LaGrange Association Library

Policy Manual

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Americans with Disabilities Act Compliance

The LaGrange Association Library affirms its support of equal access for persons with disabilities and the Americans with Disabilities Act (ADA). The Library seeks to make its services, facilities, and programs as accessible as possible to the public, including persons with disabilities.

If there is a concern about accessing our facility or taking part in our services and programs, we would like to know how we can serve people better. Persons who wish to request accommodation or have an accessibility issue with the LaGrange Association Library should complete the Accessibility Accommodation Request Form below and return it to the Library Director.

The Library Director will review all requests and concerns and will make reasonable accommodations as necessary. If a person feels that their request or concern has not been addressed appropriately, they may appeal to the Library Board in writing. The Library Director will place the matter on the agenda so that the individual can present their concern at the next regularly scheduled Library Board meeting. The decision of the Library Board is final. If resolution still is not achieved, the concerned individual may wish to pursue other courses of action as described in the ADA and related regulations.

LaGrange Library
Accessibility Accommodation Request Form

Name (please print) _____

Address _____

Phone _____ Email _____

What service, program or activity does this request concern? _____
_____

What accommodation is requested? _____

_____ _____
Signature Date

Approved by the Board of Trustees on September 14, 2006
Reviewed & Amended on August 13, 2020
Reviewed & Amended on April 10, 2025

American Library Association (ALA) Freedom to Read

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 These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the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

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

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

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

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

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

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

We therefore affirm these propositions:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Adopted by the Board of Trustees on April 2, 2020
Re-adopted on March 13, 2025

American Library Association (ALA) Freedom to View

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

Therefore, these principles are affirmed:

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

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

Endorsed January 10, 1990, by the ALA Council

Adopted by the Board of Trustees on April 2, 2020
Re-adopted on March 13, 2025

American Library Association (ALA) 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.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019. Inclusion of "age" reaffirmed January 23, 1996.

Adopted by the Board of Trustees on September 12, 2019
Re-adopted on September 12, 2024

Audit Schedule

The LaGrange Library shall contract with an independent certified public accountant to conduct an audit of the Library's financial records at least every three years. Costs of the audit will be paid from the operating funds of the Library's budget.

Approved by the Board of Trustees on October 13, 2022

Borrowing

A valid library card from a library in the Mid-Hudson Library System is required to borrow materials from the LaGrange Association Library. A patron may borrow library materials without their library card if they provide valid photo ID with an address matching that on their library account record.

Loan Periods

7 Days
Periodicals
New DVDs/Blu-rays (single disc)
Software
Music CDs

21 Days
Books
New Books
Books on CD
Children's Kits
DVDs/Blue-rays (single/multidisc/TV series)
Rokus

Maximum Limit

Patrons may have a maximum of 25 total items checked out at any given time, of which only 10 can be media. Due to subject limitations, a maximum of 3 books per nonfiction subject may be borrowed by a family at one time.

Renewals

All physical materials automatically renew if there are no reserves, with a maximum of 2 renewals. Digital books and audiobooks from Overdrive can be borrowed for 7, 14, or 21 days. Hoopla and Kanopy digital books and media loan periods are set by those vendors and are displayed when a patron checks out the material. All digital media automatically returns once the time has expired. No patron fees are associated with Overdrive, Hoopla, and Kanopy services.

Fees

Effective April 1, 2023, overdue fines will not be charged for items **(excluding museum passes and Rokus - please see those specific policies)** checked out at the LaGrange Association Library. Items reserved from another library, but checked out at LaGrange Association Library are subject to LaGrange Association Library loan rules. Items that are checked out at another library and are returned to LaGrange may accrue overdue fines, if the other library is not fine free. Patrons are responsible for the full replacement cost of lost or damaged items from the collections of the LaGrange Library and any other library in the Mid-Hudson Library System.

Items that are not returned by their final due date will receive an overdue notice after 7 days. If the item has not been returned after 14 days from the date the library has sent the overdue notice, a bill will be issued for replacement of the item. A replacement fee owed will be waived upon return of the item in its original condition from checkout. An item that is returned damaged will

incur a replacement fee. Fees of $10.00 or higher will result in the suspension of borrowing privileges at the LaGrange Library and at all other Mid-Hudson Library System Libraries. Borrowing privileges resume when the fees due are under $10.00.

The library has an outside book drop for convenience, open 24/7. Should the library be closed due to inclement weather, items in the book drop will be backdated one day or the length of the storm, so as not to penalize patrons. Patrons may request or renew materials in person, by telephone, or with a personal log-in via the online catalog at https://laglib.org.

The Library will try to rectify any problems with a patron's account as quickly as possible. Payment can be made in person at the Library in the form of cash, check or credit/debit card. Electronic payment (debit/credit card) can be made online at https://midhudsonlibraries.org.

Approved by the Board of Trustees on April 10, 2014
Amended & Approved on March 14, 2019
Amended & Approved on March 9, 2023
Amended & Approved on August 10, 2023

Bylaws of the LaGrange Association Library

Article I. Mission Statement

The purpose of the LaGrange Association Library is to provide opportunities for education, enrichment, and recreation to all the people of the LaGrange Community.

Article II. Vision Statement

The LaGrange Community is the heart of our Library. We strive to be a friendly, welcoming environment for people of all ages and backgrounds to gather, relax, and learn. We will provide a combination of traditional and progressive library services integral to the lives f LaGrange residents by offering relevant and popular materials, services and programs, and current technology.

BYLAWS OF THE LAGRANGE ASSOCIATION LIBRARY

Article III. Board Term and Composition

Section I. Trustees

The governing Board shall be composed of not more than 25 nor less than 5 voting trustees, with the number set at the Annual Meeting by vote of three-fourths of the members of said Board. Each trustee will serve a three (3) year term, renewable once for a total of six (6) consecutive years. After such time, the trustee must step down for one (1) year before returning to the Board. In addition, the Director shall serve as a member of the Board without vote. Trustees shall be nominated by committee and formally elected by members of the Board.

Candidates for trustee positions and Board trustees must be residents in the Town of LaGrange, 18 years of age or older, and possess a valid LaGrange Library card. Residents of the Town of LaGrange under the age of 18 may be nominated to an advisory, non-voting Board position at the discretion of the Board of Trustees. Residents of the Town of LaGrange, 18 years of age or older, may be nominated to serve on one or more board committees in an advisory, non-voting capacity at the discretion of the Board of Trustees.

The Board of Trustees may vote to remove a Trustee at any time for any cause that interferes with the proper discharge of their duties as a member of the Board or that jeopardizes public confidence in the Trustee. The Board of Trustees may vote to remove a non-voting committee member at any time for any cause that interferes with the proper discharge of their duties on the committee (s) or that jeopardizes public confidence in the committee (s).

Section II. Officers

The Board shall elect at the Annual Meeting, to serve in office for one (1) year: a President, a Vice President, a Secretary, and a Treasurer.

Section III. Vacancies

As trustee terms expire or as they vacate the Board, their successors shall be elected by members of the Board, with power in the Board of Trustees, by vote of three-fourths of the members of said Board, to increase or decrease the number of trustees to be not more than 25 nor less than 5. The meeting minutes shall stand as the official record of the number of current trustees each time voting takes place.

Section IV. Honorary or Trustee Emeritus

Honorary or Trustee Emeritus status without the right to vote may be conferred with the approval of the Board of Trustees.

Article IV. Meetings

Section I. Regular Meetings

Regular meetings shall be held at such time and place as may be determined by resolution of the Board of Trustees. The Board shall meet no less than nine (9) times each year.

Section II. Special Meetings

Special meetings can be called by the President or, in the President's absence, by the Vice President or at the request of four (4) members of the Board. When practical and possible, there shall be a minimum of 72 hours advance public notice of the time and place of the special meeting, with one week's advance public notice preferable.

Section III. Annual Meeting

The Annual Meeting of the Board of Trustees shall be held on a date during the month prior to the beginning of the Fiscal Year set by the President of the Board of Trustees. Notice of the Annual Meeting shall be sent to the Board designated newspaper at least fourteen to twenty-eight (14-28) days prior to the meeting and a notice posted in the LaGrange Association Library for at least the four (4) weeks immediately preceding the meeting.

Section IV. Quorum Requirements

Quorum consists of 51 percent of the set number of Trustees on the Board (rounded up to the nearest whole number), regardless of vacancies, and is required to conduct an official business meeting.

Section V. Executive Sessions

Executive sessions may be called in accordance with New York State statutes. The recording of official meeting minutes of issues discussed in an Executive Session will be suspended.

Section VI. Definition of Fiscal Year

The Board of Trustees will operate on a fiscal year beginning January 1 and ending December 31 of each calendar year.

Section VII. Public Comment

The Board designates a portion of time, not to exceed thirty (30) minutes, at the beginning of each meeting to hear public comments. The main purpose of Board meetings is to conduct the business of the library. In order for the Board to fulfill its obligation to complete the meeting agenda in an effective fashion, the Board President may implement a time limit on the comments of each public participant and will do so by announcing the time limit at the beginning of the meeting and applying the time equally to all participants.

The topics to be addressed by the public must pertain to library business. The President may interrupt or terminate an individual's statement when it is too lengthy, personally directed, abusive, obscene, or irrelevant. In addition, the Board President may extend the time limit for a particular speaker. The Library Board will listen to public comments and may ask questions for clarification, but may not necessarily address the issues brought up by the public at that particular meeting. If there is a need for response from the Board, it may come at a later time.

Article V. Duties of Officers

Section I. President

The President shall preside at all meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and will generally perform all duties associated with the office of President.

Section II. Vice President

The Vice President shall assume all the duties of the President in the absence of the President.

Section III. Treasurer

The Treasurer shall have charge of all Library funds, authorize payment of bills, and facilitate the Board's acceptance of the monthly and annual financial reports.

Section IV. Secretary

The Secretary shall keep a true and accurate account of all proceedings of the Board meetings, shall have custody of the minutes, and shall perform such other duties as are generally associated with the office of secretary.

Article VI. Library Director

The Library Director shall be appointed by and serve at the pleasure of the Board of Trustees. The Library Director shall attend Board meetings, but have no voting privilege

The Director shall have charge of the administration of the Library subject to the direction and review of the Board.

Article VII. Committees

Standing committees and special committees may be established by the Board of Trustees. The President shall appoint the chair and members of such committees with the approval of the Board at the Annual Meeting and they shall have advisory roles only, unless previously approved to make decisions on behalf of the Board.

Article VIII. Parliamentary Authority

Robert's Rules of Order, Newly Revised shall serve as parliamentary authority for all meetings.

Article IX. Amendment of Bylaws

These bylaws can be amended, with a minimum of one month prior notice, at any regular or special meeting of the Board of Trustees, upon approval of a simple majority of Trustees present at the meeting.

Article X. Duties of the Board of Trustees

Section I.

Legal responsibility for the operation of the LaGrange Association Library is vested in the Board of Trustees. Subject to state and federal law, the Board has the power and duty to determine rules and regulations governing library operations and services.

Section II.

The Board shall select, appoint and supervise a competent Library Director and upon his or her recommendation, employ such other assistants as may be necessary for the efficient operation of the library, and determine the duties and compensation of all library employees.

Section III.

The Board shall approve the budget and make sure that adequate funds are provided to finance the approved budget.

Section IV.

The Board, having fiduciary responsibility, shall review the financial activities of the library. The Board shall ensure that the accounting books, records and accounts of the library are audited in accordance with standard practice.

Section V.

The Board shall regularly review various physical and building needs to see that they meet the requirements of the total library program.

Section VI.

The Board shall study and advocate legislation that will maximize the benefit to the greatest number of library users and shall cooperate with other public officials and boards and maintain vital public relations.

Article XI: Code of Conduct

- Trustees must promote a high level of library service while observing ethical standards.
- Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the library.

- It is incumbent upon any Trustee to disqualify himself or herself immediately whenever the appearance of a conflict of interest exists.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the library, acknowledging the formal position of the Board even if they personally disagree.
- A Trustee must respect the confidential nature of library business while being aware of, and in compliance with, applicable laws governing freedom of information.
- Trustees must be prepared to support to the fullest extent the efforts of librarians in resisting censorship of library materials by groups or individuals.
- Individuals who accept appointment to the Library Board are expected to perform all the functions of the Library Trustees.

Members of the Board are free to speak to individuals on library affairs outside of Board meetings, but such public expression is not to be construed as Board policy. Information from Executive sessions must remain confidential at all times, unless release is appropriately authorized. Board members acting as individuals have no authority over personnel or library affairs. The Board will not be bound in any way by any individual's statement or action, unless the Board, through an adopted policy or by majority vote of Board membership, has delegated this authority to the individual member. No Board member shall act on behalf of the Board, on any matter, without prior approval of the Board.

Article XII: Continuing Education

Beginning January 1, 2023, New York State Education Law Section 260-D requires members of library boards of trustees to complete a minimum of two hours of trustee education annually from a provider approved by the Commissioner of Education that addresses the financial oversight, accountability, fiduciary responsibilities and the general powers and duties of library trustees.

Each member of the Library Board must demonstrate compliance with this policy by filing evidence with the Board President annually.

According to Section 260-D, each Trustee shall demonstrate compliance with the requirements by filing with the President of the Board of Trustees evidence of completion of Trustee Education from an approved provider. Such evidence shall include one of the following:

1. certificates of completion issued by one or more approved providers; or
2. a signed self-assurance of completion (included at the end of these Bylaws).
    a. Such assurance shall identify the approved trustee education providers, a description of the format and content of the completed instruction activities, the date and time the trustee began and completed each instruction activity and an explanation of why a certificate of completion was not available from such approved providers.

Evidence of completion shall be submitted to the Board President by December 31 of each year.

Should a Trustee fail to submit evidence of completion by the above date, the Trustee will be suspended from duty until evidence of completion is filed. Should a Trustee in suspension fail to

provide evidence of completion within 90 days, they will be assumed to have resigned from the board.

Compliance will be tracked through the Library's Annual Report to the State.

Approved Providers

At the state level, trustee education providers and activities (topics and formats) are approved by the New York State Library acting on behalf of the Commissioner of Education.

In addition to pre-approving public library systems as trustee education providers, the State Library has delegated authority to public library systems to approve additional trustee education providers and activities (topics and formats) for their member libraries.

Pre-approved providers:

- New York State Library/Division of Library Development
- Public Library Systems
- WebJunction
- NYLA (New York Library Association) including the Library Trustees Section and other Sections/Roundtables
- Reference and Research Library Resources Councils
- Empire State Library Network (formerly New York 3Rs Association)
- PULISDO (Public Library System Directors Organization)
- ALA (American Library Association) including United for Libraries and other Divisions

Allowable Formats:

Trustee education may be delivered online or in person. The format of this education may include any of the following:

- Lectures
- Workshops
- Webinars
- Online courses
- State or national library association conferences

Costs of Continuing Education

Modest and reasonable costs incurred by a Trustee in complying with the trustee education requirements may be reimbursed by the Library in accordance with the Travel, Continuing Education, and Staff Development Policy. All continuing education requesting reimbursement must be pre-approved by the Library Board.

Approved by the Board of Trustees on June 12, 1997
Amended & Approved on August 18, 2003
Amended & Approved on September 11, 2003
Amended & Approved on August 12, 2004

Amended & Approved on September 9, 2004
Amended & Approved on July 8, 2010
Amended & Approved on March 13, 2014
Amended & Approved on June 12, 2014
Amended & Approved on May 11, 2017
Amended & Approved on April 12, 2018
Amended & Approved on September 12, 2019
Amended & Approved on November 14, 2019
Amended & Approved on March 10, 2022
Amended & Approved on April 15, 2022
Amended & Approved on June 9, 2022
Amended & Approved on March 9, 2023
Amended & Approved on December 14, 2023

SELF-ASSURANCE of Trustee Education Activity Completion

Beginning January 1, 2023, each library trustee, elected or appointed, of a board of trustees is required to complete a minimum of two hours of trustee education annually. (Education Law 260-d as added by *Chapter 468 of the Laws of 2021*)

Please use this self-assurance form if a certificate of completion is not available from the approved education activity provider. Please submit this form to the library board president for review and signature. Trustees should retain a copy of the signed form.

I give the following assurance that I attended the following trustee education activity:

Trustee Name: _____

Approved Provider: _____

Title of Activity: _____

Topic/Content: _____

Format (e.g. workshop, webinar, online course): _____

Date of Activity: _____

Contact Hours: _____

_____

Trustee Signature/Date

Cash Handling

This policy describes the proper handling of all monies collected by LaGrange Association Library staff. A clear cash handling policy is necessary to protect all staff from charges of mishandling funds and to facilitate fund recovery in the event of a theft.

Collecting Funds from Patrons

Upon receiving funds from the public (fines, donations, payment for lost library items, etc.) the staff will immediately deposit the funds (cash, check, money order) in the cash register. Staff will give the patron a receipt from the Sierra system to confirm the amount paid.

Under no circumstances shall library staff accept bills in denominations over twenty dollars. Library staff may only accept U.S. currency.

Disbursing Refunds to the Public

Refunds are issued in the form of a check mailed to the patron's home. Each refund is recorded by the bookkeeper and signed by either the Board of Trustee Treasurer or the Library Director. Refunds are not to be issued directly from the cash register.

Cash Register Reconciliation

15 minutes before opening each day, the staff will run the full sales report from the previous day, count the money in the daily lock box and place the cash in the cash register's drawer for the day's transactions. Each of the three rotating daily lock boxes will contain $100 in various denominations of coinage and paper bills.

Head of Circulation, with another staff member present, will count the daily boxes and reset the contents to $100 total. Any money in excess of $100 will be placed into a locked bank bag with that day's cash register sales report, and stored in a secure location.

Reconciliation reports are filed by month with the Library Bookkeeper, then stored with the year's financial papers for a period of seven years.

Deposits

Money from the locked bank bags will be counted and verified against the daily sales reports from that week. Deposits to the Library's financial institution will happen on a weekly basis or if the total amount of funds exceeds $500, whichever criterion is met first. Monies shall be counted and double counted by two individuals (Head of Circulation/Library Director/ Bookkeeper/Adult Programmer) in a secure area, yet within view of other staff members during normal business hours. Deposit tickets shall be written in a transparent fashion which illustrates the name of the check writer and amount, or the amount of cash. Sources of revenue shall be deposited on separate deposit tickets (i.e. Fundraising, Fines, Friends of the Library Book Sales, Friends of the Library Memberships). Each deposit ticket must be initialed by the library staff person counting the money.

Photocopies of the deposit tickets leaving the Library building en route to the bank will be left with the Library Bookkeeper as a record of money being transported. Any monies transported are to be secured in the locked bank bags and not left unattended. Transport of a deposit is to happen from the Library to the bank in one trip with no stops in between. Additional stops can be made after the deposit is made at the bank. Deposit receipts will be given to the Library Bookkeeper in a prompt fashion to record in the library's bookkeeping records.

Staff (Head of Circulation/Bookkeeper/Library Clerk) whose duties include handling deposits and counting daily float drawers are encouraged to take a minimum of one week vacation (5 consecutive business days) each calendar year at a time of their choosing. Staff (Head of Circulation/Bookkeeper/Library Clerk) will be cross trained and rotate duties in a sporadic fashion. Any inconsistencies in record keeping and cash counting between the Head of Circulation/Bookkeeper/Library Clerk will become evident due to this rotation of duties.

Approved by the Board of Trustees on September 15, 2016
Amended & Approved on March 10, 2022

Cash on Premises

No more than $500 of Library cash currency shall be held in a secure location. Under no circumstances shall personal monies be left in Library areas or desks. All checks received shall be restrictively endorsed at the time of receipt and be stored in a secure location until deposited. All funds shall be deposited at least once a week into the Library's checking account. Only authorized Library employees shall be allowed access to the secured location. All monies shall be counted in a secure location of the Library by two staff.

Approved by the Board of Trustees on May 8, 2014
Amended & Approved on March 10, 2022

Challenged Resources

The LaGrange Association Library believes in freedom of information for all, and does not practice censorship. Governed by the American Library Association Bill of Rights, Freedom to Read, and Freedom to View doctrines, the selection of library resources is predicated on the patron's right to read and freedom from censorship by others. Library resources may be controversial and any given item may offend some person. Selections for the library are made solely on the merits of the resource in relation to the development of a collection and programming that serve the needs and interests of a diverse population.

The LaGrange Association Library Board of Trustees recognizes that a collection of diverse resources may result in some complaints or requests for reconsideration. The LaGrange Association Library *Collection Development Policy* and *Programming Policy* guide the development and continuous evaluation of the resources to reflect its mission to provide access to materials and opportunities for the cultural, educational, and recreational enrichment of the LaGrange community.

The Library holds the choice of reading and viewing materials or attending programs as a purely individual matter. Patrons are free to reject books and other resources of which they do not approve. Patrons may not exercise censorship to restrict the freedom of others.

Responsibility for resources selected and read, heard, or viewed by children and adolescents rests with their parents or legal guardians. Library selection decisions are not influenced by the possibility that resources may be accessible to minors.

The Library does not indicate, through the use of labels or other means, particular points of view or perspectives contained in library resources.

No items are sequestered to control access.

A formal process for handling challenges will be followed, to assure that challenges are handled in an attentive and consistent manner. In the event that a patron challenges library resources:

- The patron will be given the **Request for Reconsideration of Library Resources** form.
- Once the completed form is returned, the Director will investigate and pursue the claim.
- The Director will inform the Board of the request for reconsideration and the result.
- The Board shall review the report of the Director and notify the patron in writing.

Approved by the Board of Trustees on April 2, 2020
Amended & Approved on August 10, 2023

Claims Audit Process

All expense should be paid by the Director and select staff members electronically, except in cases where a vendor requires a paper check. As a form of internal control the Board designates a claims auditor for approval of payments.

Invoices for goods and services are reviewed by the Library Director to ensure goods have been received and/or services have been performed.

Once verified, invoices are submitted to the Library Bookkeeper for secondary review and coding in QuickBooks. The associated checks are printed by the Bookkeeper, accompanied by their corresponding invoices and a list of online payments to be made, for review by a Library Trustee elected by the Board to serve as the claims auditor. The claims auditor will initial and date all approved payments and the checks are signed by the Board Treasurer. Checks and online payments in excess of $1500 require a second signature by the Board President. Certain recurring payments (such as rent) may be exempt from a second signature upon pre-approval of the Board. For time sensitive payments during a prolonged absence of the President or Treasurer, the Library Director may be designated as the second signer.

A list of paid vendors with corresponding amounts, including online payments, is prepared by the Bookkeeper for inclusion in the monthly financial report to the Board. Review and acknowledgement of these financial documents takes place at the next scheduled Board meeting.

Approved by the Board of Trustees on July 14, 2022
Amended & Approved May 14, 2026

Collection Development

The LaGrange Library's Collection Development Policy supports intellectual freedom and is based on the American Library Association's *Bill of Rights, Freedom to View* and *Freedom to Read Statements.* No library material shall be excluded because of the origin, background, or views of those contributing to their creation. Library materials (print and non-print) shall be chosen on the basis of their value in terms of cultural, educational, and recreational enrichment of all the people in the community.

The Director of the Library shall be responsible for the selection of books and other materials. The Director, at their discretion, may delegate the authority and responsibility for the selection of library materials to qualified staff members.

The Library Director may accept or reject the gift of library materials. Gifts shall be accepted with the stipulation that the library will use them as it sees fit.

Library materials will be selected in a variety of formats including, but not limited to, print, video, sound recording, and electronic media. Materials for individuals of varying ages, educational levels, and interest will be acquired. 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 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. A wide range of materials is selected to meet the demands of the community, including entertaining and ephemeral materials, which may not be of lasting value.

Sources for materials selection include, but are not limited to:

- Reviews in professionally recognized periodicals
- Best seller lists
- Authoritative book lists
- Broadcast and social media reviews
- Advice from experts in specific subject areas

The Library's collection will be kept vital and useful on a systematic and continued basis, as per the guidelines set forth in its Weeding Policy.

Approved by the Board of Trustees on December 12, 2002
Amended & Approved on May 14, 2020
Reviewed on March 13, 2025

Computer & Internet Access

The Library's computer and Internet access is intended to fulfill, in part, the Library's mission of developing resources and services that meet the cultural, informational, recreational, and educational needs of the LaGrange community, and of supporting the individual's right to know by providing free access to information. The library adheres to the American Library Association's policy statement ***"Access to Digital Resources and Services: An Interpretation of the Library Bill of Rights"***, which supports the right of individuals to choose library materials for themselves, including those in electronic formats.

ACCEPTABLE USE

Computers/Printer:

Users access Library computer hardware, software, and documentation at their own risk. The Library is not responsible for equipment malfunction, loss of data, any damages to the user's personal storage devices, or electronic transactions of any type that are related to the public's use of the Library's computer resources. The Library does not guarantee the privacy or confidentiality of the electronic transmission of information.

- Users are not permitted to alter the programs currently installed on the Library's systems or to access any aspect of the Library's network without authorization. Anyone tampering with any Library hardware or software may be denied access to Library computers in the future and may lose their Library privileges or be subject to criminal and/or civil penalties.
- Computer users are cautioned that the Library is a public area that is shared by Library users of all ages, backgrounds, and sensibilities. Users of both their own computing devices and those provided by the Library are asked to respect the sensibilities of others when accessing potentially offensive information or images. Users may not infringe upon the rights and privileges of other Library patrons. Library staff reserve the right to end Internet sessions when legally prohibited or inappropriate materials are displayed.
- Patrons may save data directly to their own storage device or print out their work prior to the end of each session. Files may not be downloaded directly to the Library computer hard drive. The Library is not responsible for loss or damage to files and storage devices used in its computers. There is a fee for printing from the computers. This fee applies whether the user brings paper or uses the Library's paper. Fees may be subject to change.
- Library computers shall not be used for any illegal purpose, including, but not limited to, the viewing, receiving or dissemination of sexually explicit, obscene, or harmful images prohibited by law. (See Federal Protection of Children Against Sexual Exploitation Act of 1977 (18 USC 2252)). Any use of the Library computers for commercial or 'for profit' services is prohibited, as is product advertisement and political lobbying. All laws of copyright must be honored.

Internet Access:

The Internet is a vast, constantly changing network of information. The Library is an Internet access point and does not guarantee a connection to the Internet, or to a specific site, or the quality, accuracy, authenticity, or timeliness of the information located by the user. Just as with printed material, not all information available on the Internet is accurate, complete, up-to-date, lawful, or philosophically acceptable to all individuals. It is the responsibility of the user to evaluate the information found on the Internet.

- The Library disclaims any liability or responsibility arising from access to, or use of, information obtained through electronic information systems. Provision of access does not imply Library sponsorship or endorsement.
- The Library does not limit access to sites on the Internet or censor information that some may find offensive. The Library does not monitor an individual's use of the Internet; nor does the Library employ filtering software.
- The Library encourages parents and guardians to participate with their children in using library resources and the Internet. Parents or legal guardians are solely responsible for supervising their child's use of the Library's computer resources sessions. Parents and guardians are reminded that the Library is not responsible for the supervision of minor patrons and that such minor patrons may be able to access age-inappropriate or unlawful materials via the Library's computers and devices.

Users should be aware that the Internet is not a secure medium and that third parties may be able to obtain information regarding user's activities. However, the Library will not release information on the use of specific Internet resources by members of the public except as required by law or necessary for proper operation of the Library.

The Library reserves the right to suspend or terminate computer, printing, and Internet services to anyone who, in the opinion of the Library, has used either of these irresponsibly, unlawfully or in violation of the policies outlined above.

Approved by the Board of Trustees on April 10, 2014
Amended & Approved on October 8, 2020
Amended & Approved on March 14, 2024

Conflict of Interest

The purpose of this Conflict of Interest Policy is to protect the interest of LaGrange Association Library when it is contemplating entering into a transaction or arrangement that might benefit the private interest of one of its officers, directors or staff. This policy is intended to supplement but not replace any applicable federal, state or local laws governing conflicts of interest applicable to nonprofit and charitable corporations.

Conflict of Interest

Conflict of Interest means a conflict, or the appearance of a conflict, between the private interests and official responsibilities of an interested person in a position of trust. An *Interested Person* is any director, principal, officer, member of a committee or staff member with board delegated powers. Full disclosure, by notice in writing, shall be made by the interested parties to the full Board of Trustees in all conflicts of interest, including but not limited to the following:

- An ownership or investment interest in any entity with which LaGrange Library has a transaction or arrangement
- A compensation arrangement with LaGrange Library or with any entity or individual with which LaGrange Library has a transaction or arrangement
- A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which LaGrange Library is negotiating a transaction or arrangement
- A board member related to another board member or staff member by blood, marriage or domestic partnership
- A staff member in a supervisory capacity related to another staff member whom they supervise

Duty to Disclose

In connection with any actual or possible conflict of interest, an *Interested Person* must disclose its existence and nature and must be given the opportunity to disclose all material facts to the directors or members of the appropriate committee with board delegated powers considering the proposed transaction or undertaking.

Determining Whether a Conflict of Interest Exists

After disclosure of the actual or potential conflict of interest and all material facts, and after any discussion with the *Interested Person*, he/she shall leave the board or committee meeting while the determination of a conflict of interest is discussed and voted upon. After exercising due diligence, the board or committee, if appropriate, shall determine whether LaGrange Library can obtain a more advantageous transaction or arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest. If a more advantageous transaction or arrangement is not reasonably attainable under circumstances that would not give rise to a conflict of interest, the board or committee shall determine by a majority vote of the disinterested

directors whether the transaction or arrangement is in LaGrange Library's best interest and for its own benefit and whether the transaction is fair and reasonable to LaGrange Library and shall make its decision as to whether to enter into the transaction or arrangement in conformity with such determination. The minutes of the board and all committees with board delegated powers shall record the names of all persons participating in the meeting, a summary of the discussion, including any proposed alternative arrangements, and a record of any votes taken in connection with the final determination.

After disclosure of the actual or potential conflict of interest and all material facts, and after any discussion with the Interested Person, he/she shall leave the board or committee meeting while the determination of a conflict of interest is discussed and voted upon. After exercising due diligence, the board or committee, if appropriate, shall determine whether LaGrange Library can obtain a more advantageous transaction or arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest. If a more advantageous transaction or arrangement is not reasonably attainable under circumstances that would not give rise to a conflict of interest, the board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in LaGrange Library's best interest and for its own benefit and whether the transaction is fair and reasonable to LaGrange Library and shall make its decision as to whether to enter into the transaction or arrangement in conformity with such determination. The minutes of the board and all committees with board delegated powers shall record the names of all persons participating in the meeting, a summary of the discussion, including any proposed alternative arrangements, and a record of any votes taken in connection with the final determination.

To be considered fair and reasonable and to avail itself of the refutable presumption of reasonableness under the IRS's excess benefit transaction regime, 26 U.S.C. 4958, fair and reasonable requires that LaGrange Library use comparability data, meaning that LaGrange Library has looked at more than three similar transactions. A fair and reasonable transaction is generally an arms-length transaction.

Annual Statements

Each director, principal officer, member of a committee and staff with board delegated powers, shall annually sign a statement which affirms that such person (a) has received a copy of the conflicts of interest policy, (b) has read and understands the policy, (c) has agreed to comply with the policy, and understands that LaGrange Library is a charitable organization and that in order to maintain its federal tax exemption, it must engage primarily in activities which accomplish one or more of its tax exempt purposes.

Periodic Reviews

To ensure that LaGrange Library operates in a manner consistent with its charitable purposes, and that it does not engage in activities that could jeopardize its status as an organization exempt from federal income tax, periodic reviews of the Conflict of Interest Policy and requirements shall be conducted.

Approved by the Board of Trustees on April 13, 2008
Amended & Approved on June 13, 2019
Reviewed on February 13, 2025

LaGrange Association Library

CERTIFICATION

I have received a copy of the LaGrange Library's Conflict of Interest Policy. I have read and understand it, and agree to comply with this policy. I also understand that LaGrange Library is a not-for-profit organization with federal tax exempt status, and as such, it must engage primarily in activities that accomplish its mission for its tax exempt purpose.

I hereby certify that to the best of my knowledge and belief, I do not have any interests, activities, and have not accepted any gratuities, which might be regarded as constituting a conflict of interest, or dual interest, or as influencing my judgments or actions concerning the business, LaGrange Library, except as stated below (if "NONE", please so state).

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I further certify that I will promptly disclose in writing to the president of the Board of Trustees any such interest, activity or gratuity which may arise in the future while I am serving as a director, member of a committee or staff of LaGrange Library.

Name: _____

Signature: _____ Date: _____

Approved by the Board of Trustees on April 13, 2008
Amended & Approved on June 13, 2019
Reviewed on February 13, 2025

Confidentiality of Library Patrons Records

The LaGrange Association Library (LAL) is committed to user confidentiality. The confidentiality of library records is a core part of library ethics and LAL follows the Code of Ethics of the American Library Association.

Under New York Civil Practice Law and Rules section 4509, "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……shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute."

Confidentiality extends to, but is 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, attendance records at library sponsored programs, or the use of audio-visual materials, films, or databases.

Patrons have control over their library cards. Presentation of a valid library card will allow the person whose name appears on the card (or the parent/legal guardian in the case of a minor child) access to information about the current circulation record of that patron. A person presenting the library card of a friend or family member may check out items on that card with verified authorization from the cardholder. However, no information from that library record may be given by library staff to a third party.

No information from library records will be released to any person, agency, or organization, except in response to a valid court order or subpoena, officially presented to the library director or the director's representatives. Library staff shall use library records in the administration of their regular duties. The records of the Library will be retained and disposed in accordance with the schedules published in *Records Retention and Disposition Schedule MI-1* by the University of the State of New York/The State Education Department.

Approved by the Board of Trustees on February 28, 2008
Amended & Approved on April 2, 2020
Reviewed on March 13, 2025

Copyright/Copier

The LaGrange Association Library is interested in serving the information needs of the community by providing fax, copier, and printer services.

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

While the Library does its utmost to provide privacy and secure connections, the Library is unable to assure the privacy of materials printed, copied, or faxed.

Approved by the Board of Trustees on July 10, 2014
Reviewed on April 2, 2020
Reviewed on March 13, 2025

Credit Card/Debit Card

Although the credit and/or debit cards are issued to the Director and/or designated staff members in their respective names, they are institutional cards.

I. The Library is exempt from sales tax on goods and services. The card user must notify the vendor or merchant that the debit/credit card transaction should be tax exempt and provide the Library's sales tax exemption certificate to avoid paying sales tax.

II. For all debit/credit card purchases made, the card user must submit documentation in the form of original itemized receipts detailing the goods and services purchased, cost of those goods and services, vendor, and date of purchase, with the reason for the purchase clearly identified. All documentation must be submitted to the Bookkeeper promptly following the purchase. If appropriate documentation is not submitted, the card user is responsible for the amounts charged.

III. For credit card transactions, the Bookkeeper is responsible for reconciling the receipts with the monthly statement and preparing the payment. For debit card transactions, the Bookkeeper is responsible for reconciling the receipts to the bank account activity and recording the transactions in QuickBooks promptly. Any discrepancies must be reported to the Director.

IV. Purchases for personal use, cash advances, and cash withdrawals are strictly prohibited.

V. Any Library employee using the debit/credit card for unauthorized transactions in violation of this policy will be responsible for reimbursing the Library for those expenditures and may be subject to disciplinary actions up to and including termination of employment.

VI. If the debit/credit card is lost or stolen, or if any Library staff become aware of unauthorized or fraudulent use, it must be reported to the Director immediately.

Approved by the Board of Trustees on July 10, 2014
Amended & Approved on November 11, 2021
Amended & Approved on October 13, 2022
Amended & Approved on May 14, 2026

Customer Service

The mission of the LaGrange Association Library is to provide opportunities for the education, enrichment, and recreation to all the people of the LaGrange community. In fulfilling its mission, the LaGrange Association Library strives at all times to provide excellence in customer service with trained and knowledgeable staff ready to assist patrons in finding the materials and services they want and need. It is equally, if not more important, that the library staff provide accurate, efficient, and friendly service at all times. Every patron is important. Each staff member while at work is a representative of the library. The impression made on the patron profoundly affects the library's image and its ongoing support.

The Customer Service Policy of the LaGrange Association Library is the foundation for all staff interactions with the general public. All other library policies should be interpreted in light of the principles outlined below.

1. The Library will offer the same high quality of service to all regardless of age, race, religion, sexual orientation, gender, nationality, educational background, physical limitations, language proficiency, or financial status.
2. Patrons will be treated with respect and courtesy in all transactions.
3. A judgment call will be made in the patron's favor whenever possible. If staff are unsure, they should check with a supervisor or the Director.
4. Patrons will never be left without an alternative if a staff member is unable to comply with a request. If staff are unsure about the proper action, they should check with a supervisor or the Director.
5. Staff members will be familiar with and be able to locate and articulate library policies as well as explain the rationale behind them.

Demeanor

In public service institutions such as the library, it is imperative that every staff/patron interaction is a positive one for the customer. A friendly, helpful demeanor can often ensure a positive experience even when the message conveyed is not a pleasant one. Staff members are expected to act in a friendly, helpful manner to all patrons of the library which will ensure that patrons walk away feeling that their experience has been a positive one.

Ethics

The needs and requests of library patrons must always be taken seriously and treated with respect. Equal consideration and treatment will be given to all users within established guidelines and in a non-judgmental environment. All interactions between a library patron or group of patrons and the library will be considered confidential and will be discussed only in a professional context. Such matters include, but are not limited to, registration information, materials selection, loan transaction records, reference questions, patron card status, etc. Staff should remember that, although the temptation to discuss or share difficult transactions at the

public desk is great, such discussions should be conducted out of range of the public eye and ear. These details are confidential as well.

Staff members will respond to inquiries with the best factual information available but will refrain from offering personal opinions or advice in response to queries. In particular, library staff may direct patrons to resources of consumer information, but they should not recommend specific products or services.

Positive Operating Procedures for All Staff

1. Every staff member will be punctual and will be at his/her assigned post and ready to work at the start of their shift. Phones will be answered, workstations staffed, and doors opened punctually at 9:30 am.
2. All staff will wear name badges to be recognizable as library employees.
3. When answering the phone, staff will state their name and department.
4. Staff will acknowledge a patron's entrance or presence by looking up, making eye contact and greeting them verbally.
5. Staff will look up and around frequently. Being helpful to patrons takes precedence over desk work. Patrons should not be led to believe otherwise. For example, staff should not keep a patron waiting while they finish checking in a pile of books, nor should they leave the desk unattended to do something in another area of the library unless absolutely necessary. If there is a line forming and there is no other staff available for back up, the staff person is to let patrons in line know that they will be with them as soon as possible.
6. Staff will take periodic walks throughout the library to be aware of activity in less visible areas and patrons in the stacks who may need assistance.
7. Staff will conduct transactions in a helpful, pleasant tone of voice. Pretend it is the patron's first visit to the library. It is always better to assume that the patron is unfamiliar with the library and its policies and procedures.
8. Staff will give the patron their first name if follow-up is required. The personal touch is always nicer and more efficient.
9. If a patron has a question or complaint and the appropriate person to address the question is not available, staff members will offer to take the patron's name and phone number for follow-up by the appropriate staff member as soon as possible.
10. It is never appropriate for a patron to treat a staff member rudely, to verbally or physically threaten staff, or to yell or use abusive language with staff. If such a situation arises, the patron is to be given a copy of the Code of Conduct and the procedures stated therein enforced by staff. If needed, staff should call the supervisor or the Director for assistance.

Disposal of Surplus Property

The Library Director is responsible for identifying obsolete or surplus property within the Library. Each year the Director shall decide and document which equipment, supplies, and/or materials are obsolete and cannot be salvaged or utilized effectively or economically by the Library. Such equipment, supplies, or materials shall be disposed of or sold, if possible, for the highest possible price.

Following approval by the Board of Trustees, the Library Director shall be authorized to dispose of obsolete or surplus equipment or supplies by discarding, recycling, donating, or selling as surplus, those items determined to be of no further use or worthless for the Library's purposes.

Following approval by the Board of Trustees, items may be sold in the following manner:

1. Offer to sell the items to MHLS member libraries or local non-profit organizations; and/or
2. Sell remaining items as scrap for the best possible amount or discard in the safest, least expensive manner.

Approved by the Board of Trustees on April 14, 2022

Early Literacy Tablets

The LaGrange Association Library owns six AWE Early Literacy Learning Tablets pre-loaded with age-appropriate software for children ages 2 through 8 for learning and enforcement of skills and concepts in science, technology, reading, English, arts, and math. The tablets do not provide access to the Internet or any databases.

The tablets may be checked out for inhouse use only during regular library operating hours by an adult, 18 years and older, with a valid library card. Families may check out a maximum of 2 tablets at one time. The tablets may **not be** taken out of the building. Patrons must return the tablets with their instruction sheets, protective cases, chargers, and carrying cases to the Circulation Desk to be checked back in by a staff member on the same day as checkout.

Loss of or damage to a component will result in the patron being charged for the replacement cost of that component. The replacement costs of the components are listed in the item's circulation record:

1 Microsoft GO 2 AWE Learning Platinum 2 Tablet ($3500.00)

1 Metal Barcode Tag ($4.00)

1 Processing Fee ($24.00)

1 ZenRich Shock Case ($40.00)

1 Premium Tempered Glass Screen Protector ($7.00)

1 Neoprene Case ($25.00)

Approved by the Board of Trustees on March 9, 2023

Electronic Payments

LaGrange Association Library will accept electronic payments for Library services in the following forms:

- Patrons may login to their Mid-Hudson Library System (MHLS) card account using their library card number and PIN to pay fines or the cost of lost MHLS materials totaling $5 or more using their debit/credit card. The Mid-Hudson Library System is then responsible for collecting this money and will send a quarterly payment to each library for monies which are owed, minus a 3% processing fee charge. Members of the public are not permitted to use employee terminals to make such payments. Library employees are not authorized to process payments for patrons using their employee workstations. No Personally Identifiable Information (PII) is saved on the Library's system.
- Patrons may use their debit/credit card, Apple Pay, Google Pay, or Cash App at the Library Circulation Desk. Library employees will use the Square Credit Card Processing Service to accept payment from patrons, who owe a minimum of $1 and a maximum of $9,999.99, for library services. Library services could include: fines, the cost of lost library materials, program registration fees, passport application fees and postage, Friends of the Library book sales and tote bags, etc. Donations to the Library's Annual Fund and Capital Campaign may also be accepted via electronic payment. No Personally Identifiable Information (PII) is saved on the Library's system.

LaGrange Association Library's electronic payment application interfaces with the Square Credit Card Processing Service for secure payment. The following debit/credit card are accepted: MasterCard, VISA, Discover, and American Express. We also accept Apple Pay, Google Pay and Cash App.

The LaGrange Library Director and Head of Circulation are authorized to issue refunds to patrons. Refunds are only issued for lost and paid library materials which are returned in acceptable condition by patrons within 30 days of their payment. Refunds must be documented by supporting paperwork and will occur within a maximum of 5 days in the form of a signed Library check. A processing fee may be applied.

Approved by the Board of Trustees on May 11, 2017
Amended & Approved on March 10, 2022

Environmental

The LaGrange Association Library is committed to providing quality service in a manner that ensures a safe and healthy workplace for our employees and minimizes our potential impact on the environment. The Library will implement practices that promote the health of employees, patrons, and the environment. To support this goal, the Library will do the following:

Operations

We will integrate environmental considerations into the operations of the Library, including procurement of office and cleaning supplies. We will prefer vendors and products that offer non-toxic, recycled, and recyclable content.

Facilities

We will use energy and natural resources, including electricity and water, as efficiently as possible. We will aim to reduce our usage of water and energy.

Waste

We will minimize waste by choosing recycled and recyclable products, and products with minimal packaging, wherever possible, and by promoting recycling in the Library among staff, patrons, and suppliers. We will refrain from purchasing plastic utensils, drinkware, and dishware, utilizing reusable or recyclable versions wherever possible.

Education

We will communicate our commitment to environmental responsibility to our staff, vendors, and patrons. We will encourage employee participation in sustainability practices, and support innovative strategies to reduce the Library's environmental footprint. All employees will receive a copy of this policy and be educated about our Library's efforts to improve our environmental performance. Employees at all levels of the Library will be expected to support our goals.

Approved by the Board of Trustees on September 12, 2019
Amended & Approved on April 11, 2024

Equity, Diversity, and Inclusion

The LaGrange Association Library is committed to nurturing and maintaining a supportive and inclusive environment in which people of all ages, abilities, races, genders, ethnicities, cultures, religions, sexual orientations, gender identities, socio-economic statuses, political affiliations, and viewpoints are welcomed, supported, and respected.

We acknowledge the value of every community member and are dedicated to providing a comfortable, safe space where individual needs are met with respect and without judgment.

The Library demonstrates its support by:

- Committing to library policies, procedures, practices, programs, and services which eliminate barriers to access and opportunity
- Creating and maintaining an environment of diversity, inclusion, and respect within our library programs and services, among library staff, and in the greater community
- Endeavoring to reach, engage, and include disenfranchised and marginalized members of our community through library programs, services, and resources
- Leveraging our trusted position to convene conversations and build partnerships to address challenging issues facing our community in an environment where all people feel respected, welcomed and safe

Approved by the Board of Trustees on October 10, 2024

Exam Proctoring

For students whose schools and certification organizations require remote study, LaGrange Association Library will accommodate proctor exams requests subject to staff availability and the requirements of the school or certification body.

Exams must be scheduled no less than 14 days in advance in order to ensure a staff member and space will be available. The school or certification organization must email/send the test to a library staff member no less than 48 hours prior to the test taking. Tests will be kept in a secure place until administered by the staff member to ensure the integrity of the test. Normally, exams are taken in solitary of the community room or a private office. A staff member cannot monitor the student during the entirety of the exam, but will check in on the student periodically. Library staff will fill out the necessary paperwork, and mail or electronically scan the completed test to the school or organizational body in a prompt fashion.

Should the test be completed online, it is strongly suggested that the student test the wireless connection in the library prior to the exam date.

The LaGrange Association Library offers this service without cost.

Approved by the Board of Trustees on August 11, 2016

Exhibits

As an educational and cultural institution, LaGrange Association Library welcomes exhibits and displays that offer information and enrichment to the community. Displays of artwork, handiwork, historical material, nature study, or other material deemed of general interest may be exhibited.

The Library Director shall review and approve in advance of display/exhibit any material offered based on its suitability, in consultation with the Board of Trustees if necessary. Library use of exhibit and display areas takes precedence in scheduling.

Exhibitors/artists are responsible for the installation and removal of their displays. The Library does not provide porter service, storage space, or special furnishings.

LaGrange Association Library exhibit spaces are multi-functional. Exhibits may not in any way interfere with the normal routine of the library. Library meetings, programs, or other events may be held in the space concurrent with the exhibition.

Exhibits and displays may include information about the exhibit/exhibitor.

The following will be posted as part of all non-library exhibits or displays: "Exhibits are offered as a community service and do not carry the endorsement of LaGrange Association Library." Exhibitor will post a sign stating that the articles on display may not be photographed or touched.

Liability

The Library assumes no responsibility for preservation or protection, and no liability for damage or theft of any item displayed or exhibited. All are there at the owner's risk. If security is a concern, it is recommended that the artist provide a "gallery sitter."

The Library does not carry insurance on artwork/items loaned to the Library for exhibit. All exhibitors must sign a release and an insurance waiver before any artwork can be displayed.

Sale of Work

Should any items be sold while on display on library premises, payment will be made directly to the exhibitor/artist. The library suggests a minimum donation of 15% of any sales made as a result of the exhibit be paid to the LaGrange Association Library by the exhibitor/artist.

Applications

Those interested in exhibiting should submit the following via U.S. mail or e-mail to:

Library Director
LaGrange Association Library
1110 Route 55
LaGrangeville, N.Y. 12540
lagrangelibrary@laglib.org

1. A maximum of ten images of recent creative work as an email attachment that represents a consistent body of the artist's work. Each digital image must be: saved at 300 DPI resolution, jpg format, clearly numbered.
2. A narrative consisting of a numbered list noting the medium, size (indicate inches or feet) and year each piece was produced. Give titles where possible.
3. A one page biography and artist's statement with artist's name and contact information including an e-mail address and telephone number. Library notification will be sent by email.

Any material submitted for consideration must be retrieved in person. The Library will not return submittals by mail.

Approved by the Board of Trustees on November 12, 2015
Amended & Approved on February 10, 2022
Amended & Approved on November 13, 2025

LAGRANGE ASSOCIATION LIBRARY

APPLICATION FOR EXHIBITION

Exhibitor(s)_____

Address _____

Telephone _____

Dates of Exhibit_____

Specific Times Requested for:

Set Up _____

Opening_____

Removal_____

Description of Exhibit
Please list the items or attach a list of items to be displayed as described in the LaGrange Association Library's Exhibits Policy:

_____

_____

_____

I (we) have read the policy information and accept responsibility for compliance with the procedures and rules governing the use of the exhibit space at LaGrange Association Library.

Signature_____ Date_____

Signature_____ Date_____

****
FOR LIBRARY USE:

Approved by_____Date_____

LAGRANGE ASSOCIATION LIBRARY

INSURANCE WAIVER AND RELEASE

I (we), the undersigned, hereby lend the following works of art or other material to the Library for exhibit purposes only. I (we) have read the policy information and understand that insurance for exhibited works is recommended and that in the event of loss or damage the artist/owner/signatory is solely responsible. In consideration of the privilege of exhibiting them in the Library, I hereby hold harmless and release LaGrange Association Library from responsibility for loss, damage, or destruction while on Library property.

Exhibition to be held in the _____

From (dates)_____

Description of materials loaned:

_____

_____

_____

_____

Signature (s) _____

Date_____

Address _____

Telephone_____

Email _____

Please submit this completed form via U.S. mail or email to:

Library Director
LaGrange Association Library
1110 Route 55 Lagrangeville, N.Y. 12540
lagrangelibrary@laglib.org

Fees for Services

Photocopying and Printing	$0.15 per black & white page $0.50 per color page
Faxing	$1.00 per page
Notary Services	Free

Approved by the Board of Trustees on May 13, 2014
Amended & Approved on June 10, 2021
Amended & Approved on July 11, 2024

Friends of the LaGrange Association Library
Letter of Agreement

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

The Board of Trustees acknowledges that the Friends of the Library is an organization separate and apart from the LaGrange Association Library, and that the Friends of the Library has its own Board and its own goals and purposes. In order to maintain open communication between the Board of Library Trustees and the Friends group, a liaison from the Board of Library Trustees to the Friends of the LaGrange Association Library will be appointed by the Board of Library Trustees President.

The Friends of the LaGrange Association Library is distinct and separate from the Library, and neither the Friends of the Library as an organization, nor any member or participant thereof, may assume any liability or take or authorize any act on behalf of the LaGrange Association Library. Library trustees or staff acting within their capacities are exempted.

Because the Friends of the LaGrange Association Library is an organization comprised solely of volunteers distinct and separate from Library personnel, no Library personnel shall be required to perform any duty or take any act on behalf of the Friends of the Library, except that Library staff members may act in an advisory capacity for Friends activities.

Operating expenses of the LaGrange Association Library are provided through allocation of tax monies which are audited by an independent auditor. Friends' funds and Library funds shall not be commingled or integrated, except that gifts from Friends may be accepted by the Library, whereupon said gifts shall become solely the funds of the Library, but shall be expended for the specific purpose for which the gift or donation has been made by the Friends. In the event the LaGrange Association Library becomes the custodian of any Friends funds, those funds shall be kept as separate "funds" for audit and bookkeeping purposes.

Complete advance information regarding all Friends of the LaGrange Association Library projects and public relations programs on behalf of the LaGrange Association Library shall be provided to the Library Director and the Board of Library Trustees of the LaGrange Association Library. The Board of Library Trustees acknowledges that it does not supervise the public relations programs of the Friends of the Library, but the Board reserves the right not to participate in any public relations project or program in which the Board does not believe the best interest of the Library is being served. Projects and public relations programs adopted by the Friends shall not be part of the budget of, or funded by, the LaGrange Association Library.

Approved by the Friends of the Library on April 24, 2008
Reviewed by the Friends of the Library on October 15, 2021

Approved by the Board of Trustees on May 8, 2008
Reviewed by the Board of Trustees on November 11, 2021

Fund Balance

Purpose & Scope

The general purpose of this policy is to maintain the LaGrange Library Association's financial stability while also preparing for the future. Fund balances consist of an Operating Fund Reserve, which allows the library to protect itself against emergencies and economic downturns, and a Capital Fund Reserve, which provides funding for non-recurring expenditures for improvements of the library's building and incidental expenses.

Fund Balance

The Fund Balance is designed to help the Library not only prepare for a financial emergency, but also to ensure the continuity of financial operations. This policy sets forth the minimum required fund balance reserves, the allowable uses of the fund balance reserves, and the Library's plan to achieve the target level of fund balance reserves.

Minimum Balance

The **Fund Balance** is the accumulated equity balance resulting from operations over the years. Unless the funds in the Fund Balance are needed for a qualified expense, the Fund Balance is required to be no less than the estimated cost of two (2) months of operation. These funds shall be deposited into a separate interest-bearing account that meets the requirements set forth in the Investment Policy.

Eligible Expenditures

In an emergency scenario, the Fund Balance can be used to address any expenditures necessary to meet the daily operations of the Library upon approval of the Library Board of Trustees. This includes unexpected expenses that were not adequately budgeted, or in lieu of expected revenue that is not realized.

Capital Fund

The purpose of the Capital Fund is to provide funding for the improvement of and/or the addition to the facility, and for the purchases of furniture, fixtures, and equipment. Qualified expenditures are the purchase or acquisition of an asset that will benefit the Library for an extended period of probable usefulness. All Capital Fund expenditures shall be subject to the Library's Bidding and Procurement Policy.

Expenditure Selection Process

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

All expenditures from this fund must be approved by the Library Board of Trustees. In the event that guidance or a decision is required in the management of these funds before the Board of Trustees or Finance Committee can meet, the Library Director will consult

the President, Vice-President, Treasurer, and Chair of the Finance Committee to determine what guidance is to be provided for a decision to be reached.

Capital Fund Investment

Funds held in the Capital Fund shall be invested according to the Investment Policy.

Surplus Transfers

The Library cannot intentionally budget a surplus into the Library's annual budget, and the Library must make a good faith effort to avoid surpluses if possible. However, at the end of the fiscal year, if a surplus from the Library's operating budget exists, it is to be transferred as follows:

1. If the Operating Fund Balance is below the minimum required level, surplus funds will be transferred into the Operating Fund Balance until the minimum is met.
2. If the Operating Fund Balance is at or above the minimum required level, surplus funds may be transferred into the Capital Fund.

Gifts

In appreciation of community support, the LaGrange Association Library accepts gifts, donations, and memorials. Monetary gifts given without restriction will be utilized to purchase materials or equipment, support Library programs, or in other ways that the Library Board deems appropriate.

Monetary gifts over $500 offered with specific restrictions, including endowment funds, require Board approval of such restrictions before such monetary gifts are accepted by the Library. Monetary gifts under $500 offered with specific instructions, can be accepted at the discretion of the Library Director. All restrictions must be submitted in writing.

Gifts to the LaGrange Association Library are tax-deductible and must be accompanied by the Library Gift Form.

Donations of materials will be judged by the same selection standards that apply to purchased materials, as noted in the Library's Collection Development Policy. The cost of processing, availability of space, and the physical condition of the item are additional factors in the selection process.

Gifts of materials are accepted with the understanding that items which are not added to the collection will be sold or disposed of at the discretion of the Library Board and/or Director. Donated materials will not be returned to the donor.

Personal property shall only be accepted on the condition that it may be retained, sold, given away or discarded at the discretion of the Library Board of Trustees and/or the Library Director. An appropriate deed of gift, or similar document, transferring sole and exclusive ownership of the item(s) to the Library will be required.

The Library will not appraise or estimate the value of gift donations. The responsibility for this assessment lies with the donor. The Board of Trustees reserves the right to refuse any gift.

Approved by the Board of Trustees on January 8, 2009
Amended & Approved on November 11, 2021
Amended & Approved March 12, 2026

LaGrange Association Library
Gift Form

Please print this information and return your gift, payable to the LaGrange Association Library, to:

LaGrange Association Library
1110 Route 55
LaGrangeville, NY 12540

I have enclosed a gift of $_____

Please circle one:
In honor of In memory of In appreciation of In recognition of On the occasion of

Send notification of the donation to _____

Address_____

You will be sent a receipt for your donation. Donation amounts are confidential, unless you request otherwise. Please initial here _____if you would like the honoree to know the amount of the donation.

Please use my gift to purchase (optional):
_____
(e.g., a nonfiction book about science)

My name _____

Address _____

Phone _____

Email _____

To donate other financial assets (stocks, bonds, etc.), please contact us for details by calling the Library Director at 845-452-3141 or sending an email to lagrangelibrary@laglib.org.

Approved by the Board of Trustees on January 8, 2009
Amended & Approved on November 11, 2021

Hours of Operation

Monday	9:30am- 8:00pm
Tuesday	9:30am- 5:00pm
Wednesday	9:30am- 8:00pm
Thursday	9:30am- 5:00pm
Friday	9:30am- 8:00pm (effective January 5, 2024)
Saturday	9:30am- 2:00pm
Total:	51 hours per week

The exterior book drop, located outside on the far right corner to the main building entrance, is open 24/7.

Approved by the Board of Trustees on May 13, 2014
Amended & Approved on May 2, 2019
Amended & Approved on June 10, 2021
Amended & Approved on December 14, 2023

Inclement Weather & Holidays

Inclement Weather

At the discretion of the Director, the Library will close, or open for shortened hours, during periods of bad weather conditions to ensure staff and patrons safety. The Board of Trustees President will be made aware of the decision via telephone, as will employees and volunteers whose work will be affected. Public notifications will be made in a timely fashion on local media outlets, the Library's social media accounts, and the Library's website. The Library's telephone greeting will be changed to reflect the closing and eventual opening.

Holidays

The Library is closed on the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Eve
- Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Eve

Holidays are reviewed annually by the Board of Trustees each November for the upcoming year.

Approved by the Board of Trustees on May 8, 2014
Amended & Approved on June 9, 2022
Amended & Approved on December 8, 2022

Insufficient Funds Check

Returned check fees, which are levied by the LaGrange Association Library's financial institution against the Library, will be charged to the patron's library account. Additionally, the Library will levy an insufficient funds charge of $15.00 to the patron's account.

Approved by the Board of Trustees on January 14, 2016
Amended & Approved on March 10, 2022

Inventory & Fixed Assets

Purpose

The LaGrange Association Library will maintain an inventory of fixed assets and a record of capital expenditures. The purpose of this policy and the maintenance of these records is to:

- Maintain a physical inventory of assets
- Establish accountability
- Determine replacement costs
- Provide appropriate insurance coverage

Administration and execution of this policy are the responsibility of the Library Director acting under the authority of the Library Board of Trustees.

Definitions

Capitalization Threshold – The minimum acquisition cost of an asset for it to be considered a fixed asset. Assets not meeting the capitalization threshold are expensed in the period of acquisition. The minimum cost for the category of equipment, fixtures, furniture, and property is $500.

Equipment – Equipment includes computers, copiers, postage machines, printers, scanners, shredders, telephone systems, and vacuum cleaners.

Fixed Asset – Fixed assets are assets purchased or constructed by the LaGrange Association Library that have:

- A useful life of one (1) or more years
- Physical characteristics not appreciably affected by use or consumption
- A value equal to or greater than the capitalization threshold

Furniture – Includes tables, chairs, desks, shelving, and file cabinets.

Useful Life – The useful life of an asset is the period of time over which an asset may reasonably be expected to be utilized for its intended use, as measured from the time when the asset is first placed into service. The useful life should be based on estimates not exceeding the period of probable usefulness per NYS Local Finance Law.

Guidelines

The Library will maintain an inventory for external financial statement purposes of all fixed assets in place. Fixed assets are equipment, fixtures, furniture, and property with an initial acquisition cost of $500 or more per item and an expected useful life of greater than one year. The acquisition cost is the cash outlay made to acquire the asset (or in the case of donated assets, its fair value equivalent on the date of transfer) and put in operating condition. All fixed assets will be inventoried. Each inventory record includes the following:

- Acquisition Date / Date Placed in Service
- Item Description (including manufacturer, where applicable)

- Serial Number
- Location
- Acquisition Cost
- Estimated Replacement Date
- Replacement Cost
- Salvage Cost
- Date of Disposition
- Method of Disposition
- Official Responsible for Disposition

Capital expenditures do ***not*** include:

- Ordinary repairs that do not increase the value or extend the life of the asset
- Routine operating costs such as annual maintenance contracts

At a minimum, the inventory will be reviewed on an annual basis. The Director shall arrange for the annual inventory of library equipment, fixtures, furniture, and property. Any discrepancies between an inventory and the property records on file should be traced and explained.

Equipment & Leased Equipment

Equipment should be capitalized in accordance with the Governmental Accounting Standards Board (GASB).

Depreciation

Depreciation is the process of allocating the cost of tangible property over a period of time, rather than deducting the cost as an expense in the year of acquisition. Eligible fixed assets should be depreciated over their estimated useful lives. Generally, at the end of an asset's life, the sum of the amounts charged for depreciation in each accounting period will equal original cost less the salvage value.

Fixed assets acquired having a value equal to or greater than the established threshold are considered depreciable assets and shall be inventoried for the purposes of GASB 34 accounting practices and placed on a depreciation schedule according to its asset class and estimated useful life as stipulated by the NY State Comptroller's Office or the IRS. Assets shall be recorded at initial cost or, if not available, at estimated initial cost; gifts of fixed assets shall be recorded at estimated fair value at the time of the gift.

Information Needed to Calculate Depreciation

To calculate depreciation on a fixed asset the following five factors must be known:

1. The date the asset was placed in service
2. The asset's cost or acquisition value
3. The asset's salvage value
4. The asset's estimated useful life, and
5. The depreciation method

Depreciation Method

The Library has established the straight-line methodology for depreciating all fixed assets. Under the straight-line depreciation method, the basis of the asset is written off evenly over the useful life of the asset. A half year depreciation will be taken in the year of acquisition and disposal. The amount of annual depreciation is determined by dividing an asset's cost reduced by the salvage value, if any, by its estimated life. The total amount depreciated can never exceed the asset's acquisition cost less salvage value. At the end of the asset's estimated life, the salvage value will remain.

Asset Retirement

An asset that is fully depreciated is retired by removing it from the current period accounting record. However, it is still listed in the Library's asset register. If it is still in service, the Actual Replacement Date will be left blank.

When retiring an entire asset, any undepreciated balance will be reported as a disposal expense net of any value received.

Approved by the Board of Trustees on December 8, 2022

Investments

Scope

The Investments Policy applies to all financial assets of the LaGrange Association Library. These assets are accounted for in the various funds of the Library and include the general operating fund, capital project fund, and any new funds that may be established by the LaGrange Association Library in the future.

Responsibility

Responsibility for administration of the investment program is delegated to the Finance Committee of the Board of Trustees. This committee shall establish written procedures for the operation of the investment program consistent with the investment guidelines outlined in this policy.

Conversely, the Board may wish to retain an Investment Advisor to manage the investment portfolio. In that case, the Investment Advisor shall act only in accordance with the wishes of the Board as described in this Investment Policy.

Review

The Investment Policy shall be annually presented to, reviewed, and approved by the LaGrange Association Library Finance Committee and Board of Trustees in open public meetings as prescribed by the New York State Committee on Open Government, Public Officers Law, Article 7: Open Meetings Law.

Revisions to this Investment Policy may be made upon approval by the Board of Trustees.

Prudence

All participants in the investment process shall seek to act responsibly as custodians of the public interest and shall avoid any transaction that might impair public confidence in the LaGrange Association Library.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

Investment Objectives

- Preservation of Principle – The deposit/investment program shall preserve capital and protect investment principle within defined parameters.
- Risk Avoidance – The security of monies, whether on hand or invested, shall be of primary concern to the Finance Committee in selecting depositories or investments. All attempts shall be made to minimize risks in investment through diversification so as to

minimize the risk of loss resulting from an over-concentration of funds in a specific maturity, issuer, industry, geographical area, or class of securities.

- Liquidity – The investment portfolio shall remain sufficiently liquid to meet all operating requirements that might be reasonably anticipated.
- Return – The Finance Committee shall seek to attain a market average or better rate of return throughout budgetary and economic cycles, taking into account risk, constraints, cash flows, and legal restriction on investment.

Ethics and Conflicts of Interest

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions.

Allowable Investments

Equity Securities – The equity investments will seek to achieve a diversified portfolio and may include portions in growth stocks, index funds, values funds, and small cap funds, etc., both domestically and overseas.

Fixed Income Securities – at least 90% of securities or mutual funds will be U.S. Treasury, U.S. Agency and non-governmental investment grade issues rate "BBB" or better. With the exception of U.S. Treasury and U.S. Agency securities, no more than 5% of the Fixed Income holdings may be invested with any single issuer, and such holding may not exceed 5% of an issuer's outstanding debt.

The duration of the portfolio's assets will be limited to not more than10 years.

Short-term and Other Investments:

- Real Estate Related – The real estate investments of the Fund may include REITS and other pooled funds.
- Short-term (Cash Equivalent) Investments – All securities will have the highest ratings by Moody's or Standard and Poor.
- Other Investments – Subject to approval of the Finance Committee.

Gifts of Stock

When the Library receives gifts of stock certificates, the Board Treasurer will turn the stock over to the local security firm of choice within two working days so that the Library becomes the owner of record.

Collateral Requirements

All deposits in excess of FDIC limits shall be collateralized.

Collateral instruments shall be negotiable obligations of the U.S. Treasury or any agency or instrumentality of the United States government.

Collateral instruments shall have a market value of at least 100% or greater of the applicable deposit balance.

The collateral shall be held in the Library's name by a third party institution satisfactory to the Finance Committee.

Safekeeping will be documented by an approved written agreement.

Maturity Guidelines

As is reasonably prudent, the Finance Committee will attempt to match deposits/investments with anticipated cash flow requirements to take best advantage of prevailing economic and market conditions. No bond, bond mutual fund, or regular money market fund investment shall have a maturity date, or average maturity date, of more than ten years from its date of purchase, unless the investment is matched to a specific obligation or debt of the Library. Individually purchased bonds and obligations shall not carry any provision for call before maturity. Any investment made must be entered into with a reasonable expectation to be held to maturity unless defined opportunities exist to better achieve the deposit/investment objectives denoted in this Investment Policy.

Reporting

The Finance Committee will track all investments and report annually to the Board of Trustees.

Adoption

This Investment Policy shall be adopted by resolution of the Library's Board of Trustees.

Approved by the Board of Trustees on March 13, 2008
Amended & Approved on June 9, 2011
Amended & Approved on September 9, 2021
Reviewed & Approved on March 12, 2026

Library Cards

Reciprocal Borrowing Cards

A free LaGrange Library card is available to all residents who live or own property within LaGrange or the 5 county district of Putnam, Dutchess, Ulster, Columbia, and Greene counties, with proof of identification and residence. Library staff will require a current valid photo identification with a current address, such as a driver's license. If the patron has recently moved to the area and their photo ID doesn't have a current address, two pieces of mail with the current address and current photo ID will be required. A LaGrange Library card is renewable every three years. Library cards will be issued in the name listed on the ID. A parent or legal guardian must have their own card and co-sign for children under the age of 18 years who wish to obtain a card.

LaGrange Library cards are accepted in all 66 member libraries of the Mid-Hudson Library System. Items may be requested from a holding library and delivered for pick up to a library, which is most convenient for the patron. Subsequently, all 66 member libraries accept returned items from within the system. A LaGrange Library card allows access to the full range of the Mid-Hudson Library System shared consortium of services. Access to library-specific databases, resources, or collections may be limited to tax paying residents of the owning library. A valid library card is required to check out materials. The following forms of library card are acceptable: original library card or key-fob card, library card stored on a club card app on a smart phone, or a photo of the back barcode of the library card stored on a smart phone. The only exception to presenting a library card would be a valid photo ID with the address matching the address on the library account record.

Card holders are responsible for all items checked out on their cards. Please call the LaGrange Library immediately to report a card lost or stolen.

Replacement cards

A fee of $1.00 will be charged to replace a lost LaGrange Library card.

Online Patron Self-Registration

You may obtain a temporary library card at https://laglib.org, which is valid for up to 90 days, for temporary access to online resources. To use the full range of Library consortium services, including the checkout of physical materials, you must complete the registration process in person by bringing photo ID and proof of residency to the Library, including the identification requirements listed above.

Temporary Residents

Temporary cards may be issued to temporary residents showing current photo identification and proof of temporary residence. The cards will be valid for 3 months and may be renewed for additional 3-month periods.

Non-Residents

If you reside outside the Mid-Hudson Library System service area, you may obtain a LaGrange Library card for a $25 annual fee with presentation of a valid photo ID with a current address. These cards must be renewed yearly.

Approved by the Board of Trustees on August 10, 2017
Amended & Approved on March 14, 2019
Amended & Approved on July 11, 2024

Library of Things

The Library of Things is a collection of non-traditional items that complement the LaGrange Association Library's mission to provide opportunities for education, enrichment, and recreation to all the people of the LaGrange community. Patrons who borrow a "Thing" agree to abide by the LaGrange Library of Things lending rules in this policy.

Scope of Collection

The purpose of the Library of Things is to provide diverse opportunities for learning and engagement. The Library of Things is not intended to be comprehensive, as the Library is limited by a finite amount of funds and storage space for these items. The Library of Things may include, but is not limited to:

- Puzzles and Games
- Outdoor Equipment
- Early Literacy Kits
- Early Literacy Tablets
- Audiovisual Equipment
- E-Readers
- Technology (laptops, tablets and other mobile devices)

Selection of Materials

The Library staff will select materials for the Library of Things based on the needs and interests of Library patrons. The Library welcomes input from the community concerning the collection. All suggestions for purchase are evaluated using the same selections criteria as for other materials.

Not all Library materials may be suitable for all members of the community. Responsibility for a child's use of Library materials, regardless of format or content, lies with the parent or guardian, not with the Library.

Due to the nature of the items contained in the Library of Things, these items will not be shared via delivery with the other libraries in the Mid-Hudson Library System. All Library patrons are required to check out and return Library of Things items to the Circulation Desk.

The Library reserves the right to take a Thing out of circulation temporarily to use for library purposes (workshops, demonstrations, or other programs), or to repair a damaged item or component.

Library of Things Guidelines for Borrowing and Use

A valid Mid-Hudson Library System library card with outstanding fines below $10 is required to borrow a Thing. All Library patrons are required to check out and return Library of Things items to the Circulation Desk. The Book Drop should not be used to return Things.

Loan Periods

In most cases, a Thing may be borrowed for 3 or 4 week intervals and renewed up to 2 times unless another borrower is waiting. An exception is the costly AWE Early Literacy Tablets, which are available for in Library use only, governed by a separate policy.

The Library reserves the right to change borrowing periods for any Thing at any time.

Liability and Fees

Borrowers should please use care when handling the Thing they have borrowed.

The Library is not responsible for any injury, loss, or damage that may occur from use of a Thing. The responsibility to protect against loss is the borrowers.

Staff will inspect Things upon return. Borrowers are expected to return the Thing with all parts and components in the original condition and in the original Library container to the Circulation Desk. Overdue fines will not be charged on Things. However, patrons will be financially responsible for any damage to a Thing while in their possession.

The borrower is solely responsible for the Thing and will be billed for reasonable repair or replacement costs associated with damage or loss of Things and/or peripherals due to neglect or abuse. A list of replacement costs of Things is maintained by the Library and is available upon request.

Approved by the Board of Trustees on November 14, 2024

Local History

Mission

The purpose of the LaGrange Association Library's Local History Collection is to preserve materials that document the history of the Town of LaGrange and its residents. LaGrange Library will preserve and maintain these materials for future generations by using accepted preservation methods, and providing access to the materials under safe and secure conditions. Therefore, Local History materials may be reviewed in the LaGrange Library only.

Scope

The focus of the collection will include materials about the history of LaGrange Town, Lagrangeville, and, to a lesser extent, materials about surrounding geographical areas, Dutchess County and the Hudson Valley in general. Emphasis is given to the acquisition of those materials, which will contribute to a knowledge of the Town's social, civic, religious, economic and cultural life, past and present. Genealogical records and family histories pertaining to founding families of LaGrange may be collected.

Collecting Policy

The Local History Collection will acquire items in the following formats: books, diaries, pamphlets, newsletters, bulletins, periodicals, reports, letters, speeches, newspapers, manuscripts, documents, maps, atlases, clippings, postcards, scrapbooks, photographs, photographic negatives, slides, films, videos, electronic materials, paintings, posters, genealogical records, memorabilia and ephemera such as commemorative programs and advertisements.

The Library welcomes donations to its Local History Collection that fall within the scope of this policy. Staff, space, and budget limitations are considerations when adding new materials. Materials that fall beyond the scope of the collection, or need repair costing more than their intellectual value will not be collected. All materials must be free of dirt, mold, moisture, and pests, and must be in good or repairable condition.

The Local History Collection is available to researchers and the general public during regular library hours and are kept in a staff only area of the Library, available upon request. Items in the collection are not loaned to other libraries. Certain restrictions are in place to protect the future viability of rare and/or fragile materials. Materials do not circulate although duplicate copies of some items can be found in the circulating collection. Due to staff limitations, detailed research assistance is not available, but patrons are referred to the LaGrange Historical Society or the Dutchess County Historical Society for such queries.

Weeding Materials

The LaGrange Library reserves the right to withdraw materials that do not fit within the scope of the Local History Collection. Withdrawn items may be offered to other repositories or discarded.

Approved by the Board of Trustees on January 9, 2025

Meeting Rooms

The meeting rooms at LaGrange Library are used primarily for programs conducted or sponsored by the Library, and secondarily, for programs of established and recognized institutions, groups, individuals and associations with educational, cultural, or civic purposes. The fact that a group is permitted to use the room does not in any way constitute an endorsement of the group's policies or beliefs by the Library. All meetings must be open to the public.

As long as events do not conflict with one another, there is no objection to regular meetings of the same group; however, in fairness to the numerous groups of the community, reservations are taken not more than 3 months in advance.

A Meeting Room Application should be submitted to the Library administration at least 3 weeks in advance of the scheduled event. An individual responsible for the event must complete and sign the application form. Cancellations or change of event dates or times must be cleared with the administrator of the library so the room may be made available to another group.

General Rules of Use

1. Meeting rooms may not be used for religious worship services, commercial and/or for-profit purposes, including investment seminars, sales/service demonstrations, marketing of goods or services, etc. Sale of merchandise is strictly prohibited.
2. Political meetings are acceptable for the discussion of issues but not for campaign purposes, party caucuses, or meetings closed to the public.
3. Except as a designation of location, the name of the Library may not be used in any publicity relating to use of its meeting rooms.
4. Individuals or groups using the meeting rooms shall secure any necessary performance licenses and indemnify the Library for any failure on their part to do so.
5. Attendance at authorized meetings may not exceed the maximum room capacity of 49 people for the Community Room and 19 people for the Conference Room.
6. No cooking may be done or food served without approval. No alcohol may be served at any time. No smoking is permitted. Burning of any materials, including incense and candles, is prohibited.
7. There is no charge for use of the meeting rooms during the Library's regular hours of operation. Events must begin and end during Library hours. Meeting rooms must be vacated 15 minutes before the closing time of the Library.
8. Use of meeting rooms not during regular Library hours will require a non-refundable fee of $25.00 per hour of occupancy for non-profit groups and $50.00 per hour of occupancy for for-profit groups to be paid at the time of reservation and is contingent on staff being available to open and close the room before and after the program.
9. The meeting rooms must be left in acceptable, un-littered condition. Tables and chairs should be returned to the positions in which they were found.
10. Meetings must be conducted in such a way as not to disturb library operations.

11. Use of audio-visual equipment must be arranged at time of reservation.
12. Library personnel will not move or arrange any equipment or furniture before, during, or after the program/meeting.
13. The Library will not provide storage space and assumes no responsibility for equipment or personal articles belonging to applicants or their guests.
14. The individual applicant accepts liability for either damage to library facilities or loss of library property and shall be responsible for paying the cost of any damage or loss incurred by the Library by the actions of any member of the organization or group. The Library is the sole determinant of whether damaged furnishings or equipment can be repaired or must be replaced. The individual, organization, or group will not be permitted to reserve a meeting room again until the costs of repairs or replacement of damaged items have been paid.
15. The Library assumes no responsibility or liability for accidents or injury.
16. The Library reserves the right to close due to adverse weather conditions and will attempt to contact the applicant.
17. The applicant assumes responsibility for participant accommodations (e.g. assistive listening devices, etc.) and specific articles of compliance as required by the Americans with Disabilities Act.
18. Library personnel must have free access to the meeting rooms at all times. The Library retains the right to monitor all meetings conducted on the premises to ensure compliance with the above regulations. Infringement of any of the regulations here stated shall be grounds for denial of future use of meeting space.

Meeting Rooms policy is determined by the Board of Trustees, and is subject to review and revision at the discretion of the Board. Exceptions may be made at the discretion of the Library Board of Trustees in the interests of the Library and the community. Appeals to any of these policies may be submitted to the Board of Trustees in writing.

Approved by the Board of Trustees on May 8, 2008
Amended & Approved on September 9, 2021
Amended & Approved on November 11, 2021

Museum Passes

The LaGrange Association Library is pleased to offer a selection of museum passes to patrons free of charge for the purpose of enhancing the community's cultural access. Museum passes may be borrowed free of charge by town of LaGrange residents, 18 years of age or over, with a library card in good standing (i.e. no outstanding fines totaling $10 or more).

Borrowers are responsible to call the museum directly for hours of operation, parking, or directions. Each museum determines the rules and regulations governing the use of its museum pass. The museum pass may not provide admission to all exhibits at the museum. The Library will not provide additional funds for admission beyond the issuance of the family museum pass.

Borrowers are advised to have a backup plan in case the museum is unexpectedly closed, or if a museum pass is not returned in time from the previous borrower. The Library assumes no liability of any kind which may arise from reservations, the usage of museum passes, or parking accommodations.

Passes are subject to availability, and are reserved on a first-come, first-served basis through the Library's website at https://laglib.org or by calling the Library. Only one pass may be borrowed per library card at a time. Borrowers must return a pass before borrowing another one. The Library reserves the right to monitor usage to ensure fair access to the greatest number of patrons.

Physical museum passes are barcoded and checked out like other circulating material. Physical passes may not be returned in the exterior or interior book drop or returned to another library in the Mid-Hudson Library System. They must be returned to a circulation desk clerk at LaGrange Library no later than 1:00 pm on the due date. Digital passes are sent to patrons via email and do not need to be returned to the Library.

A fee of $25 per day will be charged to the borrower for passes held beyond the due date. A pass not returned within seven days after the due date will be considered lost and the patron will be charged the replacement cost, applied to their library record.

Approved by the Board of Trustees on September 15, 2016
Amended & Approved on February 13, 2025

Naming Rights

Purpose

The LaGrange Association Library (LAL) seeks to recognize persons who have supported the Library through substantial financial contributions. The Library provides naming opportunities in recognition of individuals and corporations for outstanding services towards the development of the Library and for significant financial contributions. These naming opportunities, with necessary Board of Trustee (hereinafter "Board") approval may include, but are not limited to, naming rooms in the building, furnishings and equipment, library collections, or by way of a designated plaque or nameplate.

A proposal for naming rooms, furnishings and equipment, library collections, or by way of a designated plaque or nameplate in honor of a member of the community will also be considered when that person has given distinguished service to the Library that merits recognition in the Library's history.

Only individuals and organizations whose actions and/or programs are compatible with the mission, policies, goals and values of LAL will be considered in naming rooms in the building, furnishings and equipment, library collections, or by way of a designated plaque or nameplate.

General Definitions

The Naming Rights Policy includes internal features, which may be naming rooms, furnishings and equipment, library collections, or by way of a designated plaque or nameplate. Other items may be recommended for naming after consultation with the Library Director and Board.

Definitions

1. A *room* in the building may include an enclosed room, designated areas such as a periodicals section, or interior wall.

2. A *designated plaque or nameplate* may include an inscribed commemorative thin, flat plate or tablet of metal, porcelain, etc., intended for ornament, as on a wall, or set in a piece of furniture.

3. A *collection* is groups of books, media, and other information items.

4. *Furnishings and equipment* include furniture, computers, mobile devices, and similar articles that are not a fixed part of the building and have a short life span.

5. *Financial contributions* include outright gifts of money, securities, in kind donations, and endowments.

Guidelines for Naming

Appropriate financial contributions for such naming opportunities will be at the discretion of the Board. Rooms, furnishings and equipment, and library collections may be named directly after the benefactor, or by way of a designated plaque or nameplate, or may retain or be given a functional title, following which the benefactor will be recorded as its sponsor.

Proposals for naming should be submitted to the Library Director and should contain specific information in support thereof, including any guidelines on how the donated funds are to be used to support the named room or area. If endorsed by the Library Director, the proposal will be forwarded to the Board for approval. The Board reserves the right to name rooms, designated plaque or nameplate furnishings and equipment, or library collections according to what is best for the function of the Library.

A proposal for naming rooms, furnishings and equipment, library collections, or by way of a designated plaque or nameplate in honor of a person will normally be considered when that person is a major benefactor to LAL that merits recognition.

All documents must be finalized before the Library issues final approval for a naming opportunity. No publicity shall be initiated until a contract is in place.

While the Board is grateful for and encourages donations from all individuals, businesses and organizations, the Board has the right to decline any gift to the Library and/or reject naming proposals. The Board reserves the right to terminate or alter a naming designation.

Naming rights will not extend beyond the normal life of the space. In the event the room or building is significantly altered during the agreed upon time when the gift was made, the Board will roll the name forward in a similar capacity.

In the event that LAL does not receive the full amount of the donation for the naming opportunity, the Library Director may recommend to the Board that the use of the benefactor's name for the area be discontinued.

Regulations

I. Naming Rooms in the Building

A. LAL will consider naming rooms when a person or corporation has given outstanding service or a financial contribution towards the room.

B. Recognition will be for 20 years or for the life of the room (whichever is less), unless the individual or corporation provides continuing or additional support.

II. Furnishings and Equipment, Collections

A. LAL will recognize a major financial contribution for the purchase of furnishings and equipment, library collections or other by placing the name of the benefactor on a designated plaque or nameplate within the facility.

III. General

A. A naming opportunity must be consistent with LAL's mission and goals.

B. If the naming of rooms, furnishings and equipment, library collections, or by way of a designated plaque or nameplate is based on outstanding service to the library by an individual who is deceased, the next of kin or the family of a person whose name is being considered to naming rooms, furnishings and equipment, library collections, or by way of a designated plaque or nameplate will be notified in writing prior to completion of the naming process.

C. The naming of a room, furnishings and equipment, library collections, or by way of a designated plaque or nameplate shall be finalized only after the financial commitment by the

individual or corporation has been honored in full and not on the basis of a pledge for future funds, unless a contract is entered into for such purposes.

IV. Indexation

At the discretion of the Board, the levels of financial contributions quoted will be adjusted to reflect changes in economic conditions.

Gift Recognition Replacement-Special Considerations:

A request to rename a room, furnishings and equipment, library collections, or by way of a designated plaque or nameplate shall conform to the following principles:

Any request to rename, add, or remove a name from a room within the Library should include documentation pertaining to the original approval and subsequent name change proposal. In the event that donor names must be removed for new construction, or in the event the Library is destroyed by natural disaster and is rebuilt to be used for its original purpose, recognition shall be replaced per the original agreement.

In the event the building is drastically altered through construction, the Board shall reserve the right to add/alter gift recognition, including the room's naming. Any donor plaques displaced as a result of this will be rededicated in an alternative location in accordance with the time frame developed for the original gift.

When a named room has reached the end of its useful life and will be replaced or substantially renovated, the replaced or renovated space may be renamed in recognition of a new donor or honoree. Appropriate recognition of earlier donors or honorees shall be included in, or adjacent to, new, renovated or redeveloped facilities.

Dedication Ceremony and Plaque, Inscription, or other Recognition:

The Board reserves the right to choose the wording, size, location and style of the plaque inscription, or other recognition. An appropriate dedication ceremony may be planned and conducted.

Request Procedures:

1. Proposals for naming rooms, furnishings and equipment, library collections, or by way of a designated plaque or nameplate may be submitted at any time during the year to the Library Director for review.

2. A proposal should include:

   a) Applicant name

   b) Contact Information including address, telephone, and email address

   c) Naming opportunity of interest

   d) Statement of the amount and method of the financial contribution to the Library

   e) Statement of the outstanding services toward the development of the Library when the recognition is based upon merit rather than financial contributions

   f) Justification compliant with the criteria and objectives outlined in this policy

3. An official letter of response will be sent acknowledging the proposal and outlining the steps necessary to proceed with the naming process or declining the proposal and stating the reason for this action.

4. The Director will present to the LAL Board the naming proposal with appropriate documentation

5. The Board will approve the design, wording, and placement of any permanent plaques, inscriptions or other recognitions.

Recognition of Gift Levels

General Room Naming Levels:
A donation in the amount of $50,000 or above will allow for the naming of a room or area at LAL by the donor. The Board will determine which room or area depending on the amount of the donation.

Sponsorship and Naming Levels

Our Library	**$1.5 million**
Children's library	$250,000
Community room	$150,000
Circulation desk	$100,000
Teen section	$25,000
Computer access area for adults	$25,000
Computer access area for children	$25,000
Book Drop – exterior	$15,000
Conference rooms/study rooms	$10,000 each
Staff room	$10,000
Seating areas	$10,000 each
Passport area	$10,000
Periodicals area	$2,500
Bookshelves (many)	$2,500 each
Tables (many)	$500 each
Study carrels (many)	$500 each

The Board has the authority to adjust these figures.

Other areas will be determined by the Board according to the amount of donation.

Monetary gifts (other than those associated with naming rights and sponsorships) of $50,000 or more may be recognized on a designated plaque or nameplate.

Material/Equipment Gifts

Donations of materials/equipment and funds to purchase materials/equipment will be accepted with the understanding that LAL reserves the right to determine if, and in what manner, the donated items will be used. The Library will make a good faith effort to use monies in accordance with the wishes of the donor(s) and the instructions of the Gift/Donations Form. The Library may refuse proposed gifts if restrictions are counter to Library policies.

Gifts of materials/equipment and items donated become the property of LAL, and are accepted with the understanding that they are subject to the same selection criteria as purchased materials/equipment. Items not selected for the collection may be passed on to another institution or library, or to the Friends of the Library for sale. All proceeds from the sale of donated materials will go to LAL. Acknowledgement of gifts for tax records may be provided, but appraisal of the value of donated items is not made.

Commemorative book(s) receive a bookplate listing the donor and the honoree and an acknowledgment letter will be sent to the person(s) or family of the person being honored.

Monetary Gifts

All monetary gifts are recognized with an acknowledgment letter.

Approved by the Board of Trustees January 9, 2020
Amended & Approved on September 9, 2021

Nepotism

The employment of relatives in the same organization may cause serious conflicts and problems with favoritism and employee morale. For the purpose of this policy, "relatives" are defined as a father, mother, brother, sister, son, daughter, grandfather, grandmother, grandchild, cousin, aunt, uncle, nephew, niece, step or in-law equivalents, spouse, domestic partner or child of a domestic partner.

In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships causing a negative impact to the overall work environment.

The Library has determined that it will be in its best interest to:

1. Avoid conflicts of interest between work-related and family-related obligations
2. Reduce favoritism or even the appearance of favoritism
3. Prevent family conflicts from affecting the workplace

In order to meet these goals, no relative of the Library Director, Library Board of Trustees, or Library supervisory staff shall be considered for employment by the LaGrange Association Library.

If employees become relatives after both employees are hired by the Library, the employees shall not thereafter work in any position or location where a direct line of supervision exists between such employees.

It is the responsibility of every employee and trustee to identify to the Library Director, or Board President, any potential or existing personal relationships which fall under the scope of this Policy.

Any circumstances not referenced in this policy will be addressed as needed.

New York State Library Reopening Safety Plan

NY FORWARD BUSINESS RE-OPENING SAFETY PLAN TEMPLATE

Each re-opening business must develop a written Safety Plan outlining how its workplace will prevent the spread of COVID-19. A business may fill out this template to fulfill the requirement, or may develop its own Safety Plan. **This plan does not need to be submitted to a state agency for approval** but must be retained on the premises of the business and must made available to the New York State Department of Health (DOH) or local health or safety authorities in the event of an inspection.

Business owners should refer to the State's industry-specific guidance for more information on how to safely operate. For a list of regions and sectors that are authorized to re-open, as well as detailed guidance for each sector, please visit: **forward.ny.gov**

COVID-19 Reopening Safety Plan

Name of Business:

LaGrange Association Library

Industry:

Library

Address:

488 Freedom Plains Road Suite 109 Poughkeepsie, NY 12603

Contact Information:

845-452-3141

Owner/Manager of Business:

Mary De Bellis, Library Director

Human Resources Representative and Contact Information, if applicable:

S/A

I. PEOPLE

A. Physical Distancing. To ensure employees comply with physical distancing requirements, you agree that you will do the following:

- ✓ Ensure 6 ft. distance between personnel, unless safety or core function of the work activity requires a shorter distance. Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings.

- ✓ Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, will keep occupancy under 50% of maximum capacity.

STAY HOME. STOP THE SPREAD. SAVE LIVES.

- ✓ Post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site (e.g. clock in/out stations, health screening stations)

- ✓ Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants.

- ✓ Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.

List common situations that may not allow for 6 ft. of distance between individuals. What measures will you implement to ensure the safety of your employees in such situations?

Only staff will be in the building during the first phase of our reopening and we will be able to maintain the 6 ft. distancing. All staff will wear face masks as an extra precaution. To ensure staff and patron safety when 6 ft. distancing is not possible while assisting patrons, staff will wear properly fitted face masks provided by the Library at all times, patrons will be required to wear properly fitted face masks in the Library, and sneeze guards will be installed at the public service desks as a protective barrier during patron interactions.

How you will manage engagement with customers and visitors on these requirements (as applicable)?

Compliance with these requirements are part of the Library's Patron Code of Conduct Policy.
No customers or visitors will be allowed in the Library without a properly fitting face mask. If they cannot wear a mask for medical reasons, reasonable accommodations will be made for them to use access library materials and services. If they have forgotten a mask, the Library will provide a disposable mask. If they refuse to wear a mask for any other reason, they cannot enter the Library and must utilize curbside pickup of materials only.

How you will manage industry-specific physical social distancing (e.g., shift changes, lunch breaks) (as applicable)?

Staff will be scheduled to allow for no overlap in shifts and lunch breaks to ensure proper physical distancing at all times.

II. PLACES

A. Protective Equipment. To ensure employees comply with protective equipment requirements, you agree that you will do the following:

- ✓ Employers must provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.

What quantity of face coverings – and any other PPE – will you need to procure to ensure that you always have a sufficient supply on hand for employees and visitors? How will you procure these supplies?

40 cloth face masks will be supplied to staff: 2 for each staff member to allow for laundering. These masks were sewn by a volunteer as per the specifications from the Centers for Disease Control. Disposable, waterproof gloves and disposable masks for patrons will be available in continuous supply, ordered from an online vendor. Sneeze guards will be installed at each public service desk, ordered from an online vendor.

☑ Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.

What policy will you implement to ensure that PPE is appropriately cleaned, stored, and/or discarded?

Staff will be required to launder their masks after each use and discard any damaged ones.

☑ Limit the sharing of objects and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves (trade-appropriate or medical); or, sanitize or wash hands before and after contact.

List common objects that are likely to be shared between employees. What measures will you implement to ensure the safety of your employees when using these objects?

Library materials, book carts, telephones, writing implements, computer keyboards. Staff will be required to wear properly fitted face masks and disposable, waterproof gloves on their shifts. The staff will disinfect any shared objects at the end of their shifts and gloves will be properly disposed of.

B. Hygiene and Cleaning. To ensure employees comply with hygiene and cleaning requirements, you agree that you will do the following:

☑ Adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain cleaning logs on site that document date, time, and scope of cleaning.

Who will be responsible for maintaining a cleaning log? Where will the log be kept?

A staff member will be responsibile for maintaining the cleaning log, which will be kept on a clipboard behind the check-out desk.

☑ Provide and maintain hand hygiene stations for personnel, including handwashing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.

Where on the work location will you provide employees with access to the appropriate hand hygiene and/or sanitizing products and how will you promote good hand hygiene?

There are no restrooms in the Library. The Library will have hand sanitizer available at all public service desks, in the staff break room, and on the public computer table. Good hand hygiene will be promoted verbally and on signage throughout the Library. There are common restrooms, shared by all the businesses in the building, which are the responsibility of the landlord.

- [x] Conduct regular cleaning and disinfection at least after every shift, daily, or more frequently as needed, and frequent cleaning and disinfection of shared objects (e.g. tools, machinery) and surfaces, as well as high transit areas, such as restrooms and common areas, must be completed.

*What policies will you implement to ensure regular cleaning and disinfection of your worksite and any shared objects or materials, using **products** identified as effective against COVID-19?*

Staff will be instructed on the proper cleaning and disinfecting of their work areas and shared objects at the end of their shifts. They will be responsible for doing so with a designated cleaning product effective against COVID-19.

C. Communication. To ensure the business and its employees comply with communication requirements, you agree that you will do the following:

- [x] Post signage throughout the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.

- [x] Establish a communication plan for employees, visitors, and customers with a consistent means to provide updated information.

- [x] Maintain a continuous log of every person, including workers and visitors, who may have close contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate PPE or through contactless means; excluding customers, who may be encouraged to provide contact information to be logged but are not mandated to do so.

Which employee(s) will be in charge of maintaining a log of each person that enters the site (excluding customers and deliveries that are performed with appropriate PPE or through contactless means), and where will the log be kept?

A staff member will be assigned the responsibility of maintaining this log and it will be kept on a clipboard behind the front desk.

- [x] If a worker tests positive for COVID-19, employer must immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

If a worker tests positive for COVID-19, which employee(s) will be responsible for notifying state and local health departments?

The Library Director will notify the Dutchess County Health Department. If the Director is unavailable for any reason, the next person-in-charge will do it.

III. PROCESS

A. Screening. To ensure the business and its employees comply with protective equipment requirements, you agree that you will do the following:

☑ Implement mandatory health screening assessment (e.g. questionnaire, temperature check) before employees begin work each day and for essential visitors, asking about (1) COVID-19 symptoms in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close contact with confirmed or suspected COVID-19 case in past 14 days. Assessment responses must be reviewed every day and such review must be documented.

What type(s) of daily health and screening practices will you implement? Will the screening be done before employee gets to work or on site? Who will be responsible for performing them, and how will those individuals be trained?

Employees will be screened prior to coming to work by completing an online questionnaire with pertinent questions as indicated above. If they answer yes to any of the questions, they will remain at home, following the guidelines for a quarantine period, COVID-19 testing, and/or COVID-19 treatment.

If screening onsite, how much PPE will be required for the responsible parties carrying out the screening practices? How will you supply this PPE?

N/A

B. Contact tracing and disinfection of contaminated areas. To ensure the business and its employees comply with contact tracing and disinfection requirements, you agree that you will do the following:

☑ Have a plan for cleaning, disinfection, and contact tracing in the event of a positive case.

In the case of an employee testing positive for COVID-19, how will you clean the applicable contaminated areas? What products identified as effective against COVID-19 will you need and how will you acquire them?

All surfaces, doorknobs, and other shared objects will be cleaned with a CDC approved product obtained from an online vendor. If unable to obtain said product, the CDC recommended bleach-to-water ratio solution will be used. The bleach is easily acquired from many local stores.

In the case of an employee testing positive for COVID-19, how will you trace close contacts in the workplace? How will you inform close contacts that they may have been exposed to COVID-19?

The staff schedule and visitor log will be used to identify individuals who may have come in contact with the employee and they will be contacted accordingly.

IV. OTHER

Please use this space to provide additional details about your business's Safety Plan, including anything to address specific industry guidance.

This plan was approved by the Board of Trustees on June 4, 2020

Staying up to date on industry-specific guidance:

To ensure that you stay up to date on the guidance that is being issued by the State, you will:

- [x] Consult the NY Forward website at forward.ny.gov and applicable Executive Orders at governor.ny.gov/executiveorders on a periodic basis or whenever notified of the availability of new guidance.

Online Banking & ACH Payments

LaGrange Association Library receives monthly bank statements electronically via a secure PDF, which are downloaded by the Library's Bookkeeper. Bank account reconciliations are performed monthly by the Bookkeeper using QuickBooks. Copies of the bank statements and reconciliations are given to the Library's Accountant for a quarterly inspection.

All payments and deposits are recorded by the Library's Bookkeeper using QuickBooks, then verified by the Bookkeeper and the Library's Accountant.

The Library Director and Bookkeeper have online banking authority. Online payments are the preferred method of payment when available. See credit card policy for further details.

Approved by the Board of Trustees on September 15, 2016
Amended & Approved on November 11, 2021
Amended & Approved March 12, 2026

Opioid Overdose Prevention Program

To combat the continuing rise in opioid related deaths in New York State and potentially save a life, New York State allows public libraries to participate in opioid overdose prevention programs by partnering with a NYSDOH (New York State Department of Health) Registered Opioid Overdose Prevention Program operated by another organization. The Library Director is authorized to proceed with instituting a board-sanctioned Opioid Overdose Prevention Program. Public libraries who choose to participate and act reasonably and in good faith, shall not be subject to criminal, civil or administrative liability solely by administering naloxone and may maintain IN (intranasal) naloxone on-site in adequate supplies. Choosing to participate permits employees, who volunteer to be trained in accordance with public health laws, to administer IN naloxone without liability.

LaGrange Association Library (LAL) has instituted an Opioid Overdose Prevention Program. This document sets forth the required policy and procedures necessary to provide and maintain intranasal (IN) naloxone on-site to ensure ready and appropriate access for use during emergencies to any patron or staff member suspected of having an opioid overdose.

LAL will partner with the Dutchess County Department of Mental Health, a New York State Department of Health (NYSDOH) Registered Opioid Overdose Prevention Program, and will adhere to all requirements stipulated by the partner organization in addition to the procedures listed in this document.

LAL will permit volunteer, unlicensed library staff who have received the requisite NYSDOH-approved training to administer intranasal naloxone on-site during business hours in the event of a known or suspected opioid overdose. The Library will get its naloxone from the Dutchess County Department of Mental Health free of charge. The Library Director will maintain a log of trained library personnel and will report all occurrences of naloxone administration to the Dutchess County Department of Mental Health.

Procedures For Administering Naloxone

- Evaluate a person for signs of overdose:
  - Unconsciousness or inability to waken the person
  - Slow or shallow breathing or breathing difficulty
  - Fingernails or lips turning blue
- Call 911 **immediately**
- Administer IN naloxone and step away from the person, as their reaction may be erratic.
- Discard the naloxone in the trash.
- When the person wakes up, explain what happened and try to keep them calm.
- If the person is conscious and wants to leave, do not detain them. They are free to go.
- Fill out a LaGrange Library Incident Report, stating that naloxone has been administered and the number of doses.

- Give the original Incident Report to the Library Director and place a copy in the binder at the Circulation Desk.
- The Library Director will report to the Dutchess County Department of Mental Health on when and how much was used and request replenishment as needed.

Pandemic

The purpose of this policy is to establish the protocol that will be used in the event of a pandemic. If there is a serious infectious disease outbreak, the LaGrange Library must plan for staff being unable to report to work. In addition, other public health measures may require limiting or canceling social and public gatherings, quarantines and/or other social distancing measures which can impact library hours and services. If there is a serious infectious disease outbreak, recovery may be slow and it is important to ensure that core business activities of the Library can be maintained for several weeks or more with limited staff and reduced hours.

At the discretion of the Library Director or the Library Board President, the LaGrange Library may close, reduce its operating hours, or limit services temporarily (e.g. passport processing, programming) in the event that there is not sufficient staff to maintain basic library service levels.

The Library staff and board are committed to providing excellent library service while doing all they can to support the health of the community.

Closure

The Library will close due to pandemic if a mandate order or recommendation for closure is issued by public health or government officials on the local, county or state level.

The Library may close if (1) any or all of the schools within the Arlington Central School District close, or (2) fewer than three staff members are able to report to work.

In the event of closure, the Library Director or designee will follow the communication procedures, submit payroll as usual, and pay bills as soon as possible.

The exterior book drop will be kept open and cleared periodically as long as possible.

In the event of a closure of more than five business days, the Mid-Hudson Library System will be notified and asked to remove the LaGrange Library from the paging list for holds. As soon as a re-open date is confirmed, MHLS will be notified of the date.

Curtailed Hours

In the event that only three library staff are able to report to work, Library hours will be curtailed. Shortened hours will be Monday, Wednesday, and Friday 4-8 pm and Tuesday, Thursday, and Saturday 10-2.

Story Times and Programs

Story times, programming, and passport processing may continue as library hours and staffing permit and there are no mandated limits on public gatherings. The public will be notified of any cancellations or changes via the established communication procedures, including telephone calls to program registrants if necessary.

Staffing and Compensation

If the library is open, healthy staff are expected to report to work. In the event of curtailed hours, staff who work will be paid for their regularly scheduled hours. Staff unable to work will use paid time off. In the event of closure, all staff shall be compensated for their regularly scheduled hours.

Communication Procedures

In the event of curtailed hours or closure necessitated by pandemic, effective communication is a priority. Information will be posted for the public on the Library's homepage, Facebook page, Instagram, Twitter, and on a sign outside the Library. Information will be relayed to the staff via text or telephone, as per our usual procedure. The message on the Library phone will be changed to relay emergency closings, curtailed hours, etc. Every effort will be made to keep all information current for the staff and the public.

Responsibility for Library Operations

If for any reason the Library Director is unable or unavailable to perform the responsibilities and decisions outlined in this policy, administrative authority for this policy and all library operations shall be passed to the Bookkeeper/Public Information Coordinator. If the Bookkeeper/Public Information Coordinator is unable to perform the responsibilities and decisions, administrative authority will pass to the Head of Circulation.

Prevention

Surfaces and objects (keyboards, computer mice, doorknobs, light switches, desks, telephones, etc.) will be disinfected daily. Staff will be reminded of the importance of frequent and thorough hand washing.

If a serious infectious disease outbreak reaches our community, staff with even a mild cough or low-grade fever will be advised to stay home. Staff should also stay home if they have had to take simple medications such as acetaminophen, ibuprofen or aspirin, which may mask symptoms of infection. Visitors to the Library who are obviously ill will be asked to leave the Library and anything they touched will be disinfected.

Approved by the Board of Trustees on March 12, 2020
Amended & Approved on March 14, 2024

Patron Code of Conduct

In order to ensure constructive use of LaGrange Library facilities, materials, and services, as well as the personal comfort of all patrons, the Board of Trustees has established the following rules for use:

- Patrons shall be engaged in activities associated with the use of a public library while in the Library. Reasonable quiet is expected. No patron may disturb others using the Library. This includes, but is not limited to, the use of cell phones or other audio equipment or devices.
- Misconduct such as the use of foul or threatening language and gestures, public drunkenness, drug usage, sale or exchange of alcohol or drugs, persistent loud talking and laughing, running, pushing, fighting, sleeping, staring, stalking, soliciting, loitering, littering and other inappropriate behavior will result in expulsion from the Library and possible suspension of Library privileges.
- The Library assumes no responsibility for the care and supervision of children. Parents or caregivers must supervise the behavior of their children. Additionally, children under the age of 12 must be supervised at all times by a parent or caregiver aged 18 or older.
- The Children's Room of the Library is for the exclusive use of parents and their children or adults using resources which are only available in that area. Loitering adults will be asked to move to the adult area of the Library.
- Smoking and eating are not allowed in the Library. Only non-alcoholic beverages in covered containers are permitted.
- Pets are not permitted in the Library. Only animals involved in Library programming or those properly identified as service animals performing a task for the benefit of an individual with a disability, are allowed.
- Patrons shall not be permitted to enter or to remain in the Library without wearing footwear and without being fully clothed at all times; bathing suits are not considered clothing. Clothing must also be fastened and sufficient to cover the upper body, underwear, and buttocks area at all times. Patrons shall maintain a generally acceptable standard of personal hygiene. Unpleasant body odor which may offend others is considered unacceptable.
- Patrons shall comply with all rules and regulations established by New York State, Dutchess County, and/or the Town of LaGrange, and the LaGrange Association Library during public health emergencies or a declared pandemic or epidemic. These rules will be prominently displayed at the entrance to the Library.
- A Library patron who deliberately alters a Library computer database or destroys computer equipment will forfeit all Library privileges and will be subject to financial liability for damages. A Library patron who vandalizes, steals, or destroys any Library material, equipment or building components will forfeit all Library privileges and will be

subject to financial liability for damages.

Patrons are encouraged to report disruptive individuals to the staff, who will address concerns with the Library Director. Any violation of this Code of Conduct may be subject to the forfeit of library privileges in accordance with the Workplace Safety Policy.

Approved by the Board of Trustees on February 13, 2003
Reviewed & Amended on July 10, 2008
Reviewed & Amended on January 14, 2010
Reviewed & Amended on September 16, 2010
Reviewed & Amended on May 11, 2017
Reviewed & Amended on June 4, 2020
Reviewed & Amended on April 10, 2025

Patron Complaints

This policy addresses patron complaints regarding LaGrange Association Library's public services, materials, procedures or policies. It is the goal of the staff and Board of Trustees of the LaGrange Association Library to provide the highest quality of service to our patrons in a fair and efficient manner to all individuals. Visitors who have experienced difficulties with services or who wish to question a library policy are always welcome to discuss those concerns with the Library's management staff (Library Director or Head of Circulation). Library staff will endeavor to resolve those issues as quickly and fairly as possible. If an informal meeting with Library staff does not settle the complaint, a patron may request to enter into the Library's formal grievance procedure.

Patron Grievance Procedure

1. A patron who wishes to file a formal grievance about a Library policy, procedure, service, or staff member's conduct, should submit a complaint in writing (non-electronic) to the Library Director which should include the date of the complaint; the name, address, and telephone number of the individual making the complaint; and a detailed explanation of the issue. If the complaint deals with a specific incident, it should also include the date of the incident. A printed complaint form is available, but its use is not mandatory. The Library Director will respond in writing within fourteen (14) business days of the complaint.
2. If the complainant is not satisfied with the response of the Library Director, the individual may request that the issue be brought before the Library's Board of Trustees. Requests for Board consideration will be in writing and be presented no longer than 30 business days after the decision by the Library Director. If the Board chooses to review the issue, it will be placed on the agenda of the next upcoming Library Board meeting.
3. The issue will be discussed at an open public meeting of the Board of Trustees. If the Board finds that it has ample information to make a decision, the Board will render a decision at that time. Summaries of all discussion at open library board meetings will be recorded in the minutes as part of the public record. Board minutes are open to the public after they have been approved by the Board of Trustees.
4. The Board may determine that added information, testimony, or expert advice is needed to render a fair decision. In that case, the Board may choose to postpone the decision to the following meeting or to hold a special meeting of the Board of Trustees for the express purpose of handling the complaint. All efforts will be made to hear the complaint and to render a decision in a timely manner. The final decision will not be rendered any later than 90 business days after the complaint to the Board is received by the Library Director.
5. The decision of the Board of Trustees is final.
6. The Library will maintain an accurate record of the action taken at each level of the complaint process.

7. This policy does not apply to complaints relating to an exhibit or an item in the Library's collection. Such complaints must follow the procedures set forth in the Exhibits Policy or the Challenged Materials Policy, respectively.

Petty Cash

Petty cash is to be used for incidental expenses under $50. Staff must furnish a receipt to the Library Director or Bookkeeper for reimbursement. The staff member making the expenditure should initial the receipt and note the purpose of the expenditure. When the petty cash fund reaches a minimum of $20, a list of expenditures, corresponding budget category, and receipts will be submitted to the Bookkeeper for replenishment. The petty cash amount is $50, and is kept in a secure location. Staff are encouraged to plan expenses ahead of time and use the Library's credit card, debit card, or request a check in lieu of petty cash.

Approved by the Board of Trustees on May 8, 2014
Amended & Approved on November 11, 2021
Amended & Approved on March 12, 2026

Photo Release Consent

I hereby irrevocably grant permission to the LaGrange Library ("Library") for the unrestricted use of the photographs taken of me or my child/ward/family on the date and at the location listed below for publication in Library brochures newsletters and/or promotional materials and/or to use the photographs on Library social media and/or its website.

I hereby waive any right to inspect or approve the finished photographs or printed matter that may be used in conjunction with them now or in the future, whether that use is known or unknown to me.

I hereby agree to release, waive and hold harmless the LaGrange Library and its agents or employees, including any firm publishing and/or distributing the finished product in whole or in part, from and against any claims, damages or liability that I or my child/ward/family may have arising from or related to the use of the photographs, including but not limited to any misuse, distortion, blurring, alteration, optical illusion, or in the taking, processing, reduction or production of the finished product, its publication or distribution.

I am at least 18 years of age and I am competent to contract in my own name or on behalf of my child/ward/family. I have read this release before signing below, and I fully understand the contents, meaning and impact of this release. I understand that I am free to address any specific questions regarding this release by submitting those questions in writing prior to signing, and I agree that my failure to do so will be interpreted as my free and knowledgeable acceptance of the terms of this release and waiver.

_____ _____
Location of photo Date of photo

_____
Name (please print)

_____
Relationship of individual signing release for individual in photo

_____ _____
Signature .. Date

_____ _____
Signature of guardian if individual in photo is less than 18 years of age Date

Approved by the Board of Trustees on January 14, 2010
Amended & Approved on February 9, 2023

Photography, Recording & Filming

The most significant priority for the LaGrange Association Library is to provide library services to the community. Any photography, recording, or filming is allowed only to the extent that it does not interfere with the provision of such library services and is consistent with the Library's Patron Code of Conduct.

Federal courts have deemed public libraries to be a limited public forum in terms of First Amendment rights, meaning that a library may use discretion to reasonably restrict the exercise of free speech in its building. The LaGrange Library reserves the right to limit filming and photography inside its facility when such restrictions serve Library purposes. The Library and its staff shall have the sole discretion to determine whether such photography, recording or filming interferes with Library operations or patrons' use of the Library.

1. **Casual** (for noncommercial purposes) amateur photography, recording, or filming is permitted in Library facilities for patrons and visitors wanting a remembrance of their visit or to document materials available in the Library. The use of additional equipment such as lighting is not permitted. Casual photography, recording or filming may not capture any identifiable likeness of individuals without their permission. Except as permitted in **Section 3 below** by the Library's staff or representatives, in no circumstances may anyone take a photograph of, or otherwise make a recording or film of a Library patron, without the consent of the patron, or their parent/guardian, if a minor.
2. **Non-casual** (for commercial purposes) photography, recording or filming is prohibited in the Library without the prior written permission and approval of the Director. Such approval shall contain the conditions under which the non-casual photography, recording or filming will take place and address the rights to ownership of the product of such photography, recording or filming. Any persons engaging in such photography, recording or filming are responsible for arranging all necessary releases and permissions from the persons who are photographed, recorded or filmed.

   For non-casual photography, recording or filming requests, please call 845-452-3141 or email lagrangelibrary@laglib.org.

The Library accepts no responsibility for images or recordings taken by members of the public. Any persons recording, filming, or photographing on Library premises have sole responsibility for gaining all necessary releases and permissions from persons who are recorded, filmed, or photographed. Failure to obtain releases and permissions from persons being filmed or photographed will be deemed unacceptable behavior for purposes of enforcing the Library's Patron Code of Conduct.

The Library welcomes news media photographers and reporters who are doing stories or projects that directly involve the Library and its programs. We encourage news media to contact us in advance of any visit, so as to make it easier for us to facilitate access.

Photography, recording or filming of Library events and programs will only be permitted with prior authorization of the Library staff and (where applicable) all presenters.

Outside groups making use of Library meeting facilities may arrange for photographers and news media during their event. In such a case, the event organizer must make an announcement at the beginning of the meeting or event that they have allowed photography, filming, and/or audio recording. Photography and media for such events are restricted to the space reserved by the group and may not take place in other areas of the Library.

3. **Photography, Recording or Filming by the Library, its staff, or its representatives**
   When attending Library-sponsored classes or events, you are entering into an area where photography, recording or filming may occur. Prior to the start of the class or event, Library staff will notify attendees,or in the case of a minor attendee, the parent/legal guardian, that the class or event will be photographed, recorded or filmed.

   Attending Library-sponsored classes or events constitutes consent of the attendee, and the consent of the parents or legal guardians of any minor children in attendance to photography, recording, filming and its/their release, publication, exhibition, or reproduction to be used for news, web casts, promotional purposes, telecasts, advertising, inclusion on websites, social media, or any other purpose by the Library and its affiliates and representatives. Images, photos, and/or videos may be used to promote similar Library-sponsored classes and events in the future, highlight the class or event, and exhibit the capabilities of the Library.

To ensure the privacy of all individuals, images will not be identified using full names or personal identifying information without a **Photo Release Consent Form** signed by the photographed subject or the parent or guardian of a photographed subject under the age of 18. Children under the age of 18 will be identified using their first name(s) only, not their full name(s).

You release the Library, its officers and employees, and each and all persons involved from any liability connected with the taking recording, digitizing, or publication and use of photographs, video and/or recordings.

By attending the Library-sponsored class or event, you waive all rights you may have to any claims for payment or royalties in connection with the use, exhibition, streaming, web casting, televising or otherpublication of these materials regardless of the purpose or sponsoring of such use, exhibiting broadcasting, web casting or other publication irrespective of whether a fee for admission or sponsorship is charged. You also waive any right to inspect or approve any photo, video or recording taken by the Library or person or entity designated to do so by the Library.

Revocation of Permission

Any consent granted pursuant to this Policy to permit photography, recording or filming may be revoked at any time upon failure to comply with terms of the Policy or other rules and regulations of the Library.

Approved by the Board of Trustees on February 9, 2023

Programming

The LaGrange Association Library sponsors and conducts informative and entertaining talks, demonstrations, audio-visual presentations, workshops, children's storytimes and crafts, concerts, and other special events. Library programs are coordinated by designated library staff and approved by the Library Director.

Library program topics, speakers, performers, courses, classes, and resource materials are selected by library staff based on the interests and needs of library users and the community. Library sponsored programs may be conducted by in-house staff or outside presenters chosen for their proven expertise and public performance experience.

All adult library programs are open to the general public but some programs may be designed with specific audiences in mind, e.g. parents or seniors. Children and teen programs may be restricted by age level or residency. Program registration may be required and/or limited; waiting lists may be taken. Fees may be charged, depending on the nature of the program.

The Library's programs are promoted on its website, social media channels, posted fliers, and e-newsletter. Special events may be promoted through news releases. Programs targeted toward specific audiences are publicized as such. Programs may be cancelled for a number of reasons, including severe weather, low registration, or absence of the presenter. Patron fees associated with cancelled programs will be refunded in a timely manner. Cancelled programs are not automatically rescheduled.

The Library may offer programming in partnership with other community agencies, organizations, and educational institutions to enrich its offerings to library users.

Library programming shall not exclude topics, books, speakers, media, and other resources because they might be controversial. Acceptance of a program topic by the Library does not constitute an endorsement by the Library of the group's or individual's policies or beliefs. Concerns, questions, or complaints about library-initiated programs should be referred to the Library Director.

Approved by the Board of Trustees on July 10, 2014
Reviewed & Amended on October 8, 2020
Reviewed & Amended on April 10, 2025

Protests

People have a constitutional right to protest on the public sidewalk and other public spaces not controlled by the LaGrange Association Library, including the parking lot surrounding the building in which the Library occupies the second floor and other businesses occupy the first floor.

While these areas are not library property, library staff and administration will monitor protests to ensure that they are peaceful and do not interfere with patrons entering or exiting the library. The library does not allow any protest inside the library that interferes with patrons' quiet use and enjoyment of the library, its programs, its materials, or that violates the Code of Conduct.

The Library Board of Trustees does not allow any protest at their meetings that interferes with the conduction of meeting business. Protestors wishing to speak must abide by the parameters for public comment as stipulated in the Library Bylaws.

LaGrange Association Library staff or administration will notify local law enforcement if a protest becomes violent, if there is the chance that a protest will become violent, or if protestors interfere with patrons entering or exiting the library. If there is an early indication of multiple protest groups attending, library administration will consult local law enforcement about proper procedure. If there is any question of safety or sign that groups will clash, library administrators will request local law enforcement support.

As per the Library's Workplace Safety Policy, an Incident Report will be completed and submitted to the Library Director, who will notify the building owner if warranted.

Approved by the Board of Trustees on February 13, 2025

Public Access to Records/New York Freedom of Information Law (FOIL)

The LaGrange Association Library (as a New York State governmental entity) complies, as required by law, with the New York Freedom of Information Law (Public Officer Law, Article 6, Section 8470, Freedom of Information Law).

A person may request information and records available to the public in the following manner:

1. Requests must be made in writing to the Library Director at LaGrange Association Library, 1110 Route 55, Lagrangeville, NY 12540, by fax to 845-452-1974, or by email to lagrangelibrary@laglib.org.
2. Records requested for inspection or copying must be specified. Any records to be certified must be specified.
3. Reimburse the Library's actual costs for reproducing the records at .25¢ per page for employee copied records.
4. The Library Director will respond to a written request within five (5) working days.
5. Records will be available for inspection at the LaGrange Association Library, 1110 Route 55, Lagrangeville, NY 12540, during normal business hours, or can be transmitted digitally or by mail.

Information about the Freedom of Information Law can be obtained from the Committee on Open Government. Contact information for the Committee on Open Government is as follows:

Committee on Open Government
One Commerce Plaza
99 Washington Avenue, Suite 650
Albany, NY 12231
tel (518) 474-2518
fax (518) 474-1927
https://opengovernment.ny.gov/

Approved by the Board of Trustees on May 8, 2014
Amended & Approved on June 9, 2022

Public Posting

Material may be submitted for posting by non-profit organizations for civic, educational or cultural purposes. Such organizations may submit literature publicizing a specific event. The Library Director or their designee must approve all postings and may prohibit postings which do not meet Library standards. Factors in the approval process include:

- consistency with the Library's mission
- relevance to community needs and interests
- subject matter
- space requirements
- timeliness

The following types of items will not be accepted:

- materials devoted to the sale, advertising, solicitation, or promotion of commercial products or services for a single profit making business
- materials aimed primarily at soliciting members, requesting donations, raising funds or selling merchandise. Exceptions may be made for cultural organizations and special events held by local organizations.
- materials that have the primary effect to proselytize for a single point of view
- petitions for public signature from outside organizations
- campaign or ballot related literature
- rental or bankruptcy notices
- materials inconsistent with Library policies

Library staff will display and remove postings promptly. The Library is not responsible for returning materials.

Approved by the Board of Trustees on November 11, 2004
Amended & Approved on August 13, 2020

Public Relations

The public relations goals of the LaGrange Library are:

- To promote community awareness and active participation in Library services and programs
- To develop public understanding and support of the Library and its role in the community

The Board of Trustees recognizes that public relations involves every person who has a connection with the Library. The Board urges its own members and every staff member to realize that they represent the Library in every public contact. Good service supports good public relations.

The Board will establish and maintain a budget to cover costs related to printing, publication, postage, and supplies in order to ensure an effective media campaign.

All public relations materials must be reviewed and approved by the Library Director.

Emergency Situations

In the event of an emergency, official statements to the public and media will be made by the Library Director, Board President or designee placed in charge of the Library.

If it is necessary for the Library staff to provide the public with information, the Library administration will inform the staff what is to be said.

In the event that the Library has to close due to an emergency situation or inclement weather, the Library Director, Assistant Director or their designee will contact the media.

Social Media

The LaGrange Association Library (LAL) uses social media to create a welcoming online presence for users to find entertaining and useful information and to encourage interaction and involvement in order to expand the Library's connection with the community. LAL uses social media platforms to enhance communication between the Library and staff, patrons and the public, and to inform patrons about Library services, events, programs and updates.

Staff maintains and edits the content of LAL social media sites to comply with Library policies.

The Library Director must approve any and all representation of the Library on the Internet. No online accounts that represent LAL may be set up without the approval of the Director.

Social Media Definition

Social media is defined as websites and applications that enable users to create and share content or to participate in social networking. The Library utilizes Facebook, Instagram, and YouTube social media platforms to share photos, videos, web links, news, and information regarding Library programs, events and updates.

Rules For Public Commenting And Posting

Although comments and posts are welcome on many of the Library's social media sites, the Library does not intend to create an open forum through its social media presence. All comments, posts, and messages will be periodically reviewed and the Library reserves the right to, but is not required to, remove any comment, post, or message that it deems inappropriate or off-topic. Any views expressed are those of the individual poster, and the Library accepts no liability for the content of any such postings. Users are allowed to comment on, share, and tag the information posted by LAL.

Users should have no expectation of privacy in postings on Library sponsored media sites; by using such sites, you consent to the Library's right to access, monitor, and read any postings on those sites. Users must understand that social media is permanent, retrievable, and public. The Library recommends that users do not post their personal information or contact information on social media sites.

The Library reserves the right to reproduce comments, posts and messages in other public venues; such reproduction may be edited for space or content while retaining the original intent of the post.

Any comment, post or message containing any of the following will be removed from any LaGrange Library social media forum:

- Offensive, obscene, threatening, or abusive content. Comments containing abusive, vulgar, offensive, threatening or harassing language, personal attacks of any kind, or offensive terms that target specific individuals or groups. Individuals are fully responsible for libelous or defamatory comments.
- Hate speech. Posts containing racism, homophobia, sexism, or any other form of hate speech will be removed.
- Potentially libelous statements.
- Plagiarized or copywritten material. Individuals should not post anything that they do not have the right to post.
- Private, personal information, including phone numbers and addresses, published without consent, or requests for personal information.
- Comments, links, or information totally unrelated to the purpose of the forum.
- Hyperlinks to material that is not directly related to the discussion.
- Spam or other commercial, political, or religious messages unrelated to the Library or its social media postings.
- Organized political activity.
- Any images, links or other content that may fall into any of the above categories.

By choosing to comment, individuals agree to these rules.

The Library reserves the right to ban or block users who have posted in violation of this policy. In addition, users are expected to abide by the terms and conditions set by third party social media platforms as well as follow appropriate Federal and State laws.

The Library is not responsible for any of the patron-generated comments or content that appear on social media. A posted comment is the opinion of the poster only, and publication of a comment does not imply endorsement or agreement by the LaGrange Library.

The Library asks that individual user complaints be addressed directly to the Library Director so that they can be addressed quickly and specifically. Social media is not the mechanism used by the Library to document or address patron problems or concerns, or influence Library policy, procedures, or programs.

Approved by the Board of Trustees on September 11, 2008
Amended & Approved on April 11, 2024

Purchasing

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 , One-Time, or Aggregate Ongoing Purchases

The following schedule is related to capital, one-time, or aggregate ongoing purchases of non-library materials where individual items are at the stated prices and for which there are sufficient budget appropriations.

Purchase Amount Policy

- Up to $2,500 – Discretion of the Executive Director
- $2,500–$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-$20,000 – Minimum of three written quotes approved by the Board of Trustees
- Over $20,000 – Formal bid process approved by the Board of Trustees

3. Emergencies

In the event of an emergency over $2,500, the Director will obtain three verbal quotes if possible. Either the Treasurer or the President will approve the expense.

Approved by the Board of Trustees on March 13, 2008
Amended & Approved on November 11, 2021
Reviewed & Approved on March 12, 2026

Records Retention

The records of the LaGrange Association Library will be retained and disposed of in accordance with the schedules published in the Records Retention and Disposition Schedule for New York Local Government Records (LGS-1) by The University of the State of New York and The State Education Department.

The Library Director shall serve as the Records Management Officer for the Library in order to ensure compliance with the aforementioned Records Retention and Disposition Schedule for New York Local Government Records (LGS-1).

The Library Director shall serve as the Records Access Officer for the Library in order to ensure compliance with the Freedom of Information Law.

Approved by the Board of Trustees, June 9, 2022

Request for Reconsideration of Library Resources

LaGrange Association Library
Request for Reconsideration of Library Resources

Title of Resource to be Reconsidered: _____

Author of Resource to be Reconsidered: _____

Book _____ Film _____ Program _____ Other _____

Did you read or view the entire resource? Yes _____ No _____ Amount _____

What brought this resource to your attention? _____

_____

_____

What is objectionable about the resource, and how do you expect it to affect the users of the Library? (Be specific; cite page numbers or other particular references. Use back of form if necessary.) _____

_____

Have you consulted an evaluation of this resource by experienced critics? Yes ____ No ____

If "Yes", please cite: _____

What are your specific recommendations to the Library regarding this resource? _____

_____

_____

If you are suggesting removal of an item, what work of equal value do you recommend for replacement? _____

_____

Please be advised that this completed form will be reviewed by the Library Director and Board of Trustees, who will contact you directly. Please print your:

Name: _____ Library Card Number: _____

Address: _____ Phone: _____

Representing: Self: _____ Organization (name): _____

Signature: _____ Date: _____

Approved by the Board of Trustees on February 13, 2003
Amended & Approved on April 2, 2020
Amended & Approved on August 10, 2023

Roku Lending

In order to ensure equitable access for all LaGrange residents to the LaGrange Association Library's collection of Roku Media Streaming Players (Roku), the following policy applies:

LaGrange Association Library Roku Media Streaming Players may be borrowed by patrons 18 years and older who have had a library card for more than 90 days and have a current borrowing record with no current fines, no overdue items, no lost items, and no more than "one claims material returned" notation. The loan period is seven days.

Overdue fees for Roku Media Streaming Players are $10.00 per day. There are no renewals or holds. Roku Media Streaming Players and all accessories must be returned to the LaGrange Association Library during operating hours. They may not be returned in the book drop. The fee for returning a Roku in the book drop or to any other library is $25. Any loss incurred as the result of failed returns will be the responsibility of the borrower.

Failure to return Roku Media Streaming Players within one week of the due date will cause a block to the borrower's record prohibiting borrowing of any kind and a full replacement fee, not to exceed $50, plus a $15 processing fee to be charged.

The Roku is loaned with three accessories: Roku remote, Roku stick and a power cord.

Roku settings may not be altered. Content may not be downloaded or added. Tampering with Roku Media Streaming Players or software will result in a full replacement fee, not to exceed $50, plus a $15 processing fee.

Approved by the Board of Trustees on May 21, 2015

Safe Child

LaGrange Association Library is dedicated to providing a warm, welcoming, exciting and safe environment for people of all ages. It is for the safety of each child that the Library has adopted this Safe Child Policy.

The safety of children left alone in the Library is a serious concern of the Library staff. The Library staff, however, have many duties to perform in order to serve all the residents in LaGrange. They cannot monitor the behavior and safety of children using the Library. The responsibility for the safety and behavior of children in the Library rests with the parent or caregiver and not with the Library staff. A caregiver is an individual 18 years of age and over, in accordance with New York State General Obligations Law Section 3-112, which defines an adult as a person 18 years of age or older.

Children under the age of 12 must be supervised at all times by a caregiver, who is an individual 18 years of age and over, or by their parent.

Children, ages 12-14, may use the Library on their own for a reasonable period of time, provided they are able to maintain proper library behavior in accordance with our Patron Code of Conduct. Parents are still, however, responsible for the actions of their children. Children using what is deemed inappropriate behavior by the Library staff may be asked to leave the Library. If a child of this age group is not able to leave the Library without an adult, he/she should not be in the Library alone. Children must also have the phone number of a parent or caregiver that may be contacted in an emergency.

Young people, ages 14-17, are treated as adult users. However, they are still legally the responsibility of their parents.

Unattended Children After Closing Time

Library staff will exercise appropriate procedures to ensure the safety of unattended children when the Library is closing. Parents are responsible for being aware of the times the Library opens and closes. Parents must also keep in mind that the Library may close unexpectedly for reasons out of the control of staff, such as a power outage.

- If no ride has arrived within 15 minutes after closing time, the staff will call the Sheriff's Department. Library staff will wait for the Sheriff with the child.
- Staff will record the parent's/caretaker's name, address, telephone number and the child's name.
- Once found, the parent/caretaker will be given a copy of the Safe Child Policy.
- Staff will refer any additional incidents to the Sherriff's Department.

Library staff cannot give rides to any child.

Violation of the Safe Child Policy may result in suspension of Library privileges for the family.

Approved by the Board of Trustees on May 11, 2017
Amended & Approved on March 10, 2022

Security Cameras

In order to ensure the safety of staff, patrons, and guests and the security of Library property, the LaGrange Association Library (LAL) maintains security cameras throughout the facility. The security camera installation consists of dedicated cameras, which provide real-time surveillance through a video management system. Security cameras shall be used primarily for the purpose of protecting Library property and providing a safe environment for employees, patrons, and guests.

Signage

A sign posted at the public entrance to the Library and within the Library giving notice that security cameras are in use.

Camera Location

Cameras are installed and located in areas that are prone to theft or other activities that may violate Library policy or criminal law. Cameras monitor all public entrances and exits to the Library. Security cameras are not positioned in areas where there is a reasonable expectation of personal privacy, such as restrooms or the staff break room. Security cameras are positioned to record only those areas specified by the Library Director and will complement other measures to maintain a safe and secure environment in compliance with Library policies.

Access to Digital Images

Video data is recorded and stored digitally. Recorded data is considered confidential and secure. Access to the recorded archival data is limited to the following authorized individuals: Library Director, Head of Circulation, Informational Technology Manager, and may include others at the discretion of the Library Director. Periodic checks are made by the Information Technology Manager to ensure proper operations of the system. Access may be provided to authorized law enforcement agencies, in accordance with the law.

Patron Privacy

Recorded data will be accorded the same level of confidentiality and protection provided to library patrons by New York state law and the Library's policies. Video surveillance records are not to be used directly or indirectly to identify the activities of individual library patrons except as viewed in relation to a specific event of suspected criminal activity, suspected violation of library policy, or incidents where there is reasonable basis to believe a claim may be made against the Library for civil liability.

Retention of Digital Images

Recordings are generally kept for 60 days. Recordings that may be kept longer are either image captures or partial recordings that involve ongoing investigations or to enforce suspensions from the Library.

Disclaimer of Liability

The Library disclaims any liability for use of the video data in accordance with the terms of this policy, given that the Library is a public facility and the security cameras shall be limited to those areas where patrons and/or staff have no reasonable expectations of privacy.

Approved by the Board of Trustees on January 9, 2025

Service Animals

A service animal is a working animal, not a pet.

The Americans with Disabilities Act (ADA) defines a service animal as any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

Dogs that satisfy this definition are considered service animals under the ADA regardless of whether they have been licensed or certified by a state or local government, or any other entity. The types of tasks a service animal might perform include:

- Assisting with navigation, or stability and balance
- Alerting to sounds or allergens
- Pulling wheelchairs, carrying and retrieving items
- Seizure assistance
- Interrupting impulsive or destructive behaviors

Under the ADA and New York Civil Rights Law, facilities that serve the public may not discriminate against individuals with disabilities accompanied by a guide dog, hearing dog, or service dog. In addition, they must permit a service animal in all areas of the facility where patrons are allowed or the public is invited. Service animals are not required to wear special vests or have documentation, but must be licensed. They must be leashed (unless the person's disability prevents them from using such a device), and must at all times, be under the person's control. Library staff can ask that the service animal be removed, if the animal is out of the person's control.

Library staff are not responsible for the care or supervision of a service animal and are not required to provide food or a special location for the animal. A public accommodation provider cannot ask about the nature or extent of a person's disability and may not demand proof that the animal is certified. However, if it is not readily apparent that a dog is a service animal, they may ask, (1) if the animal is required because of a disability and (2) what work the animal has been trained to perform.

Signatory Authority

Authorized signatories of LaGrange Association Library will be granted to the Board of Trustee's sitting Board President, Board Treasurer, and current Library Director. These roles are authorized pursuant to the Signatory Authority Policy to sign contracts with external parties on behalf of the Board of Trustees of LaGrange Association Library, and to monitor and administer the Library's financial assets. These assets are accounted for in the various funds of the Library and include the general operating fund, capital project fund, and any new funds that may be established by the LaGrange Association Library in the future.

Approved by the Board of Trustees on March 12, 2026

Smoking

The Board of Trustees of the LaGrange Association Library enforces the New York State Public Health Law Section 1399-O which prohibits smoking in a public library or within one hundred feet of a public library entrance. Smoking is defined as a lighted cigar, cigarette, pipe, or any other matter or substance that contains tobacco, or products intended to mimic tobacco, including snuff or chewing tobacco products, use of an electronic cigarette, personal vaporizer, water pipes, or electronic nicotine delivery system, or any other battery powered vaporizer which produces a mist rather than cigarette smoke.

Approved by the Board of Trustees on October 8, 2020
Reviewed on April 10, 2025

Social Media

The LaGrange Association Library (LAL) uses social media to create a welcoming online presence for users to find entertaining and useful information and to encourage interaction and involvement in order to expand the Library's connection with the community. The Library uses social media platforms to enhance communication between the Library and staff, patrons and the public, and to inform patrons about Library services, events, programs and updates.

Staff maintains and edits the content of the Library's social media sites to comply with Library policies.

The Library Director must approve any and all representation of the Library on the Internet. No online accounts that represent LaGrange Library may be set up without the approval of the Director.

Social Media Definition

Social media is defined as websites and applications that enable users to create and share content or to participate in social networking. LAL utilizes Facebook, Instagram, and YouTube social media sites to share photos, videos, web links, news and information regarding Library programs, events, resources, and updates.

Rules for Public Commenting and Posting

Although comments and posts are welcome on the Library's social media sites, the Library does not intend to create an open forum through its social media presence. All comments, posts, and messages will be periodically reviewed and the Library reserves the right to, but is not required to, remove any comment, post, or message that it deems inappropriate or off-topic. Any views expressed are those of the individual poster, and the Library accepts no liability for the content of any such postings. Users are allowed to comment on, share, and tag the information posted by LaGrange Library.

Users should have no expectation of privacy in postings on LAL sponsored media sites; by using such sites, you consent to the Library's right to access, monitor, and read any postings on those sites. Users must understand that social media is permanent, retrievable, and public. The Library recommends that users do not post their personal information or contact information on social media sites.

The Library reserves the right to reproduce comments, posts, and messages in other public venues; such reproduction may be edited for space or content while retaining the original intent of the post.

Any comment, post or message containing any of the following will be removed from any LAL social media forum:

- Offensive, obscene, threatening, or abusive content. Comments containing abusive, vulgar, offensive, threatening or harassing language, personal attacks of any kind, or offensive terms that target specific individuals or groups. Individuals are fully responsible for libelous or defamatory comments.
- Hate speech: posts containing racism, homophobia, sexism, or any other form of hate speech will be removed.
- Potentially libelous statements.
- Plagiarized or copywritten material. Individuals should not post anything that they do not have the right to post.
- Private, personal information, including phone numbers and addresses, published without consent, or requests for personal information.
- Comments, links, or information totally unrelated to the purpose of the forum.
- Hyperlinks to material that is not directly related to the discussion.
- Spam or other commercial, political, or religious messages unrelated to the Library or its social media postings.
- Organized political activity.
- Any images, links or other content that may fall into any of the above categories.

By choosing to comment, you agree to these rules.

The Library reserves the right to ban or block users who have posted in violation of this policy. In addition, users are expected to abide by the terms and conditions set by third party social media platforms as well as follow appropriate Federal and State law.

The Library is not responsible for any of the patron-generated comments or content that appear on social media. A posted comment is the opinion of the poster only, and publication of a comment does not imply endorsement or agreement by the LaGrange Library.

The Library asks that individual user complaints be addressed directly to the Library Director, so that they can be addressed quickly and specifically. Social media is not the mechanism used by the Library to document or address patron problems or concerns or influence library policy, procedures, or programs.

Approved by the Board of Trustees on January 9, 2025

Social Software

Social software is defined as any web application, site, or account created and/or maintained by LaGrange Library, which facilitates an environment for Library staff and users to share opinions and information about Library related subjects or issues.

Comments, posts and messages are welcome and will be reviewed before publishing. The following are deemed inappropriate and will be removed before publishing:

- Potentially libelous comments
- Obscene or racist comments
- Personal attacks, insults or threatening language
- Plagiarized material
- Private, personal information published without consent
- Comments totally unrelated to the topic of the forum
- Commercial promotions or spam
- Hyperlinks to material that is not directly related to the discussion

By posting content, the user agrees to indemnify LaGrange Library and its officers and employees from and against all liabilities, judgments, damages and costs (including attorney's fees) incurred by any of them which arise out of or related to the content that you post. Forums and messaging may not be used for commercial purposes or for organized political activity.

LaGrange Library, reserves the right to monitor content before it is posted on all of its social software, websites and accounts, and to modify or remove any messages or postings that it deems, in its sole discretion, to be abusive, defamatory, in violation of copyright, trademark right or other intellectual property right of any third party, or otherwise appropriate for the service. LaGrange Library also reserves the right to edit or modify any submissions in response to requests for feedback or other commentary. Notwithstanding the foregoing, the LaGrange Library is not obligated to take any such actions and will not be responsible or liable for content posted by any subscriber in any forum, message board or other area within the service.

If you do not agree to these terms, do not use the service, as violation of these terms can lead to legal liability.

Approved by the Board of Trustees on August 13, 2009

Travel, Continuing Education & Staff Development

The Travel, Continuing Education, & Staff Development Policy ensures that staff requests for professional development are awarded equitably. The LaGrange Association Library encourages its employees to take advantage of the many local and regional library training and professional development opportunities offered through the Mid-Hudson Library System at little or no cost.

The Library encourages all employees to attend staff development events, which will enhance the employee's skill set as it relates to their library duties. Priority in approving requests will be given to those requesters that have been selected to present or receive awards at conferences or events, or who have received financial assistance to attend specific conferences. Attendance at workshops, webinars, online meetings, courses, and conferences, when pertinent to the requester's job duties or professional development, and approved by the Library Director, will be considered as scheduled hours worked. As justification for attendance, the Library Director may require the requester to share knowledge learned with other LaGrange Library staff members.

The Library Director reserves the right to deny requests to reserve funds for other staff members to attend future events.

Initiating a Continuing Education Request

Requests for local trainings that have no costs beyond hours worked and mileage reimbursement require the requester to notify the Library Director noting the name and location of the training.

Staff seeking reimbursement for trainings or conferences with additional costs besides mileage must notify the Library Director no less than 60 days prior to registering for the training.

Written notification of decision will be made to the requesting staff member as soon as possible, indicating either:

- Approval of funding and amount approved or
- Request denied and an explanation of reason for denial

Reimbursement Procedure

A completed Conference Expense Claim Form with all receipts for expenditures should be submitted to the Library Director for review within 14 days of a staff member's return to work. Receipts that are not submitted in a timely manner within the 14-day time limit may lose their eligibility for reimbursement. Expenses incurred without a receipt will not be reimbursed. All expenditure reimbursements are paid by direct deposit through the employee's paycheck.

Additional Savings Opportunities

Staff should take advantage of early registration, reduced room rates, and any other discounts associated with their travel (e.g., double-room occupancy, etc.). While not necessarily a requirement for attendance, the availability of these opportunities may be a determining factor in the Library Director's approval of a conference/staff development request. Failure to obtain cost savings may result in denial of the request or in amendments

to approved reimbursements for the request.

Reimbursement Schedule for Conference/Workshop/Course Fees

The Library will pre-pay an event registration, if a registration form is submitted and approved. If the requester pays for the registration fee using their own funds, they will be reimbursed after the event. In the latter case, the requester must present a receipt for the registration fee and proof of attendance, at the discretion of the Library Director, in order to be reimbursed. The Library Director may reimburse membership fees, pre- and post-training event costs, and other ancillary costs in instances where those costs will provide the Library savings on other expenses.

Transportation

(a) Personal Automobile

Employees will be compensated for time spent traveling from the Library to another job site during the workday. The return trip, however, is non-compensable when the employee goes directly home from the final job site. Employees will not be compensated for round trip travel between home and a job site, as commute time is not compensable. Any extenuating circumstances must be approved by the Library Director in order to be compensated for travel time from home. The Library will reimburse mileage, at the current IRS Standard Mileage Rate, and any applicable tolls. When two or more staff attend the same event, they are expected to carpool unless a justifiable reason prevents it. The Library reserves the right to limit mileage reimbursement if staff doesn't carpool without a justifiable reason.

When two or more staff travel together, only one will be reimbursed for the mileage allowance. No more than two staff members will be reimbursed for mileage expenses for the same conference or event. When submitting for mileage reimbursement the requester should complete the Mileage Reimbursement Form and submit it to the Library Director. The form must include the address of the training as a destination, the address of the Library or requestor's home (whichever is closer to the training location) and the trip distance in miles. The Library Director will review the trip information for approval.

(b) Rental Automobile

A rental automobile may be used when renting is considered to be more advantageous than other means of transportation. The need for a rental automobile must be outlined in staff member's initial request.

(c) Air Travel

Pending approval, staff members must make airline reservations using the Library's debit card under the guidelines of the Library's Credit Card/Debit Card policy. Reservations should be made for economy class fare. Reimbursement for business or first-class airfare is not allowed. Incidental charges over basic fare should be pre-approved.

(d) Other Forms of Transportation (Railroads, Buses, etc.)

These forms of transportation are allowed, but should not exceed the commercial air fare that would be reimbursable for the same trip. Ground transportation costs for local transportation from the airport, train station, or other arrival point, will be reimbursed. Transportation to and from the hotel room and meeting space, and to other destinations will be reimbursed. Staff should take advantage of public transportation and cost savings opportunities for local transportation.

Lodging

The Library will pay for the cost of lodging within a reasonable level, at the discretion of the Library Director. Pending approval, staff members must make lodging reservations using the Library's debit card under the guidelines of the Library's Credit Card/Debit Card policy. When a staff member is attending a conference and conference rates are given at various hotels or motels, the staff member should make reservations at one of these locations, with the goal of keeping costs minimal. Other lodgings may be booked, but should not exceed the cost of hotel or motel conference rates. The Library will not reimburse incidentals such as exercise facilities, movies, mini bar fees, forms of entertainment and the like.

Meals

Meals, while attending conferences or staff development training, will be covered at the current IRS standard meal allowance rate. The Library will not reimburse for the cost of alcohol consumed during travel. Meal receipts must be presented in order to be reimbursed.

Parking Fees

Reasonable and necessary costs for automobile parking will be reimbursed when there are no other practical options available. Requestors must present a receipt or a copy of their credit card statement that clearly indicates the parking fees in order to be reimbursed.

Miscellaneous

Other expenses will be reimbursed if determined to be reasonable and necessary by the Library Director and if supporting receipts or documents are provided. Fees, fines and penalties related to any violations are not reimbursable. Employees are traveling as representatives of the Library, and as a result are expected to conduct themselves in a manner which is befitting a LaGrange Library employee.

Approved by the Board of Trustees on September 15, 2016
Amended & Approved on March 10, 2022
Amended & Approved on March 13, 2025
Amended & Approved on April 10, 2025

Tutoring

The LaGrange Association Library permits tutoring on its premises as part of its educational mission. Both tutors and students are required to abide by all rules and policies of the Library.

Tutors are required to observe the following guidelines when tutoring in the LaGrange Library; failure to comply may result in the loss of tutoring privileges in the Library:

- Tutors may not publish or distribute advertising or letters identifying the Library as their place of doing business or imply Library sponsorship or endorsement of their professional activities. Pursuant to the Library's Code of Conduct, tutors may not solicit Library patrons in the Library (see Code of Conduct).
- The Library does not sponsor, recommend or assume liability or responsibility for the work and/or activities of the tutor and all arrangements must be made between the student/parent and the tutor. The tutor is responsible for establishing communication protocols for the students and their parents. The Library staff is not responsible for making or canceling tutoring sessions or relaying messages between tutors and students.
- The Library may not be used as a classroom or office space, but as a safe, quiet workspace for students and tutors.
- There is no designated space in the Library for tutoring, nor may any space be reserved for tutoring, including meeting rooms and the Children's Program Room. Tutors may use any public space in the Library.
- If a meeting room or the Children's Program Room is available, tutors with a student 12 years of age or older may use them on a first-come, first-serve basis. If the student is a minor under the age of 12, a parent or responsible caregiver at least 18 years of age must stay in the room with them. Otherwise, they must use public space.
- Tutors and students must bring their own supplies.
- Tutors and students being tutored are encouraged to obtain a Library card.
- Tutors and students are subject to the Library's Code of Conduct and Internet Use Policy.
- The tutor shall be responsible for the student's compliance with Library rules.

Approved by the Board of Trustees on June 9, 2022
Amended & Approved on July 11, 2024

Volunteers

The LaGrange Library Board of Trustees recognizes that 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 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 to ensure a successful relationship. Library staff will continually work to recognize the contributions of Library volunteers and seek to expand the Library volunteer group as needed.

Volunteers must be at least 14 years of age. Each volunteer must complete an application, which will be kept on file in the Library. Application forms are available at the Library or on our website. In some cases, talents, experience, availability, and interests will be considered in placement and job assignments.

LaGrange Library volunteers are bound by rules contained in all Library policies and guidelines as applicable, especially as they relate to patron privacy and confidentiality, as per the New York State Library Confidentiality Law Article 4509. LaGrange Library volunteers are recognized by the public as representatives of the Library and shall be guided by the same work and behavior codes as employees.

Volunteers working in the Library have liability coverage for property damage and/or bodily injury to others or to themselves, which results from the performance of their volunteer duties and to themselves, if the Library is negligent.

LaGrange Library employees who received compensation in exchange for work performed, may not volunteer to do additional tasks which are similar to their defined job for unpaid service, as per the Fair Labor Standards Act of 1938.

Volunteers are asked to record their hours of service in the Volunteer Log Book located behind the Circulation Desk, as these statistics are reported on a monthly basis to the Board of Trustees.

The Library accepts volunteers requiring court ordered community service at the discretion of the Library Director. Court ordered community service volunteers are required to be interviewed by the Library Director prior to being accepted for service. The Library reserves the right to politely refuse volunteer services by individuals who present a danger to others or who do not represent the Library in a positive stance.

Junior volunteers under the age of 14 required to perform service for specific programs may be accepted on a short term, case-by-case basis. Parents or legal guardians of junior volunteers must sign the volunteer application form for their children to perform service hours at the Library. Volunteers under the age of 12 require a caregiver to be in the Library while they perform their service hours. A caregiver is an individual 18 years of age or older or a parent.

Approved by the Board of Trustees on May 8, 2014
Amended & Approved on December 14, 2023

Vulnerable Adults

LaGrange Association Library strives to provide a warm, welcoming and safe environment for all community members. The Library is particularly concerned for the safety of vulnerable adults in and around the Library. A **vulnerable adult** is an individual over the age of 18, who is mentally or physically challenged to a degree that significantly impairs the individual's ability to provide adequately for his/her own care or manage his/her own behavior without assistance. A parent/guardian or caregiver 18 years of age or older must be responsible for monitoring the activities and managing the behavior of vulnerable adults during their library visits.

Any person who requires staff help beyond generally offered library services may fit this description and must be accompanied by a caregiver while using the Library, including while attending library programs.

Vulnerable adults will be expected to abide by the Patron Code of Conduct. The Library assumes no responsibility for vulnerable adults left unattended on the Library premises. Staff members are responsible for assisting all library customers and cannot adequately monitor unattended vulnerable adults. Staff cannot be expected to monitor or prevent vulnerable adults from leaving the building/grounds or to assume responsibility for monitoring their behavior.

In the event that they are left alone in the Library, vulnerable adults should have contact information for a parent/guardian or caregiver who can assist them in an emergency. In the event of an emergency, the Library cannot assume responsibility for an unattended vulnerable adult.

Staff will attempt to contact a parent/guardian or caregiver when a vulnerable adult's:

- health or safety is in doubt
- behavior disturbs other library users
- actions violate any part of the Patron Code of Conduct
- parent/guardian or caregiver is not present at closing time.

If no responsible adult is reached, or the vulnerable adult is not picked up within 15 minutes of Library closing, staff may notify the police. Library staff may not drive vulnerable adults to any location, even by request of the parent/caregiver. Any time vulnerable adults are left unattended in the Library, staff will attempt to discuss this policy with the parent/caregiver.

Approved by the Board of Trustees on July 10, 2014
Amended & Approved on October 8, 2020
Reviewed & Amended on April 10, 2025

Website

The LaGrange Association Library (LAL) is committed to preserving the privacy of our staff, patrons, and other contacts. LAL will not collect information about you when you visit our website, unless you choose to provide that information to us. Any information you choose to share will only be used to provide or improve library services.

Personal identifying information that you provide will be used only for the purpose you provide them for such as applying for a library card, registering for programs, seeking information, and submitting suggestions or concerns, etc. If you provide contact information, the Library may contact you in response to your comment or question, or to confirm a program registration.

LAL does not sell or share information collected on our website to outside parties. Information that you share with us remains with us, and is not used for any other purpose.

The Library uses Google Analytics to track general use of the library website, but does not track or permanently record information about individuals and their visits. The information collected includes:

- the Internet domain from which access to our site was given
- the type of browser and operating system used
- the date and time of access
- the pages visited and for how long
- the address of the website from which the initial visit was launched, if any

LAL uses this information to help make our website more useful to visitors. The data collected is not connected to your personal information or identity.

The Library's website contains links to other sites. LAL is not responsible for the privacy of other sites, which may be different from the privacy practices outlined in this policy. LAL has no control over the nature, content, or availability of these sites. The inclusion of any links does not necessarily imply a recommendation or endorse the views expressed within them.

LAL recognizes that law enforcement agencies and officers may occasionally believe that library records contain information which may be helpful to the investigation of criminal activity. In this case, library records will then be made available in accordance with the Library's Confidentiality of Patron Records policy.

All users of the website agree to hold LAL harmless from any and all claims, losses, damages, obligations or liabilities, directly or indirectly relating to the website and/or the networked information available via the website, caused thereby or arising there from. In no event shall LAL have any liability for lost profits or for indirect, special, punitive, or consequential damages or any liability to any third party, even if LAL is advised of the possibility of such damages.

Weeding

Weeding is the removal of materials from the library collection that are no longer needed or viable and is a standard practice in managing a library's collection. Weeding is important in keeping a collection vibrant, relevant, and useable. It assists in preventing stacks from becoming overcrowded and makes remaining materials more visible and accessible.

The LaGrange Association Library may, at its sole discretion, remove and withdraw print items and any other materials (e.g., DVDs, audiobooks, and electronic resources) based on established guidelines. Collection development staff shall review, evaluate, and weed collection areas on a regular basis, using the following guidelines:

- Frequency of use: circulation and other statistics may be examined. Items that are not in demand may be eligible for weeding.
- Currency of information contained in an item. The importance of this factor will vary with the discipline.
- Low use items, of which there are multiple copies of the same title and edition within the Mid-Hudson Library System, may be weeded. However, the recognized importance of a work, edition, and author may encourage a decision for retaining.
- Superseded works, especially ones with little historical importance, may be weeded.
- Physical condition of an item or set. Materials that are badly deteriorated or missing key parts may be withdrawn at the discretion of the collection development staff; damaged items may be replaced, if they are available for purchase as new or used items in good condition.
- Materials available in other formats in the Library or online may be weeded, especially when they are low use and not rare.
- Items with regional or special interest to our collections and users should not be weeded unless they are held in multiple copies throughout the Mid-Hudson Library System.

Once the decision is made to remove, replace, or repair an item, a technical services staff member shall modify the item's catalog record. Materials, which are withdrawn from the collection, may be donated, recycled, or discarded at the Library's sole discretion.

Approved by the Board of Trustees on July 10, 2014
Amended & Approved on May 14, 2020
Reviewed on March 13, 2025

Whistleblower Protection

Purpose

The LaGrange Association Library is committed to maintaining an environment where volunteers and employees are free to raise good faith concerns regarding the Library's operating practices, including but not limited to:

- Reporting suspected violations of law
- Providing truthful information in connection with an inquiry or investigation by a court, agency, law enforcement, or other governmental body
- Identifying actual or potential violations of the LaGrange Library's bylaws and policies

Reporting a Violation

Members of the LaGrange Library Board, volunteers, and employees should raise concerns with, and report violations to, the LaGrange Library Director or the LaGrange Library Board President. If the concerns are with or about either of those parties, the individual should address concerns to any other member of the LaGrange Library's Board Executive Committee. If, for any reason, an individual does not feel comfortable reporting the problem to those parties, they may bring the matter directly to another LaGrange Library Trustee. This Whistleblower Policy shall not apply to allegations made with reckless disregard for their accuracy. People making such allegations may be subject to disciplinary action.

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.

The individual's anonymity will be preserved, if desired, and the individual's information managed as confidentially as possible. If it is found, due to the nature of the information, that confidentiality is not guaranteed, the individual will be alerted in advance that this is not possible. However, the individual will be protected from any harassment or inappropriate treatment.

No Retaliation

The LaGrange Library expressly prohibits any form of retaliation, including harassment, intimidation, adverse employment actions, or any other form of retaliation, against any member or employee who raises suspected violations of law, cooperates in inquiries or investigations, or identifies potential violations of the LaGrange Library's policies or bylaws. Any members of the LaGrange Library Board, volunteers, or employees who engage in retaliation will be subject to discipline, up to and including termination or removal.

Any member of the LaGrange Library Board, volunteer, or employee who believes that they have been subjected to any form of retaliation as a result of reporting a suspected violation of law or policy, should immediately report the retaliation to the LaGrange Library Director or the

LaGrange Library Board President. If the concerns are with or about either of those parties, the individual should address concerns to any other member of the LaGrange Library's Board Executive Committee. If, for any reason, an individual does not feel comfortable reporting the problem to those parties, they may bring the matter directly to another LaGrange Library Trustee.

Investigation

Reports of suspected violations of law, LaGrange Library's bylaws or policies, or reports of retaliation will be investigated promptly in a manner intended to protect confidentiality, consistent with a full and fair investigation. The LaGrange Library Board President or Director will conduct or designate other internal or external parties to conduct the investigation. The investigating parties will notify the concerned individuals of their findings, and prepare other reports as indicated by the circumstances. A summary of all such reports will be presented to the LaGrange Library Board Executive Committee.

In the event that a report of a suspected violation of law or policy or retaliation involves the LaGrange Library Board President or Director, the LaGrange Library Board Vice- President and other members of the Board Executive Committee will conduct the investigation, or designate a third party to conduct the investigation.

Approved by the Board of Trustees on June 12, 2008
Amended & Approved on June 8, 2023

Wireless Access

The LaGrange Library will provide free Internet access for patrons with portable computers or devices capable of receiving wireless signals, during normal Library business hours.

Library staff will provide general information on the settings necessary to access the Internet via these connections, but are not responsible for any changes users make to their computer settings and cannot guarantee that a user's hardware will work with the Library's wireless connection.

If a user has problems accessing the Internet over these connections, staff cannot assist in making changes to the user's network settings or perform any troubleshooting on the user's own computer. Users should refer to their owner's manuals or other support services offered by their device manufacturer.

As with most public wireless "hot spots", the Library's wireless connection is not secure. There can be non-trustworthy third parties between the user and anybody with whom the user communicates. Any information being sent or received could potentially be intercepted by another wireless user. The Library will not be responsible for any personal information (e.g. credit card, passwords) that is compromised, or for any damage caused to your hardware or software due to electric surges, security issues or consequences caused by viruses or hacking. All wireless access users should have up-to-date virus protection on their personal laptop computers or wireless devices.

The Library provides access only to web-based email. For Microsoft Outlook or other email services, the user must connect with his or her own internet provider.

Printers are not available via the wireless connection at this time. If users need to print, they should save their work to a portable storage device (e.g. USB drive) or wait to print a document on a home printer. An alternative is to email files to themselves, then log into a wired library workstation and send documents to the public printer.

Use of these access points is governed by the Library's Computer/Internet Access Policy. All users are expected to use the Library's wireless access in a legal and responsible manner, consistent with the educational and informational purposes for which it is provided. Users should not violate federal, state or local laws, including the transmission or receiving of child pornography or harmful material, fraud, or downloading copyrighted material.

Any restriction or monitoring of a minor's access to the Library's wireless network is the sole responsibility of the parent or guardian.

Approved by the Board of Trustees on April 14, 2005
Amended & Approved on October 8, 2020

Workplace Safety

In order to maintain a safe working environment and hazard-free space for public utilization, the Library Director, in conjunction with the staff, shall make periodic tours of the library space in order to identify areas in need of repair or replacement. The public and library staff are encouraged to call attention to any unsafe condition by notifying the Library Director.

Any accident on library property is to be immediately reported to the Library Director using a LaGrange Library Incident Report form. If employees are involved in an accident while at work, a New York State form C-2 Employer's Report Of Work-Related Injury/Illness must be completed as soon as possible following the accident and submitted to the Library Director. If an accident involves a patron, the patron should be given a copy of the LaGrange Library Incident Report form available at the circulation desk. If the patron declines to fill out a report, the staff member on the scene shall fill out the report to the fullest extent possible. All reports should be forwarded to the Director as soon as they are completed.

While in the LaGrange Library, users shall be engaged in library related activities and use appropriate behavior. Any behavior, which is disruptive to library use, is deemed to be inappropriate, including violations of the Code of Conduct. In addition, LaGrange Library users are required to follow all policies approved by the Library Board of Trustees.

Any staff member who observes or receives complaints of inappropriate or harmful behavior may:

- Handle the problem directly with the patron, giving them a copy of the Code of Conduct. Staff should use their judgment as to whether the situation requires assistance from an additional staff member.
- Immediately call the police (911) if the situation is of a severe, violent or emergency medical situation.
- Contact the person in charge if the situation is of a nature that the staff member chooses not to confront the patron.
- Contact police if the patron is not responding to staff requests to conform to Library policies or the Code of Conduct.

Library staff who have acted on their best judgment in confronting a person in violation of Library policy will be supported by their supervisor, the person in charge, and the Library Director.

In all cases, the Library Director must be notified as soon as possible when a staff member confronts a library user who violates Library policies.

Incident Reports

Incident reports must be completed and submitted to the Library Director within 24 hours of any incident. Copies of these reports will be kept at the Circulation Desk along with a log of banned and problem patrons, including the dates, details of the offense, and period of expulsion. This information will be available for staff and police to review in case of repeat offenders. In addition to written reports, staff are encouraged to talk through upsetting incidents in a

confidential setting to share their knowledge of possible problems with other staff who might be involved.

Inappropriate/Disruptive Behavior

The following list of behaviors, which is not intended to be an exhaustive list of such behaviors, are examples of inappropriate and/or disruptive behavior:

- possession of firearms, weapons or explosives on Library property
- stealing, destroying, defacing or damaging Library property
- abusive, indecent, profane, or drunken conversation and/or behavior
- committing any crime, felony, misdemeanor, or violation of any municipal ordinance, rule, regulation or law, on Library premises
- knowingly entering non-public areas of the Library
- any offenses listed in the Code of Conduct

Violations

Depending upon the seriousness of the behavior, patrons in violation of the Code of Conduct/Library Policies will be

- told of the Library rules and asked to comply and/or
- given a warning and/or
- asked to leave the premises

If the patron refuses to leave the premises, the police will be called and they may be subject to the banning procedure.

Parents of children under 18 will be notified in writing when their child commits an infraction and is removed from the Library.

At the discretion of the Library Director, the patron may be banned from the Library for a period of up to one (1) year depending on the seriousness of the offense which required removal, the extent of the damage or disruption caused, any history of prior infractions of Library policies, and other relevant circumstances.

The Board of Trustees has the discretion to ban the patron from the Library for any period of time, including permanently, depending on the seriousness of the offense which required removal, the extent of the damage or disruption caused, any history of prior infractions of Library policies, and other relevant circumstances.

Banning Procedure

1. The Director will consult with staff involved in the incident and provide a written decision on whether the patron will be banned.
2. The written decision will outline the period during which the patron will not be allowed to enter the Library and will specify the reasons for the determination.
3. The patron and staff will be notified in writing of the reasons and length of time the patron must remain out of the Library.

4. A certified letter will be mailed to the patron notifying them of the reason for and length of the banning and an explanation of the appeals process, indicating that they will not be permitted to enter the Library until either the banning period ends or, after the appeals process, the Library Director or Board of Trustees has rescinded the ban.
5. A copy of the written decision will also be sent to the Library Board President and if necessary, the police.

Any person who enters or remains on Library premises during the period they have been banned may be subject to civil and/or criminal penalties, up to and including arrest for trespassing.

Repeat Offenders

After the banning period ends, the patron is granted readmission. If they then exhibit any of the behaviors described above, they may be denied access permanently at the discretion of the Library Director.

Appeals Process

At any time during the banning period, the patron may appeal the ban with representatives of the Board of Trustees. The patron must write a letter to the Library Director requesting a meeting with the Library Director and the representative(s) of the Board of Trustees. This letter must include the patron's full name, address, and telephone number. Until such time as the patron requests this meeting, they will be prohibited from entering the Library premises.

At such a meeting, the representative(s) of the Library's Board of Trustees will meet with the patron, who may be accompanied by an advocate, to determine whether, and under what circumstances, the patron will be given permission to return to the Library.

If the patron is not satisfied with the decision of the representative(s) of the Library's Board of Trustees, then they must write a letter to the President of the Board of Trustees that sets forth the reasons for the appeal and requests a meeting with the entire Board of Trustees at their next regularly scheduled Board meeting. The letter requesting such a meeting must include the patron's full name, address, and telephone number. The President of the Board of Trustees will:

- Send a certified letter to the patron notifying them of the date and time of the next regularly scheduled meeting of the Board of Trustees
- Place the patron's appeal on the agenda for that meeting
- Send a copy of the certified letter to the Library Director

Approved by the Board of Trustees on October 9, 2008
Amended & Approved on January 18, 2010
Amended & Approved on June 8, 2023