission (E.E.O.C.) within 180 days of the date of the alleged discrimination or may file a lawsuit for injunctive relief and damages. Any or all of these methods may be pursued at the same time. Individuals are protected from retaliation or coercion when pursuing their rights or responsibilities under the A.D.A.

### **ATTACHMENTS**

1. How to File a Service Delivery Discrimination Complaint
2. Service Delivery Discrimination Complaint Form
3. Reasonable Accommodation Request Form
4. Notice – Americans with Disabilities Act

Adopted : April 2008

**A.D.A. GRIEVANCE PROCESS  
HOW TO FILE A SERVICE DELIVERY DISCRIMINATION COMPLAINT**

If you feel that you have been treated differently or denied service because of your disability, you may file a complaint. If you were wrongfully denied services, or if the treatment you received was separate or different from others, or if the program was not accessible to you, it may be discrimination.

You may file a complaint with your service provider, or you may file a complaint with Civil Rights Division. No one may threaten or harass you for making a complaint.

To file a complaint request a discrimination complaint form by calling the Library Administration at (608) 364-2908 or TDD (608) 364-2913. Send the completed form to the address on the form.

**Appeal Process**

If not satisfied with the response of the Library Administration, you may appeal to the Julia L. Butterfield Memorial Library Board of Trustees, 10 Morris Avenue, Cold Spring, NY 10516 or 845.265.3040. If still not satisfied, you may file your complaint with the Federal agency described below.

**FOR FURTHER INFORMATION:**

In accordance with Section 35.106 of the ADA's Title II Regulations,  
All applicants, participants, beneficiaries, and other interested persons are  
Advised that further information may be obtained from this local government  
And from the Office on the Americans with Disabilities Act, Civil Rights  
Division, U.S. Department of Justice, Washington, DC 20035-6118  
(202) 514-0301 (Voice) or (202) 514-0381 (TDD).

SERVICE DELIVERY DISCRIMINATION COMPLAINT FORM  
A.D.A GRIEVANCE PROCESS

NAME OF COMPLAINANT:

ADDRESS

CITY, STATE, ZIP:

TELEPHONE NUMBER:

NAME OF THE DEPARTMENT AND/OR EMPLOYEE AGAINST WHOM THE COMPLAINT IS FILED:

DESCRIPTION of the action or treatment which you think was discriminatory. Includes information about who, what, when, where, how, why and the names, addresses and phone numbers of any witnesses, if you know them. You may write this on another sheet of paper if you need more room.

DESCRIPTION OF THE RELIEF OR SATISFACTION YOU WANT

Signature

Date

Send completed form to:  
Library Administration  
Julia L. Butterfield Memorial Library  
10 Morris Avenue  
Cold Spring, NY 10516  
845.265.3040

Julia L. Butterfield Memorial Library  
REASONABLE ACCOMMODATION  
REQUEST FORM

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

What service, program or activity does this request concern?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date (if applicable)

\_\_\_\_\_

What accommodation is requested?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For help in completing this form contact the Library Administration, the Julia L. Butterfield Memorial Library Board of Trustees, 10 Morris Avenue, Cold Spring, NY 10516 or 845.265.3040.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Return completed form to Library Administration, the Julia L. Butterfield Memorial Library Board of Trustees, 10 Morris Avenue, Cold Spring, NY 10516 or 845.265.3040.

## **Computer Use Policy**

1. Users may not change settings of Library computers without the express permission of the Library staff
2. Tampering with or disabling of the Library's computer hardware or software, or introducing viruses is strictly prohibited.
3. The Library's computers are to be used for lawful purposes only.
4. The Library is not responsible for the content of the Internet, which contains material which may be inaccurate or offensive to some individuals.
5. As with all Library materials, parents and/or guardians, not the Library or its staff, are responsible for the Internet information accessed by children. Parents are responsible for their child's Internet sessions and material selections.
6. Serious or repeated violations of the Computer Use Policy may result in suspension of Library services.

Revised: March 14, 2008

Adopted: April 19, 2008

## **Confidentiality of Patron Records**

The Butterfield Library supports and complies with the New York State Civil Practice Laws and Rules section 4509, Library Records. The Library shall keep confidential and will not disclose library records which contain names or other personally identifying details regarding the users of the Butterfield Library or any part of the Mid-Hudson Library System 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 except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.

Adopted:

## Conflict of Interest Policy

Definitions: Unless the context clearly provides otherwise, the terms set forth below shall have the following meanings:

(a) "Interest" means a direct or indirect pecuniary or material benefit accruing to an officer or employee, or his or her relative whether as a result of a contract with the Julia L. Butterfield Memorial Library or otherwise. For the purpose of this policy, a Library officer or employee shall be deemed to have an interest in the contract of:

- (I) A relative except as to a contract of employment with the Library
- II) A firm, partnership or association of which such officer or employee is a member or employee;
- (III) A corporation of which such officer or employee is an officer, director or employee;
- (IV) A corporation of which more than five percent of the outstanding stock is owned by any such officer, employee, or his or her relative.

(b) "Legislation" means a matter which appears on the agenda of the Library Board of Trustees or on a committee thereof, on which any official action will be taken and shall include proposed or adopted acts, local laws, ordinances or resolutions.

(c) "Officer" or "Employee" means an elected or appointed officer or employee of the Library, whether paid or unpaid.

(d) "Relative" means spouse, a child, stepchild, parent, stepparent, brother, sister, stepbrother, step-sister, or legal guardian of any of said persons of an officer or employee or of the spouse of the officer or employee.

(e) "Spouse" means the husband or wife of an officer or employee unless living separate and apart pursuant to: (i) a judicial order, decree or judgment of separation, or (ii) a legally binding written agreement of separation in accordance with the Domestic Relations Law.

**Standards of Conduct:** Every officer or employee of the Library shall be subject to and abide by the following standards of conduct:

(a) Gifts. No officer or employee shall directly or indirectly solicit or receive any money, whether in the form of cash, check, loan, credit, or any other form in any amount, or solicit any gifts, or accept or receive any individual annual gift, having a value of seventy-five dollars or more, whether in the form of services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could be reasonably inferred that the money or gift was intended to influence or could be reasonably expected to influence, him or her in the performance of official duties or was intended as a reward for any official action.

(b) Confidential Information. No officer or employee shall disclose confidential information acquired in the course of official duties or use such information to further a personal interest.

(c) Disclosure of Interest in Legislation. To the extent known, any officer or employee of the Library who participates in the discussion or gives an official opinion to the Library Board on any legislation before it shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest he or she may have in such legislation.

(d) Disclosure of Interests in Contracts. To the extent known, any officer or employee of the Library who has, will have, or subsequently acquires any interest in any contract with the Library shall publicly disclose the nature and extent of such interest in writing to the Library Board as well as to his or her immediate supervisor as soon as he or she has knowledge of such actual or prospective interest.

(e) Investments in Conflict with Official Duties. No officer or employee shall invest or hold any investment directly or indirectly in any financial, business, commercial or other private transaction, which creates a conflict.

(f) Private Employment. No officer or employee shall engage in, solicit, negotiate for or promise to accept private employment or render services for private interests when such employment or

service creates a conflict with or impairs the proper discharge of his or her duties.

(g) Prohibited Conflicts of Interest. No Library officer or employee shall have an interest in any contract between the Library and a corporation or partnership of which he or she is an officer or employee when such Library officer or employee has the power to (a) negotiate, prepare, authorize, or approve the contract or authorize or approve payment there under (b) audit bills or claims under the contract (c) appoint an officer or employee who has any of the powers or duties set forth above, and, no chief fiscal officer, treasurer, or his or her deputy or employee shall have an interest in a bank or trust company designated as a depository, paying agent, registration agent or for investment of funds of the Library of which he or she is an officer or employee. The provisions of this action shall in no event be construed to preclude the payment of lawful compensation and necessary expenses of any Library officer or employee in one or more positions of public employment, the holding of which is not prohibited by law.

(h) Certain Interests Prohibited. No officer or employee of the Library who has an interest in any real property, either individually or as an officer or employee of a corporation or partnership shall participate in the acquisition or plan for acquisition of said property or any property adjacent to said property by the Library. The term participation shall include the promotion of the site as well as the negotiation of the terms of acquisition.

(i) No Library officer or employee shall use or permit the use of property owned or leased to the Library for other than official purposes or for activities not otherwise officially approved.

The standard of behavior at the Julia L. Butterfield Memorial Library is that all staff, volunteers, and board members scrupulously avoid any conflict of interest between the interests of the library on one hand, and personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as perceptions of conflicts of interest.

I understand that the purposes of this policy are: to protect the integrity of the library's decision-making process, to enable our constituencies to have confidence in our integrity, and to protect the integrity and reputation of volunteers, staff and board members.

Upon or before election, hiring or appointment, I will make a full, written disclosure of interests, relationships, and holdings that could potentially result in a conflict of interest. This written disclosure will be kept on file and I will update it as appropriate.

In the course of meetings or activities, I will disclose any interests in a transaction or decision where I (including my business or other nonprofit affiliation), my family and/or my significant other, employer, or close associates will receive a benefit or gain. After disclosure, I understand that I will be asked to leave the room for the discussion and will not be permitted to vote on the question.

I understand that this policy is meant to be a supplement to good judgment, and I will respect its spirit as well as its wording.

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

Approved by the Library Board: April 19, 2008

## **Disaster Policy**

### Fire

Do not panic, but do not underestimate the potential danger to customers or staff represented by a fire. At the first indication of smoke or flame, investigate the situation to determine location and extent of the fire. If the fire can obviously be contained and extinguished quickly and safely by staff, proceed to do so. However, if there is any doubt about whether the fire can be controlled, immediately call 911 or the fire department and then clear the building. The time to think about fires is before they happen. Familiarize yourself with the type, location, and application of the fire extinguisher(s) in the building. Orient all staff and volunteers to this information. If you share a building with another agency and it occasionally initiates fire drills, library staff should respect those training exercises and respond as they would in the case of a real fire.

### Health emergencies

Staff members should exercise caution when administering first aid of even a minor nature because of the safety of the injured individual and the potential liability of the staff member. Without specialized training it is not advisable for staff to undertake more than keeping the sick or injured patron comfortable and protected from needless disturbance until medical help can be obtained. Since each case is unique, staff members should use their own judgment to do what is prudent and reasonable. The Rescue Squad/Police (911 if available) should be called immediately in the event of any serious problem. No medication, including aspirin, should ever be dispensed to the public.

### Bomb threats

Keep the caller on the line as long as possible. Ask the caller to repeat the message and try to write down every word spoken by the person. If the caller does not indicate the location of the bomb or the time of possible detonation, ASK FOR THIS INFORMATION. Pay particular attention to peculiar background noises such as motors running, background music and any other sounds which may indicate where the location from which the call is originating. Listen closely to the voice (male, female), voice quality (calm, excited), accents and speech impediments. Immediately after the caller hangs up, call the police. Clear the building. The police will handle the actual bomb search.

### Snow storms

Closing during other days and hours will be at the discretion of the Library Director. Director will contact all scheduled employees to notify them of such closings. All scheduled employees will be paid as stated in the personnel policy.

Approved by the Library Board: April 19, 2008

**The Butterfield Library adheres to the following Freedom to Read Statement**

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

We are deeply concerned about these attempts at suppression. Most such attempts rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising his critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow citizens.

We trust Americans to recognize propaganda, and to reject it. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

We are aware, of course, that books are not alone in being subjected to efforts at suppression. We are aware that these efforts are related to a larger pattern of pressures being brought against education, the press, films, radio, and television. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy.

Such pressure toward conformity is perhaps natural to a time of uneasy change and pervading fear. Especially when so many of our apprehensions are directed against an ideology, the expression of a dissident idea becomes a thing feared in itself, and we tend to move against it as against a hostile deed, with suppression.

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

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

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

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

*We therefore affirm these propositions:*

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

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

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

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

*3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.*

A book should be judged as a book. No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free men can flourish which draws up lists of writers to whom it will not listen, whatever they may have to say.

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

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

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

The idea of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that each individual must be directed in making up his mind about the ideas he examines. But Americans do not need others to do their thinking for them.

*6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society each individual is free to determine for himself what he wishes to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive.

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

The freedom to read is of little consequence when expended on the trivial; it is frustrated when the reader cannot obtain matter fit for his purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of their freedom and integrity, and the enlargement of their service to society, requires of all bookmen the utmost of their faculties, and deserves of all citizens the fullest of their support.

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

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

*Adopted June 15, 1953; revised January 28, 1972, by the ALA Council.*

**Friends of Butterfield - Letter of Agreement**

The Board of Trustees of the Butterfield Library looks upon Friends of Butterfield as an extremely worthwhile community organization which greatly benefits the Library.

The following will constitute an operating agreement between the Friends of Butterfield and the Board of the Butterfield Library. It will stand until and unless it is modified by mutual agreement of the Friends executive board and Friends of Butterfield board.

The Friends mission is to raise money and public awareness in the community to support the services and programs of the Library

**The Library** agrees to include the Friends in the long-term planning process to ensure that the Friends are aware of the goals and direction of the library.

**The Library** agrees to appoint a member of the Library Board as a non-voting liaison to the Friends Board.

**The Library** agrees to share with the Friends the library's strategic initiatives at the beginning of each fiscal year and discuss with Friends how their resources and support might help forward these initiatives.

**The Library** agrees to supply the Friends with a "wish list" each year that indicates the anticipated needs for Friends support.

**The Library** agrees to provide the Friends with staff support, usually the Director, in an advisory capacity for activities but they shall not perform any duty or take any act on behalf of the Friends of the Library.

**The Library** agrees to provide public space for Friends membership brochures and promotional materials.

**The Friends** agree to publicly support the Library and its policies.

**The Friends** agree that any and all monies raised will be spent exclusively for library programs, services, and other Library defined needs unless otherwise agreed to by both the Friends and the Library.

**The Friends** agree that the library administration has the final say in accepting or declining any and all gifts made to the library.

**The Friends** agree to engage in advocacy efforts on behalf of the Library under the guidance of the Library and the Library's Board of Trustees.

**The Friends** agree that if they cease to actively fundraise and promote the Library, they will disband allowing for a new Friends group to be established in the future.

Adopted by Board of Trustee of Library:  
Adopted by Friends of Butterfield Library:

**POLICY ON FOOD AND BEVERAGE IN THE LIBRARY**

For the comfort and safety of patrons, volunteers, and staff, and the protection of Library property, the following Food and Beverage Policy has been established:

Patrons are prohibited from consuming food or beverages in the Library unless authorized by the Library Food and Beverage Guidelines below:

**FOOD AND BEVERAGE GUIDELINES:**

The Julia L. Butterfield Memorial Library strives to create welcoming, clean, and comfortable environments for the public. Consistent with this goal, the Library has adopted the following guidelines for the consumption of food and beverages in public areas of Library facilities:

As authorized by the Library, food and beverages may be consumed in the Library during special events and/or programs sponsored by the Library. The public will be notified as to when food and beverages will be served.

Consuming beverages from lidded containers is permitted in the Adult Library Rooms. Lidded containers include covered coffee, water, soda, and juice cups, glass and plastic beverage bottles, and beverage cans.

The use of "sippy cups" and/or baby bottles are permitted as long as held by a parent or caregiver. Children are not permitted to walk around the Children's Room with a cup or bottle. Babies may be nursed in the Library.

## FUND BALANCE POLICY

Pending approval

Adopted: January 2008

## **Gift Policy**

The Julia L. Butterfield Memorial Library accepts gifts under the following conditions:

1. No gifts will be accepted on which the donor places restrictions or special conditions, unless those restrictions or conditions, are specifically accepted by the Library Board of Trustees.
2. Monetary gifts will be accepted for the purchase of library materials or equipment. All monetary gifts exceeding \$500 will be utilized at the discretion of the Library Board of Trustees in accordance with this policy.
3. Gifts of library materials (books, magazines, etc.) will be accepted with the understanding that the Library reserves the right to add them to its collection, distribute them to other libraries, sell or discard them.
4. Personal property, art objects, portraits, antiques, and other collectibles will be accepted only on the condition that they may be sold, given away, or discarded at the discretion of the Library Board and the Library Director.
5. Gift items will be formally acknowledged, if the donor wishes. The Library will not appraise or estimate the values of gift donations. The responsibility for such assessment lies with the donor.
6. With gifts of securities, the Library Board of Trustees reserves the right to sell them.

Approved by the Library Board: April 19, 2008

**Internal Controls – Credit Card Policy**

1. Bank credit cards will be established in the name of the Julia L. Butterfield Memorial Library and the specific name of an individual with a maximum credit limit for each set by the Library. All monthly bank statements and correspondence will be sent to the Library District.
2. Bank credit cards will be issued to:
  - a. Library Director with a credit limit of \$5,000
3. Prior to initial receipt of any credit card, each individual must agree to and sign Credit Card Responsibility and Use Procedures.
4. Payment of the monthly statement must be made in a timely fashion so that finance charges are not incurred. Timely payment requires staff incurring the charges properly complete transactional paperwork related to the Library's accounting functions.
5. All credit cards will be held by the Library Director. Hardcopy documentation for each purchase and/or charge must be submitted to the Board Treasurer with monthly bill.
6. Bank credit cards will be used primarily for travel expenses to conferences and/or workshops and pre-payment of materials when required by a vendor.
  - a. **The bank credit card may not be used for personal expenses.**
  - b. **The bank credit card does not replace requisitions and purchase orders.**

Adopted:

Internet Missing

## **Investment Policy**

### **I. Policy Statement and Scope**

This document will govern the investment activities of the Butterfield Library (the Library). It is the policy of the Library to invest public funds in a manner which will provide the highest return with the maximum security while meeting cash flow demands. All investments will conform to all applicable laws and regulations governing the investment of public funds.

### **II. Investment Objectives**

The primary objectives, in priority order, of the Library's financial investments are:

- The primary objectives, in priority order, of the Library's financial investments are:
- Safety of Principal – Safety of principal is the foremost objective of the investment program. All investments shall be undertaken in a manner that seeks first to preserve capital and second to fulfill other investment objectives.
- Liquidity – The Library's investment portfolio will remain sufficiently liquid to enable the Library to meet all operating requirements which might be reasonably anticipated.
- Return on Investments (Yield) – The Library's investments should generate the highest available return without sacrificing the first two objectives outlined above.

### **III. Delegation of Authority**

Management responsibility for the Library's investment program is hereby delegated to the Treasurer, who is the Library's chief fiscal officer. The Treasurer shall be responsible for the implementation of the investment program and the establishment of investment procedures consistent with this Policy. No person may engage in an investment transaction except as provided under the terms of this Policy and the procedures established by the Treasurer.

### **IV. Authorized and Suitable Investments**

The following investments are deemed to be suitable for inclusion in the Library's investment program. The Treasurer is authorized to invest Library funds in only those investments specifically delineated below.

- U.S. Treasury Bills and Notes for which the full faith and credit of the U.S. Government is pledged for the repayment of principal and interest. Bills are short term (one year or less) obligations issued and sold at a discount. Notes have fixed coupon rates with original maturities of between one and five years.
- Demand deposit accounts (such as checking accounts) established with local financial institutions.
- Certificates of Deposit (CDs) issued by local financial institutions.

### **V. Maturity of Investments**

No investment shall have a maturity date of more than five years from its date of purchase by the Library. To the extent possible and prudent, the Library will attempt to match its investment maturities with anticipated cash flow requirements.

### **VI. Reporting**

The Treasurer shall provide to the Library's Board of Trustees monthly investment reports which clearly provide the following information regarding the investment portfolio: types of investment, depository institutions, principal balances, rates of return and maturities.

- **Investment Policy Adoption**  
The Library's Investment Policy shall be adopted by resolution of the Library's Board of Trustees. The Policy shall be reviewed no less than annually by the Board of Trustees and any modifications made thereto must be approved by the Library's Board of Trustees.

Adopted: June 18, 2008

**STATEMENT OF POLICY****The Julia L. Butterfield Memorial Library complies with 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.

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

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

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

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

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

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

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Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; amended June 28, 1967; amended January 23, 1980; inclusion of "age" reaffirmed January 24, 1996.

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

Adopted:

**MATERIALS SELECTION POLICY** The Director of the library shall be responsible for selection of books and other materials. Library materials (print and non-print) shall be chosen on the basis of their value in terms of interest, information and enlightenment of all people of our community. No library material shall be excluded because of the origin, background, or views of those contributing to their creation.

Library materials should be of sound factual authority and may represent all points of view concerning the problems and issues of our times.

Materials for individuals of varying ages, educational levels and interest should be acquired. The Director may accept or reject the gift of library materials. Gifts shall be accepted only with the stipulation that the library will use them as it sees fit.

The authority and responsibility for the selection of library materials are delegated by the Library Board to the library director and, under his or her direction, to staff members who are qualified for this activity.

No employee may be disciplined or dismissed for the selection of library materials when the selection is made in good faith and in accordance the written policy. Suggestions from patrons are welcome and will be considered using the same criteria as all other selections.

Library materials will be selected in a variety of formats including, but not limited to, print, video, sound recording, and electronic media. Each type of material must be considered in terms of its own excellence and the audience for whom it is intended. No single standard can be applied in all cases. Some materials may be judged primarily in terms of artistic merit, scholarship, or value to humanity; while others are selected to satisfy the informational, recreational, or educational interests of the community.

Reviews in professionally recognized periodicals are a primary source for materials selection. Standard bibliographies, indexes, book lists by recognized authorities, including best seller lists, and the advice of competent people in specific subject areas also may be used.

The library keeps the collection vital and useful by retaining or replacing essential materials, and by removing, on a systematic and continuous basis, those works that are worn, outdated, of little historical significance, or no longer in demand. Materials which are removed from the library collection may or may not be made available for public purchase in book store.

The Butterfield Library endeavors to build a collection representing varying points of view. The choice of library materials by users is an individual matter. Responsibility for the reading materials of children and adolescents rests with their parents or legal guardians. While a person may reject materials for himself or herself and for his or her children, he or she cannot exercise censorship to restrict access to the materials by others. The library supports intellectual freedom and has adopted the following statements as policy: *ALA Freedom to Read Statement*, *ALA Library Bill of Rights*, and the "Freedom to View" statement of the American Film and Video Association.

#### **Reconsideration of Materials**

Requests for reconsideration may be made only by registered patrons, and shall be made in writing and given to the library director for a written response. Appeals from the Library Director's decision may be directed only to the Board for their final decision. Should any registered patron of the Butterfield Library raise a question about any materials provided by the Library being in any way objectionable, the complainant must file a written complaint with the Library Director. The complainant must be properly identified before the request is considered.

The Director shall

- a. read and examine the challenged material
- b. consider the specific objections to the material voiced by the complainant
- c. weigh the values and faults of the material as a whole
- d. where appropriate, solicit advice or opinion from other library Directors, the Mid-Hudson Library System, the American Library Association Office for Intellectual Freedom and the New York State Intellectual Freedom Committee

ADOPTED:

**Butterfield Library Reconsideration of Library Resources**

The Board of Trustees of the Butterfield Library, has delegated the responsibility for selection and evaluation of library resources to the Library Director, and has established reconsideration procedures to address concerns about those resources. This form is requests information that would be helpful in reviewing a request.

If you wish to request reconsideration of library resources, please return the completed form or a letter with this information in it to Library Director, Butterfield Library, 10 Morris Avenue, Cold Spring, NY 10516

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Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Do you represent self? \_\_\_\_\_ Organization? (Name) \_\_\_\_\_

Resource on which you are commenting: \_\_\_\_\_ Book \_\_\_\_\_ Audio \_\_\_\_\_ Video

\_\_\_\_\_ Magazine \_\_\_\_\_ Library Program \_\_\_\_\_ Newspaper \_\_\_\_\_ Electronic

\_\_\_\_\_ Other (please specify) \_\_\_\_\_

Author \_\_\_\_\_

Title \_\_\_\_\_

Publisher/Producer \_\_\_\_\_

What brought this resource to your attention?

\_\_\_\_\_

Is your objection to this material based upon your personal exposure to it, upon reports you have heard, or both?

\_\_\_\_\_

Have you examined (read/heard/seen) the material in its entirety?

\_\_\_\_\_

What concerns you about the resource? Please cite specific passages, pages, etc. (use other side or additional pages if necessary) Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

## **Non Discrimination Policy**

The Julia L. Butterfield Memorial Library prohibits discrimination against or harassment of any person receiving services or seeking services, employed by or seeking employment with the library on the basis of race, color, national origin, religion, gender, physical or mental disability, medical, ancestry, marital status, age, sexual orientation or citizenship.

This policy is intended to be consistent with the provisions of applicable State and Federal laws.

Reviewed & Reaffirmed: March 14, 2008

## **Patron Code of Conduct**

In order to provide an appropriate library environment and to insure constructive use of the Butterfield Library facilities, materials, and services as well as the safety and personal comfort of all our library patrons and staff, the following Code of Conduct will be in effect at all times. Anyone who violates the Code of Conduct may be banned from the library properties and/or prosecuted to the fullest extent of the law.

The Library District has the right to amend the Code of Conduct at any time.

### **1. Behavior**

Appropriate behavior is required at all times, and patrons shall be engaged in activities associated with the use of a public library. Reasonable quiet is expected, especially in designated study areas. No patron may disturb others using the library. If a patron has issue with another patron they shall not approach the patron, rather they should inform the Library Staff of the issue. Misconduct such as the use of foul, offensive or threatening language and gestures, harassment, public drunkenness, drug usage, sale or exchange of alcohol or drugs, illegal gambling, loud talking and laughing, running, pushing, and fighting, and other offensive behavior are not allowed on the Library property. The Library has the right to prohibit groups from congregating in the building. In addition, sleeping, staring, stalking, soliciting, loitering, littering, bringing in weapons, and damaging property are prohibited. Using cellular phones, pagers or other electronic devices in a manner that disturbs others is prohibited. Children's areas are to be used by adults accompanied by children or adults using the resources only available in that location.

### **2. Children and the Library**

- The Library cannot assume responsibility for the care and supervision of children.
- Parents and caregivers are expected to supervise the behavior of their children.

### **3. Animals in the Library**

- Pets are not permitted in the library except for properly identified service animals that aid the physically challenged and for programming purposes.

### **4. Dress and Personal Hygiene**

- Patrons shall be fully clothed, including footwear.
- Patrons shall maintain a generally acceptable standard of personal hygiene. Unpleasant body odor, which may offend other library patrons or staff, is considered unacceptable.

### **5. Parking**

- The parking areas solely for the use of patrons and staff while they are in the library.
- Vehicles must park in legal, designated spaces.
- Violators are subject to tickets and/or towing.
- Unauthorized overnight parking is not permitted and is also subject to towing.

### **6. Smoking, Food, and Beverages**

- In accordance with New York State and local law, the library is a smoke-free establishment. Additionally, there shall be no smoking in the areas immediately adjacent to entrances, exits, and air in-take vents.
- Food and Beverages are allowed in accordance to the Food and Beverage Policy.

### **7. Please Walk**

- For your safety and the safety of our patrons and staff, you may not run, skate, or use a skateboard on Library property.
- You may not ride bicycles on the stairs or walkways around the buildings.

### **8. Library Materials and Equipment**

- Library materials must be returned on time and in good condition. Overdue materials deprive others in need of those materials.
- A library patron who deliberately alters a library computer database or destroys computer equipment will forfeit all library privileges, will be subject to financial liability for damages, and may be subject to criminal penalties.
- A library patron who vandalizes, steals, or destroys any library material, equipment or building components will forfeit all library privileges, will be subject to financial liability for damages, and may be subject to criminal penalties.
- All briefcases, oversized handbags, carryalls, luggage, packages, overcoats, and shopping bags may be subject to inspection by library staff.

### **9. Proper Identification**

- Library staff may request a patron to provide proper identification. Failure to provide such identification may lead to removal from the library. Patron concerns should be brought to the attention of Administration.

Adopted: May 10, 2008

Public posting – missing

**Purchasing Policy**

With the understanding that purchases for library materials are often available through statewide or national discount programs for libraries, the Board of Trustees establishes the following policy:

1. Library Materials: Books, magazines, AV, and other such materials intended for patron use are generally purchased from vendors offering volume discounts or vendors offering a state contract. Materials available only from the publisher are generally purchased with little or no discount.
2. Capital and One-Time Purchases: The following schedule is related to capital or one-time purchases on non-library materials where individual items are at the stated prices and for which there are sufficient budget appropriations.

**Purchase Amount Policy**

Up to \$2000 - Discretion of the Executive Director  
\$2000 - \$5,000 - Minimum of three documented telephone quotes approved by either the Treasurer or the President prior to purchase and reported to the Board of Trustees  
\$5,000 - \$10,000 - Minimum of three written quotes approved by the Board of Trustees  
Over \$10,000 - Formal bid process approved by the Board of Trustees

(Purchases are not to exceed group codes)

3. Ongoing Expenditures: The following schedule applies to purchases where anticipated yearly expenditures for items are known to exceed the following thresholds in any of the prior three years.

**Purchases Public Works Policy**

Up to \$2,000 - Discretion of the Executive Director  
\$2,000 - \$5,000 - Minimum of three documented verbal quotes or a documented reasonable alternative approved by either the Treasurer or the President prior to purchase and reported to the Board of Trustees  
\$5,000 - \$10,000 - Minimum of three written quotes or a reasonable documented alternative approved by the Board of Trustees  
\$10,000 or more - Formal bid process approved by the Board of Trustees

4. The Library will comply with all New York State requirements for public works projects.
5. In emergency situations affecting the welfare and safety of Library patrons, staff and/or facilities, the Director, in coordination with Board members available at the time, is authorized to approve necessary expenditures. The Director will submit a final report of such emergency expenditures to the Board of Trustees as soon as appropriate following the emergency situation.

Adopted: September 10, 2008



## **Sexual Harassment Policy**

The Julia L. Butterfield Memorial Library Board affirms the following statement of policy and procedure regarding sexual harassment and directs that a copy of said statement shall be provided to all employees:

Sexual harassment is a form of misconduct that undermines the integrity of the employment relationship. No employee should be subject to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical.

Sexual harassment does not refer to casual conversation or compliments of a socially acceptable nature. It refers to behavior which is not welcome and which is personally offensive, interfering with effectiveness or creating uneasiness on the job.

Such conduct, whether committed by supervisors or non-supervisory personnel, is specifically prohibited. This includes repeated offensive sexual flirtations, advances or propositions, continued or repeated verbal abuse of a sexual nature, graphic or degrading verbal comments about an individual or his or her appearance, the display of sexually suggestive objects or pictures, or any offensive or abusive physical contact.

No individual should imply to an employee that lack of cooperation of a sexual nature would in some way negatively affect a person's employment, assignment, compensation, advancement, career development or any other condition of employment. Any such actions will bring prompt and certain disciplinary action, including possible termination.

Any employee who believes that he or she has been subjected to sexual harassment or intimidation on the job is strongly encouraged to bring this to the attention of their immediate supervisor, the Library Director or the Library Board President.

Adopted: May 10, 2008

## **Unattended Children Policy**

The public library is a unique institution that welcomes customers of all ages to use its facilities, services and resources.

Children and their safety are of great concern to libraries. We encourage families and youth to use libraries and, while doing so, also affirm parents' responsibility for their children's safety and upbringing.

Children, like all library patrons, are expected to behave appropriately. Parents and caregivers, not library staff, are responsible for the behavior and supervision of their children in the library.

An unattended child is a child of any age who is apparently unaccompanied by a parent or caregiver. Children who are unable or unwilling to care for themselves may not be left alone in the library, and must have adequate supervision from a caregiver.

Parents and caregivers must be advised that libraries are public places. In libraries, as in all public places, "stranger danger" is a real concern. Library staff cannot prevent children from interacting with or leaving the library with persons who are not appropriate caregivers.

The library cannot be responsible for any consequences of caregivers forfeiting their responsibilities. Library staff may refer to appropriate authorities those children who are left unattended in the library.

## **VOLUNTEER POLICY**

### **I Purpose and Intent**

(A) Volunteers are a valuable resource for the library; their energy and talents help the library meet its commitment to providing quality service to the public. Volunteers enhance, rather than replace, adequate staffing. Their services aid the library in making the best use of its fiscal resources and they help connect the library to other community groups and organizations. Volunteers can also be valuable advocates for the library in the community. The library and its volunteers must work together for mutual satisfaction.

(B) This policy provides the framework for an on-going volunteer recruitment, utilization and appreciation plan. As with all library policies, the responsibility for implementation rests with the Library Director.

### **II Program Guidelines**

(A) All volunteer tasks must aid the library in achieving its goals and objectives, and be consistent with the purpose and intent of the volunteer program. Volunteer talents, experience, availability, and interests will be considered. Volunteer coordinators in the different library departments will schedule volunteer activities after assessing the library's needs and considering each volunteer's capabilities and wishes.

(B) Each library department will provide volunteer guidelines and procedures specific to the volunteer work needed in that area of the library. Interview may be requested by Director. Volunteers shall supply the library with emergency contact information.

(C) The library does not compensate volunteers for time spent, or expense incurred, except by special arrangement with the Library Director.

## Web Site Disclaimer

The Julia L. Butterfield Memorial Library: In choosing sources to link to its Website, The Julia L. Butterfield Memorial Library follows its materials selection guidelines. Beyond this, the Library does not monitor or control information accessible through the Internet and is not responsible for its content, for changes in content of the sources to which the Library pages link, or for the content of sources accessed through secondary links.

Julia L. Butterfield Memorial Library disclaimer:

While every effort is made to provide accurate information, The Julia L. Butterfield Memorial Library specifically disclaims all express and implied warranties with respect to the information and materials provided herein, including any warranty of merchantability or fitness for a particular purpose or non-infringement of proprietary rights. The Butterfield Library, its trustees, officers, employees, and other representative shall have no liability for any damages, including without limitation, direct, indirect, consequential, compensatory, special, punitive, or incidental damages arising out of or relating to the use of this website or the information and materials provided herein.

Approved by the Library Board:

## **Whistleblowers Policy**

The Julia L. Butterfield Memorial Library's Code of Ethics and Conduct ("Code") requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Organization, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

### **Reporting Responsibility**

It is the responsibility of all directors, officers and employees to comply with the Code and to report violations or suspected violations in accordance with this Whistleblower Policy.

### **No Retaliation**

No director, officer or employee who in good faith reports a violation of the Code shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the Organization prior to seeking resolution outside the Organization.

### **Reporting Violations**

The Code addresses the Organization's open door policy and suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with someone in the Human Resources Department or anyone in management whom you are comfortable in approaching. Supervisors and managers are required to report suspected violations of the Code of Conduct to the Organization's Compliance Officer, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with following the Organization's open door policy, individuals should contact the Organization's Compliance Officer directly.

### **Compliance Officer**

The Organization's Compliance Officer is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at his discretion, shall advise the Executive Director and/or the audit committee. The Compliance Officer has direct access to the audit committee of the board of directors and is required to report to the audit committee at least annually on compliance activity. The Organization's Compliance Officer is the chair of the audit committee.

### **Accounting and Auditing Matters**

The audit committee of the board of directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Compliance Officer shall immediately notify the audit committee of any such complaint and work with the committee until the matter is resolved.

### Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

### Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

### Handling of Reported Violations

The Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Adopted: May 10, 2008

