WEST BABYLON
PUBLIC LIBRARY
211 Route 109 West Babylon, NY 11704 • (631) 669-5445 • Fax: (631) 669-6539 • www.wbpl.us
Nancy Evans, Director

WEST BABYLON PUBLIC LIBRARY

POLICY MANUAL

10/2026

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BULLETIN BOARD POLICY

The primary use of the bulletin boards will be for Library purposes. As a center for information, the Library will cooperate with government and local non-profit civic, cultural, recreational, and education organizations by displaying their materials if the following criteria are met:

1. Exhibit materials to be displayed must be submitted for approval to the Library and are subject to review by the Library Director and Library Board or their designee.

2. No organization or individual shall be permitted to display or exhibit any materials which advocate the election or defeat of any candidate for office, or which advocates any affirmative or negative vote for or against any proposition.

3. Due to limited display space, the Library reserves the right to restrict the size number and location of display materials. The time span during which the materials are exhibited will be determined by the Library.

4. The Library assumes no responsibility for the content of the notices or materials, nor for the possible damage or theft or materials.

5. Items posted are done so for informational purposes only. Posting does not imply an endorsement by the Library.

6. Soliciting funds, except for Library or Friends of the Library purposes, is not permitted.

7. No organization or individual shall be permitted to place in the Library any box, receptacle or canister which solicits donations, except with the permission of the Library Board.

8. Posters announcing fund-raising programs sponsored by any local non-profit organization may be displayed provided there is space available.

9. Petitions may not be posted in the Library.

10. No advertising for commercial or proprietary purposes shall be permitted.

Adopted 10/95
Amended 9/28/2022

WEST BABYLON

P U B L I C L I B R A R Y

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BY-LAWS

This organization is and shall be known as WEST BABYLON PUBLIC LIBRARY, existing by virtue of the provisions set forth in the Provisional Charter No. 18,367 granted by the Regents of the University of the State of New York on June 25, 1982, and the Absolute Charter No. 20,423 granted on April 14, 1989. It shall exercise the powers and authority and assume the responsibilities delegated to it under the said Charter.

ARTICLE 1 - POWERS AND DUTIES

1. The Board is the legal entity charged with the management of and responsibility for the Library. The Board shall establish the objectives of the Library and determine the policy for the development of such objectives. The Board, in turn, shall delegate to the Director the immediate charge of the Library within the framework of the established policy. It shall be the duty of the Board to receive systematically from the Director and such members of his/her staff as he/she may delegate, reports regarding the functioning of the Library in terms of the stated policy and objectives. All action of the Board shall be of the Board as a unit. All votes shall be taken when the Board sits in session, that is, no vote shall be taken over the telephone. No Board member shall act on behalf of the Board on any matter, without prior approval of the Board. The Director shall act on emergency matters in consultation with the President, if possible and immediately inform the Board. No Board member by virtue of his/her office, shall exercise any administrative responsibility with respect to the Library nor, as an individual, command the services of any employee. All members of the Board of Trustees and all employees are expected to be governed by these bylaws and policies of the Board. No employee of the Library shall be eligible for election or appointment as a Trustee.

ARTICLE II - MANAGEMENT

1. The business and affairs of the West Babylon Public Library shall be managed and conducted by a Board of Trustees that shall be five in number, elected by the eligible voters of West Babylon Union Free School District.

2. The Trustees shall be elected for terms of five years.

3. Vacancies which occur for reasons other than expiration of term will be filled by appointment of the Board of Trustees. The person so appointed to fill any such vacancy will hold office until the next Annual Election. Any Trustee who fails to attend three consecutive regular meetings of the Board, unless a majority of the Trustees consider his/her absences excusable, shall be deemed to have resigned as a Trustee and the vacancy shall be filled at the next regular meeting.

4. Each Trustee shall have one vote, irrespective of office held.

5. A Trustee must be present at a meeting to have his/her vote counted.

ARTICLE III - OFFICERS

1. The officers of the Board of Trustees shall be elected at the Reorganization Meeting of each year and there shall be a President, a Vice-President, Secretary and a Financial Secretary, elected from among the Board of Trustees. Membership on the Board of Trustees is a prerequisite to the holding of any such office.

2. Officers shall serve a term of one year from the meeting at which they are elected and until their successors are duly elected. Tenure of the President and Vice-President of the Board shall be limited to two consecutive full terms of one year each.

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

4. The Vice-President shall perform all the duties of the President in his/her absence.

5. The Secretary shall be responsible for a true and accurate record of all meetings of the Board and shall perform such other duties as are generally associated with that office. In the absence of the President and the Vice-President, the Secretary shall preside over meetings and perform all duties of the President.

6. The Financial Secretary shall review all warrants and vouchers and recommend to the Board, their approval. He/She shall co-sign all checks and generally perform all duties associated with that office.

7. The Treasurer shall be the disbursing officer of the Board, shall co-sign all checks and shall perform such duties as are generally associated with that office. The Treasurer shall be bonded. Disbursements of all Library funds shall be made upon the discretion of the majority of the Board by majority resolution and execution of warrants and vouchers by two members of the Board. The Treasurer of the Board shall further maintain a liaison with the School District Treasurer and report on the status of all Library funds at the regular monthly meeting or at such times as the Board may require.

ARTICLE IV - MEETINGS

1. Regular meetings shall be held at the West Babylon Public Library on the final Monday of each month, at 6:00 pm. Written notice thereof shall be sent to all Trustees at least one week prior to such regular meetings, and a public notice shall be posted on the Library bulletin board. An alternative date and time may be determined by a majority of the Trustees present at a preceding meeting.

2. Special meetings may be called by the President or at the request of at least two of the Trustees, for the transaction of business as stated in the call for the special meeting. Notice of such meeting shall precede the holding of such meeting by at least 72 hours. Notice provisions may be waived by a document executed by all members of the Board of Trustees.

3. A quorum for the transaction of business at any meeting shall consist of three Trustees. In the absence of a quorum, the Trustees present may adjourn the meeting to a date determined and written notice thereof shall be sent to all Trustees.

4. For circumstances not covered by these by-laws, "Robert's Rules of Order" shall apply to govern matters of parliamentary procedure.

ARTICLE V - COMMITTEES

1. Standing committees shall be created by the Board of Trustees. The President shall appoint committee members.

2. Special committees for the study and investigation of special problems may be appointed by the President, such committees to serve until the completion of the work for which they were appointed or until the next Reorganization Meeting, whichever is earlier.

ARTICLE VI - AMENDMENTS

1. The Board may amend these by-laws by a majority vote of all members provided notice of the proposed amendment has been sent or directed to each member of the Board not less than thirty days prior to the meeting at which amendment is proposed.

2. By-laws shall be reviewed by the Board of Trustees annually.

ARTICLE VII - DIRECTOR

1. The Board shall appoint a qualified Library Director who shall be the executive and administrative officer of the Library on behalf of the Board and under its review and direction.

2. The Director shall recommend the creation or elimination of positions to the Board and specify the duties of such positions. Appointments, promotions or dismissals shall be recommended to the Board of Trustees by the Director.

3. The Director shall assist the Board in any collective bargaining negotiations with representatives of employees and shall recommend the form and substance of agreement to the Personnel Committee for action by the Board.

4. The Director is responsible for the proper supervision of the staff, for the care and maintenance of Library property, for an adequate and proper selection of books in keeping with the stated policy of the Board, for the efficiency of service to the public and for operation within the budgeted appropriation.

5. It shall be the duty of the Director to attend meetings of the Board, including budget meetings or public meetings where action may be taken affecting the interests of the Library. The Director shall have the right to speak on all matters under discussion at Board meetings, but shall not have the right to vote thereon.

ARTICLE VIII - FISCAL

1. The fiscal year of the Library shall be July 1 - June 30.

Amended: 9/17/97

Amended: 7/9/14

Amended: 2/27/17

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CASH MANAGEMENT AND INVESTMENT POLICY

Scope

This investment policy applies to all moneys and other financial resources available for investment by the West Babylon Public Library on its own behalf or on behalf of any other entity or individual.

Objectives

The primary objectives of the Library's investment activities are, in priority order,

• to conform to all applicable federal, state and other legal requirements (legal),

• to adequately safeguard principal (safety),

• to provide sufficient liquidity to meet all operating requirements (liquidity) and

• to obtain a reasonable rate of return (yield.)

Delegation of Authority

The Board's responsibility for administration of the investment program is delegated to the Library Director or Treasurer, who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a data base or records incorporating description and amounts of investments, transaction dates, and other relevant information and to regulate the activities of subordinate employees.

Prudence

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the West Babylon Public Library to govern effectively. 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 safety of the principal as well as the probable income to be derived. 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.

Diversification

It is the policy of the West Babylon Public Library to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

Internal Controls

It is the policy of the West Babylon Public Library to deposit all monies collected by any officer or employee of the government in the bank within five (5) business days of receipt.

The Director or his/her designee is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly, and managed in compliance with applicable laws and regulations.

Designation of Depositories

The Library may deposit monies in any commercial bank or trust company authorized to do business in New York State. The bank and trust companies authorized for the deposit of monies are designated annually at the Organizational Meeting of the Board of Trustees and at any time of the year other local bank(s) may be added to the list of designated depositories of library funds as recommended by the Library Treasurer or Director and approved at a regular meeting of the Board of Trustees.

Collateralizing of Deposits

In accordance with the provisions of General Municipal Law, § 10, all deposits of the West Babylon Public Library, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:

• By a pledge of "eligible securities" with an aggregate "market value", or provided by General Municipal Law, § 10, equal to the aggregate amount of deposits from categories designated in Appendix A to this policy.

• By an eligible "irrevocable letter of credit" issued by a qualified bank other than the bank with the deposits in favor of the government for a term not to exceed 90 days with an aggregate value equal to 140% of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk-based capital requirements.

• By an eligible surety bond payable to the government for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims-paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations.

Safekeeping and Collateralization

Eligible securities used for collateralizing deposits shall be held by the depositary and/or a third party bank or trust company subject to security and custodial agreements. The security agreement shall provide that eligible securities are being pledged to secure West Babylon Public Library deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the local government to exercise its rights against pledged securities. In the event that the securities are not registered or inscribed in the name of the Library, such securities shall be delivered

in a form suitable for transfer or with an assignment in blank to the West Babylon Public Library or its custodial bank.

The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for, the Library, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution, or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the Library a preferred interest in the securities.

Permitted Investments

As authorized by General Municipal Law, § 11, the West Babylon Public Library authorizes the Director or Treasurer to invest monies not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

• Special time deposit accounts,

• Certificates of deposits,

• Obligations of the United States of America,

• Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America,

• Obligations of the State of New York,

All investment obligations shall be payable or redeemable at the option of the West Babylon Public Library within such times as the proceeds will be needed to meet expenditures for purposes for which the monies were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the West Babylon Public Library within two years of the date of purchase.

Authorized Financial Institutions and Dealers

The West Babylon Public Library shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount of investments which can be made with each financial institution or dealer. All financial institutions with which the Library conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the Library. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The Director is responsible for evaluating the financial position and maintaining a listing of proposed depositories, trading partners and custodians. Such listing shall be evaluated at least annually.

Purchase of Investments

The Director or his/her designee is authorized to contract for the purchase of approved investments from eligible banks or trust companies. All purchased obligations, unless registered or inscribed in the name of the West Babylon Public Library, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with the prior written authorization from the Director. All such transactions shall be confirmed in writing to

the West Babylon Public Library by the bank or trust company. Any obligation held in custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law, § 10. The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for, the Library, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of securities. Such agreement shall include all provisions necessary to provide the Library a perfected interest in the securities.

Repurchase Agreements

Repurchase agreements are not authorized under this policy.

Appendix A

Schedule of Eligible Securities

yes 1) Obligations issued, or fully insured or guaranteed as to the payment of principal and interest, by the United States of America, an agency thereof or a United States government sponsored corporation.

no 2) Obligations issued or fully guaranteed by the International Bank for Reconstruction and Development, the Inter-American Development Bank, the Asian Development Bank, and the African Development Bank.

yes 3) Obligations partially insured or guaranteed by any agency of the United States of America, at a proportion of the Market Value of the obligation that represents the amount of the insurance guaranty.

yes 4) Obligations issued or fully insured or guaranteed by the State of New York, obligations issued by a municipal corporation, school district or district corporation of such State or obligations of any public benefit corporation which under a specific State statute may be accepted as security for deposit of public monies.

yes 5) Obligations issued by states (other than the State of New York) of the United States rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.

no 6) Obligations of Puerto Rico rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.

yes 7) Obligations of counties, cities and other governmental entities of a state other than the State of New York having the power to levy taxes that are backed by the full faith and credit of such governmental entity and rated in one of the three highest rating categories by at least one nationally recognized statistical rating.

no 8) Obligations of domestic corporations rated in one of the two highest rating categories by at least one nationally recognized statistical rating organization.

no 9) Any mortgage rated securities, as defined in the Securities Exchange Act of 1934, as amended, which may be purchased by banks under the limitations established by bank regulatory agencies.

no 10) Commercial paper and bankers' acceptances issued by a bank, other than the Bank, rated in the highest short term category by at least one nationally recognized statistical rating organization and having maturities of not longer than 60 days from the day they are pledged.

no 11) Zero coupon obligations of the United States government marketed as "Treasury strips".

Adopted March 28, 2022

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CIRCULATION RECORDS RELEASE AND DISCLOSURE POLICY

The Board of Trustees of the West Babylon Public Library desires by this policy to give direction and instruction to its Director and all other officers and employees of the Library as to their authority in the event any requests or demand for circulation records are made to any Board member, officer, Director or employee of this Library by outside sources or agencies, public or private.

1. It is the policy of this Board to recognize that the circulation records of the West Babylon Public Library are confidential and that it is the policy of this Board to protect, to the extend permitted by law, this privacy or any patron who use the Library.

2. No Board member, officer, Director or employee of the West Babylon Public Library is authorized to make the circulation records of the Library available to any outside source or person or to any agency of the State, Federal or local government except pursuant to legal compulsion by process under or subpoena, as may be authorized under Federal, State or local law relating to civil, criminal or administrative procedures or legislative investigatory power and every officer or employee of the West Babylon Public Library is required to communicate and deliver any requests, written or oral or legal process relating to the circulation records to the Director (nothing contained in this resolution, however, is intended to restrict the furnishing of information ordinarily and customarily furnished to the West Babylon Union Free School District, the State Education Department or the Office of the comptroller of the State of New York by the Director.)

3. It is further declared to be the policy of this Board that in the event the disclosure of circulation records is sought to be compelled legally by process, order or subpoena, such legal process will be resisted by legal means until the validity has been confirmed by a court of competent jurisdiction, provided the Board believes that such legal process, order or subpoena would tend to breach the confidential nature of the circulation records. In the event that such action has to be taken so quickly that is not practical to wait until the next Director is authorized to take such action, if in the Director's opinion such legal process will tend to breach the confidential nature of the circulation records.

Revised 4/91

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TRUSTEE, OFFICER, EMPLOYEE AND VOLUNTEER CODE OF ETHICS AND CONFLICT OF INTEREST POLICY

The Board of Trustees recognizes that sound, ethical standards of conduct serve to increase the effectiveness of the Board of Trustees, officers, employees, and volunteers. Actions based on an ethical code of conduct promote public confidence and the attainment Library goals. The Board of Trustees also recognizes its discretion under the provisions of the New York General Municipal Law and the Non-profit Revitalization Act of 2013 (Not-for-Profit Corporation Law Sections "715-A" & "715-B"), to adopt a Conflicts of Interest Policy setting forth the standards of conduct required of all trustees, officers, employees and volunteers.

The Board of Trustees is also committed to avoiding any situation in which the existence of simultaneous, conflicting interests of any trustee, officer, employee or volunteer may call into question the integrity of the management or operation of the Library. The Board affirms its commitment to adhere scrupulously to all applicable provisions of law regarding material conflicts of interest.

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

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

(I) A relative;

(II) A related party;

(III) A firm, partnership or association of which such trustee, officer employee or volunteer is a director, officer, member or employee;

(IV) A corporation of which such a trustee, officer, employee or volunteer is an officer, director or employee;

(V) A corporation of which more than five percent of the outstanding stock is owned by any such trustee, officer, employee, or his or her relative.

(b) "Trustee" means an elected or appointed member of the Board of Trustees." "Officer" means one of the trustees officers of the Board, i.e., President, Vice President, and Secretary. Pursuant to Education Law Section "226, subd. 7", trustees may not be compensated.

"Employee" means a compensated member of the staff of the Library.

"Key employee" means any person who is in a position to exercise substantial influence over the affairs of the Library, including the Director, Assistant Director, and the manager of the Business Office.

(c) "Relative" of an individual means his or her (i) spouse, ancestors, children, siblings, grandchildren, and spouses of brothers, sisters, children, grandchildren, and great-grandchildren; or (ii) a domestic partner as defined in section twenty-nine hundred ninety-four-a of the public health law.

(d) A "Related Party" means (i) any Trustee, officer, employee or volunteer of the Library or any affiliate of the Library (ii) any Relative or (iii) any entity in which any individual described in clauses (i) or (ii) of this subparagraph (d) has a five percent or greater ownership or beneficial interest or, in the case of a partnership, limited liability company or professional corporation, a direct or indirect ownership interest in excess of five percent.

(e) "Related Party Transaction" means any transaction, agreement or any other arrangement in which a Related Party has a financial interest and in which the Library or any affiliate of the Library is a participant.

(f) "Affiliate" means an entity controlled by, in control of, or under common control with the Library.

1. Gifts: No trustee, officer, employee or volunteer shall directly or indirectly solicit, accept, or receive any money or gift having a value of $75 or more, whether in the form of cash, check, loan, credit, services, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could reasonably be inferred that the money or gift was intended to influence him or her in the performance of his or her official duties or was intended as a reward for any official action on his or her part. However, the Board welcomes and encourages the writing of letters or notes expressing gratitude or appreciation to staff members.

2 Confidential Information: No trustee, officer, employee or volunteer shall disclose confidential information acquired by him or her in the course of his or her official duties or uses such information to further his or her personal interest. In addition, he or she shall not disclose information regarding any matters discussed in an executive session of the Board of Trustees regardless of whether or not such information is deemed confidential.

3. Representation Before the Board: A trustee, officer, employee, or volunteer shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the Board of Trustees.

4. Representation Before the Board for a Contingent Fee: A trustee, officer, employee, or volunteer shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the Board, whereby the compensation is to be dependent or contingent upon any action by the Board with respect to such matter, provided that this paragraph shall not prohibit the fixing at any time of fees based upon the reasonable value of the services rendered if otherwise authorized under law.

5. Disclosure of Interest in Matters before the Board: A member of the Board of Trustees and any officer, employee, or volunteer of the Library, whether paid or unpaid, who participates in the discussion or gives official opinion to the Board on any matter before the Board shall publicly disclose on the official record the nature and extent of any direct or indirect

financial or other private interest he or she has in such matter. The term "interest" means a pecuniary or material benefit accruing to an officer or employee.

6. Disclosure of Interests in Contracts and Procedures Addressing a Conflict of Interest: To the extent known, any trustee, officer, employee or volunteer of the Library who has, or will have, or subsequently acquires any interest in any contract with the Library shall publicly disclose the nature and extent of such interest in writing to the Board of Trustees as well as to the Library Director as soon as he or she has knowledge of such actual or prospective interest. The Board President shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement, and the Board of Trustees shall determine if it can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest. If a more advantageous transaction or arrangement is not reasonably possible under circumstances of not producing a conflict of interest, a majority of Trustees disinterested in the transaction or arrangement must determine that the transaction or arrangement is in the Library's best interest, for its own benefit, and is fair and reasonable. The outcome of the vote shall be recorded in the minutes.

7. Investments in Conflict with Official Duties: No trustee, officer, employee, or volunteer of the Library shall invest or hold any investment directly or indirectly in any financial, business, commercial or other private transaction that creates a conflict with his or her official duties.

8. Certain Real Property Interests Prohibited: No trustee, officer, employee or volunteer of the Library who has an interest in any real property, either individually or as an officer or employee of a corporation or partnership, shall participate in the acquisition or plan for acquisition of said property or any property adjacent to said property by Library. Any such person shall not be present at or participate in Board or committee deliberations or vote on any matter giving rise to such conflict. The term "participate" shall include the promotion of the site as well as the negotiation of the terms of the acquisition.

9. Conflicts of Interest Defined: A Conflict of Interest shall arise under circumstances where an trustee, officer, employee, or volunteer shall have an interest in any contract between the Library and any entity with which the Library has a relationship in which he or she is an officer, employee, director, trustee, member or owner when such trustee, officer or employee has the power to negotiate, prepare, authorize or approve the contract or authorize or approve payment thereunder, audit bills or claims under the contract, or appoint an officer or employee who has any of the powers or duties set forth above, or the chief fiscal officer, treasurer or his or her deputy or employee shall have an interest in a bank or trust company designated as a depository paying agent, registration agent or for investment of Library funds of which he or she is an officer, employee, director, trustee, member or owner.

10. Prohibited Conflicts of Interest: No trustee, officer or employee of the Library shall have an interest in any contract between the Library and a corporation or partnership of which he or she is an officer or employee when such trustee, officer or employee has the power to negotiate, prepare, authorize or approve the contract or authorize or approve payment there under, audit bills or claims under the contract, or appoint an officer or employee who has any of the powers or duties set forth above, and no chief fiscal officer, treasurer or his or her deputy or employee shall have an interest in a bank or trust company designated as a depository paying agent, registration agent or for investment of Library funds of which he or

she is an officer or employee. Any such person shall not be present at or participate in Board or committee deliberations or vote on any matter giving rise to such conflict. The provisions of this action shall in no event be construed to preclude the payment of lawful compensation and necessary expenses of any Library trustee, officer or employee in one or more positions of public employment, the holding of which is not prohibited by law or of any necessary expenses of volunteers previously authorized to be incurred.

11. Certain Prohibited Personnel Actions: No Library trustee, officer or employee shall hire, supervise, evaluate, promote, review or discipline any employee who is a relative or a related party. In the event that marriage, promotion, or reorganization results in a situation whereby a Library employee becomes a relative of a Library trustee, officer or key employee trustee, officer or employee shall recuse himself/herself from all such discussions and actions with respect to such employee.

12. Private Employment: No Library trustee, officer or employee shall engage in, solicit, negotiate for or promise to accept private employment or render services for private interests when such employment or service creates a conflict with or impairs the proper discharge of his or her official duties.

13. Future Representation & Actions: No Library trustee or officer after leaving the Board or employee after the termination of service shall appear before the Board or any panel or committee of the Board, in relation to any case, proceeding, or application in which he or she personally participated during the period of his or her service or employment or that was under his or her active consideration. This shall not bar or prevent the timely filing by a present or former trustee, officer or employee of any claim, account, demand or suit against the Library on his or her own behalf or on behalf of any member of his or her family arising out of any personal injury or property damage or for any lawful benefit authorized or permitted by law.

14. Use of Library Property: No Library trustee, officer or employee shall use or permit the use of property, owned by or leased to the Library, for anything other than official purposes or for activities not otherwise officially approved by the Director and the Board of Trustees, except that the Director may authorize use of Library facilities by educational, charitable, and cultural groups.

15. Disclosure of "Related Party" Transactions: Trustees, officers, employees and volunteers shall disclose to the Board of Trustees the existence of a "related party transaction" as defined under Section "715" of the Non-profit Revitalization Act upon becoming aware of such circumstances.

16. Duty to Disqualify: It is incumbent upon any Library trustee, officer, employee **or volunteer**, whether paid or unpaid, to disqualify him or herself immediately whenever the appearance of a conflict of interest exists.

17. Duty to Report Conflicts of Interest: In the event that a Library trustee, officer, employee or volunteer knows of or perceives a direct or indirect conflict of interest, he or she shall report known or perceived conflict of interest to the Board of Trustees.

18. Duty to Report Violations of this Policy: Any Library trustee, officer, employee, or volunteer noting or suspecting a violation of this policy shall report the matter to the Board of Trustees.

19. Documenting Conflict of Interest and Resolution: In the event that a Library trustee, officer or employee discloses the existence of a Conflict of Interest, the Board of Trustees shall document and set forth in the official minutes of the Board meeting the resolution of the conflict of interest, including the vote of the trustees. Any resolution of such conflict by the Board shall hold the Library's interest paramount, as well as maintain the Board's integrity in its governing role.

20. Written Statement Prior to Initial Election and Annually Thereafter: Immediately following election of a trustee or officer, and annually thereafter, trustees and officers shall complete, sign and submit to the Secretary or President of the Board of Trustees a written statement identifying, to the best of the trustee's or officer's knowledge, any entity of which such trustee, officer or employee has a relationship, and any transaction in which the Library is a participant and in which the Trustee or officer might have a conflicting interest. The Secretary to the Board of Trustees shall provide a copy of all completed statements to the Board President. A copy of all such statements shall be kept on file in the Library's records.

Reviewed 9/2023

Adopted 7/2016

(Replaces Code of Ethics, Amended 3/27/2012)

Distribution of the West Babylon Public Library's

Trustee, Officer, Employee and Volunteer Code of Ethics and Conflict of Interest Policy

The Library Board of Trustees shall cause a copy of this Code of Ethics and Conflict of Interest Policy to be distributed to every trustee, officer, employee and volunteer. Each trustee, officer and employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of his or her office or employment. In addition, the Board shall ensure that a copy of Article 18 of the General Municipal Law and this Policy shall be kept posted in a place conspicuous to the Library's trustees, officers, employees and volunteers.

Penalties

In addition to any penalty contained in any other provision of law, a Library trustee, officer, employee or volunteer who shall knowingly and intentionally violates any of the provisions of this Code of Ethics and Conflict of Interest Policy may be subject to disciplinary action up to and including the imposition of fines, suspension, and dismissal, in the manner provided by law.

Acknowledgement

The standard of behavior at the Library is that all trustees, officers, employees and volunteers, whether paid or unpaid, scrupulously avoid any conflict of interest between the interests of the Library on the one hand, and their personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as potential and perceived conflicts of interest.

I understand that the purpose of this policy is to protect the integrity of the Library decision-making process, to enable the Library's constituents to have confidence in the Library's integrity, and to protect the integrity and reputation of all Library trustees, officers, employees and volunteers.

As a Trustee, Officer or Key Employee, upon or before election, hiring or appointment, and annually thereafter, I will make a full, written disclosure of any and all interests, relationships, related party transactions, and holdings that do create or could potentially create a conflict of interest. This written disclosure will be kept on file and I will update it as appropriate.

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

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

Signature _____

Print Name _____

Date _____

WEST BABYLON PUBLIC LIBRARY

CONFLICT OF INTEREST CERTICATION

(TRUSTEES & OFFICERS)

Upon or before election or appointment, and annually thereafter, I will make a full, written disclosure of any and all interests, relationships, related party transactions, and holdings that do create or could potentially create a conflict of interest. This written disclosure will be kept on file and I will update it as appropriate.

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

As a Trustee (or Trustee-elect) of the West Babylon Public Library I hereby state, to the best of my knowledge, that there are no entities with which I have a relationship, nor any transaction in which the Library is a participant, in which I have, or could possibly have, a conflicting interest except as set forth below:

[ ] NONE

Signature _____

Print Name _____

Date _____

WEST BABYLON PUBLIC LIBRARY

CONFLICT OF INTEREST CERTICATION

(KEY EMPLOYEES)

Upon hiring or appointment, and annually thereafter, I will make a full, written disclosure of any and all interests, relationships, related party transactions, and holdings that do create or could potentially create a conflict of interest. This written disclosure will be kept on file and I will update it as appropriate.

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

As Key Employee of the West Babylon Public Library I hereby state, to the best of my knowledge, that there are no entities with which I have a relationship, nor any transaction in which the Library is a participant, in which I have, or could possibly have, a conflicting interest except as set forth below:

[ ] NONE

Signature _____

Print Name _____

Date _____

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Nancy Evans, Director

CONCERN REGARDING LIBRARY MATERIAL

Please supply the following information:

Name: _____ Address: _____

Telephone: _____ Email: _____

Do you represent yourself Y/N or an Organization _____

MATERIAL:

Title: _____

Author: _____

Book ___ Magazine __ DVD __ Music CD __ Audio Book __ Other __

Did you examine the entire item or only specific parts?

For what age group would you recommend this material?

What do you feel might be the negative result of using this material?

Are you aware of any professional reviews of this material?

What material of equal quality would you recommend for addition to the collection that would be as valuable?

*Signature _____ Date _____

*I have received a copy of the Library Bill of Rights.

The West Babylon Public Library will take your concerns under advisement.
Please return the completed form to the Library Director

Adopted 7/93
Revised 3/17
Reviewed 8/26

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.

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CREDIT CARD POLICY

The West Babylon Public Library maintains credit cards for library related purposes only. They facilitate purchases from vendors that do not invoice or accept purchase orders as well as to provide the convenience of the card to authorized users, while maintaining strict accountability.

The Library Director will be responsible for the issuance, account monitoring, retrieval and compliance with the credit card policy. Authorized users of credit cards are the Library Director and Maintenance Mechanic II. Other users may be added at the Library Director's recommendation to the Board of Trustees. Authorized users shall be responsible for credit card's use and shall not allow the cards to be used by anyone else or for any unauthorized purchases. Authorized users will surrender credit cards upon leaving the employ of the West Babylon Public Library or as requested to do so by the West Babylon Public Library Board of Trustees or Library Director.

Credit cards may only be used to purchase goods or services for the official business of the West Babylon Public Library. Purchases must adhere to established purchasing policies. Documentation and original receipts detailing the goods and services purchased must be submitted with three (3) business days of purchase to the Business Office by the authorized user.

It is expected that the Library Director and other authorized users will store their cards securely until use.

Each authorized user is responsible for the protection of credit cards and shall immediately notify the financial institution issuing the card if the card is lost or stolen. Written documentation shall be submitted to the Business Office, Board and Director immediately following the loss of a credit card detailing the date and circumstances of the theft or loss. Cash advances, cash withdrawals, fines and private expenses are not authorized credit card uses. The West Babylon Public Library retains the right to take any and all measures consistent with law for unauthorized use of a credit card.

Any benefits derived from the use of a credit card shall be the property of the West Babylon Public Library.

Credit card bills will be included in the monthly warrant for approval by the Board of Trustees.

Approved by the Board of Trustees 12/2013

Amended: 12/2020
Reviewed 5/27/2026

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Nancy Evans, Director

CREDIT AND DEBIT CARD ACCEPTANCE POLICY

The West Babylon Public Library ("Library") will accept a credit or debit card as a form of payment for transactions of $5.00 or more at the Library and online, for program registration. Payment via credit/debit card can be made in person at the Circulation Desk or online. The third-party provider (Square, Inc.) is utilized to process the credit/debit card transactions completed in the Library and online. The Library requires full payment of the transaction when a patron uses credit/debit for payment. Examples of eligible transactions include, but are not limited to, payment for lost or damaged items and program fees with a minimum cost of $5.00.

The Library accepts Visa, MasterCard, American Express and Discover.

Security

The Library reserves the right to refuse service or cancel transactions at any time if fraud or an unauthorized or illegal transaction is suspected. The Library reserves the right to request government issued photo identification to verify the cardholder. Completion of a payment transaction is contingent upon both the authorization of payment by the applicable credit card company or financial institution and acceptance of payment by the Library. In the event that a credit/debit card payment is unable to be processed, the Library may hold the patron responsible to provide payment via cash or check for the full amount due.

Prohibited Activities

The Library will not:
- Accept payment cards for cash advances or cash back
- Discount fines or fees based on the method of payment
- Add a surcharge or additional fee to card transaction
- Refund in excess of original amount
- Accept payments over the phone or via email
- Accept split-tender transactions (using two or more forms of payment)

Payment Receipt

The patron will receive a paperless receipt by entering a valid email address during the transaction. A paper receipt will be provided by Library staff only upon request.

Chargebacks/Disputes

In the event the Library is notified of a dispute, the Administration Office will investigate the transaction and respond as necessary.

Privacy Statement

The Library respects the cardholder's privacy. Credit/debit card transaction details collected are encrypted at point of swipe. Square, Inc. complies with all required Payment Card Industry Data Security Standards (PCI-DSS). For more information, visit https://squareup.com/us/en/security. The Library will have access only to the last four digits of the credit/debit card number used in the transaction. The Library does not retain payment card data on the mobile device or within the application. This information will be used only for transaction retrieval, is kept private and is not used for any other purpose. Transaction information is available until the Library terminates its account with Square, Inc. For information regarding how Square, Inc. uses the cardholder's information, refer to the Square privacy policy

Disclaimer

By processing, the cardholder agrees to accept and assume all risks and responsibilities for any losses or damages that may arise from the use of this payment service and releases the West Babylon Public Library from all liability.

Adopted 1/31/2022

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EXHIBIT AND DISPLAY POLICY

The purpose of the West Babylon Public Library's display facilities is to increase public awareness of the Library's resources and to support its mission as an educational, informational, cultural and recreational center for the community it serves. Displays are organized by the Library to further this mission. The Library reserves the right to determine what displays will be solicited and accepted. Exhibits and displays using these facilities shall promote one or more of these purposes.

*Permission to use any space must be obtained from the Director or his/her representative and approval will be contingent upon the needs of the Library, previous commitments and the degree to which the exhibit complements the mission of the Library.

*In order to be considered for an exhibit or display the Library must receive photographs showing ALL works to be displayed. The photographs will be retained until the exhibit or display is removed and then promptly returned to the artist/displayer.

*Supplies needed to properly complete the exhibit or display must be provided by exhibitor.

*Exhibits and displays must be installed by the exhibitor.

*The Library cannot assume responsibility for the safety of articles exhibited and an Exhibit Agreement and Release must be signed by the exhibitor. Should the exhibitor determine that the display warrants insurance coverage, it is the sole responsibility of the exhibitor to secure such coverage.

*Finished exhibits must be viewed by the Director or his/her representative to ensure that they match the initial submission list.

*Any sign required in the exhibit must meet the Library's standards and must be furnished by the exhibitor.

*The exhibitor may not advertise that articles on display are for sale. However, any member of the public expressing an interest in purchasing may, if the exhibitor wishes, be given a name, address or telephone number for possible contact.

*Labels for exhibited items must be furnished by the artist/exhibitor. Labels must be neat and cannot be taped on walls. Prices may not be included on labels.

*The Library must approve all public relations announcements and advertising prior to dissemination.

*The Library reserves the right to cancel any exhibit or display without prior notice. Failure to abide by these regulations shall constitute adequate grounds for canceling any exhibit.

Revised: 1/05
Revised: 5/18

Exhibit and Display Booking Agreement and Release Contract

In consideration of my permitting my property to be exhibited at the West Babylon Public Library, I hereby agree that neither the Library nor its Trustees, agents or employees shall be liable for:

(1) any theft or damage, by whomever or however caused or failure to exhibit, store, move or remove said property; or
(2) any injury which I or others may sustain to any degree attributable to or in any way, relative to, the exhibition.

I represent that the exhibition of my property is not prohibited or restricted in any way and that title to said property shall not be transferred before its removal from the Library. I agree to indemnify and hold harmless the Library, its Trustees, agents and employees concerning any claim or action against any of them because of my property and/or its exhibition.

By signing this **Exhibit/Display Booking Agreement & Release Contract,** I acknowledge having read the West Babylon Public Library EXHIBIT AND DISPLAY PROCEDURES and hereby agree to comply with all its terms and conditions.

In order to be considered for an Exhibit/Display photographs specifically showing ALL works to be displayed must have been submitted to the Library. The photographs will be retained until the exhibit/display is removed and then promptly returned to the-artist/displayer.

REQUESTED DATE OF EXHIBITION/DISPLAY: _____ to _____

Advance Booking Information

_____ _____
(Signature) (Print Name)

_____ _____
(Address) (Phone)

Display items exactly match photographs: _____

Delivery Day

Signature of Library Coordinator: _____ Date: _____

I hereby acknowledge that I have withdrawn my exhibit from the premises of the West Babylon Public Library.

Removal Day

_____ _____
(Signature) (Date)

WEST BABYLON

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Nancy Evans, Director

FOOD AND BEVERAGE POLICY

The West Babylon Public Library strives to create a welcoming, clean and comfortable environment for the public. It is consistent with this goal to allow food and beverages to be consumed in the library in a responsible and considerate manner, minimizing the risk of damage to library collection, computers and furnishings while meeting the needs of users who are in the library for extended periods. Therefore, the following rules apply:

Snacks and nonalcoholic beverages may be consumed by patrons seated at the work tables and in armchairs in uncarpeted areas of the library and in the Café, provided the beverage has a cap or a securely fitting lid on it and the snack is small in size and not messy. No food or beverage. Other than water, may be consumed in carpeted areas of the library.

Patrons, however MAY NOT consume food or beverages near library computers. Library staff has a constant and absolute right to direct patrons to immediately remove any food and beverages that do not conform to this policy.

Patrons bringing food and beverages into the library are responsible for disposing of empty containers and trash in appropriate receptacles, they must clean up any spills or messes they create, and they must bring any more serious damage to the attention of library staff immediately.

Patrons who violate this policy may lose library privileges or incur limitations on their future ability to bring food or drinks into the library.

Staff members MAY NOT bring food or beverages to the public service desks. An exception may be made if the staff member requires water due to a medical issue. In this case, the container must have a cap and should not be placed on the desk.

Adopted: 12/22/2014

Reviewed: 12/2020

Revised: 8/30/2021

Revised 5/27/2026

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Nancy Evans, Director

INTERNET USE POLICY AND GUIDELINES

Purpose
To fulfill our mission, the West Babylon Public Library provides access to a broad range of information resources, including those available through the Internet. The Internet offers access to many valuable local, national and international sources of information. However, not all sources on the Internet provide accurate, complete, or current information. A good information consumer evaluates the validity of information found, as with other library materials.

Privacy
Internet users should be aware that Library computers are in a public area and others may be able to view what is displayed on the computer screen. The Library may use remote screen sharing software to assist users.

Supervising Children's Use
As with other library materials, parents or legal guardians are responsible for their minor children's use of the Internet. Parents should let their children know if there are materials which they do not want them to use and should supervise their child's Internet sessions.

Please be advised that some material on the Internet may contain defamatory, inaccurate, abusive, offensive, profane, sexually oriented, threatening, racially offensive, or illegal material. Parents of minors who allow their children to have access to the Internet from within the Library should be aware of the existence of such material and monitor usage by their children as necessary. Restriction of a child's access to the Internet is the responsibility of the parent or guardian; the Library does not have the right or responsibility to act 'in loco parentis'.

The Library advises its patrons against the publication of personal information on the Internet which may make them vulnerable to harassment from other Internet users. No Patron shall publish person information about others on the Internet without their approval and parental approval if the individual is under 18 years of age.

Filtering Software
In recognition that the Internet is a global entity that includes inaccurate or offensive content, the Library has installed filtering software on all Internet access computers. This software works by blocking access to a vendor predetermined list of sites and keywords. Requests will be taken to unblock specific content on a case by case basis.

The Library assumes no responsibility for the content of external sites on the Internet; library patrons view them at their own risk.

Rule Governing Use
Each registered patron is limited to using the Internet access computers for three hours or less per each calendar day.

Users may not:

1. Make any attempt to damage computer equipment or software.
2. Make any attempt to alter software or hardware configurations.
3. Submit, publish, or display on Library computers any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material.
4. Make any attempt to cause degradation of system performance.
5. Use any Library Internet access computer for any illegal or criminal purpose.
6. Violate copyright laws or software licensing agreements in their use of Library Internet access computers.
7. Engage in any activity which is deliberately and maliciously offensive, libelous, or slanderous.
8. Upload or install any software onto Library computers.
9. Download any information to Library Internet access computers' hard disk or any diskette other than that which occurs during normal course of "browsing" the Web.

Violations will result in loss of access. Unlawful activities will be dealt with in a serious and appropriate manner.

Copyright
U.S. Copyright Law (Title 17, U.S. Code) prohibits unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of "fair use." Users may not copy or distribute electronic materials (including electronic mail, text, images, programs or data) without the explicit permission of the copyright holder. Responsibility for any consequences of copyright infringement lies with the user; the Library expressly disclaims any liability or responsibility resulting from such use.

NOTICE
THE LIBRARY EXPRESSLY DISCLAIMS ANY LIABILITY OR RESPONSIBILITY ARISING FROM ACCESS TO OR USE OF INFORMATION OBTAINED THROUGH ITS INTERNET ACCESS COMPUTERS, OR ANY CONSEQUENCES THEREOF.

Adopted 7/27/2020

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Nancy Evans, Director

MAINTENANCE OF PUBLIC ORDER POLICY

I. Purpose

The following rules, regulations and procedures are enacted by the Board of Trustees for the purpose of maintaining public order in the library facilities and surrounding sites by all library patrons, visitors and employees, as well as other licensees and invitees, in accordance with Section 262 of the Education Law of the State of New York.

II. Conditional Permission for Use of Library Facilities

As a condition for the use of Library premises, Library patrons, employees, visitors and other licensees and invitees who enter upon or remain at the Library facilities, agree that they shall be subject to these rules and regulations. Failure to comply with the same shall constitute grounds for the immediate ejection as a trespasser, suspension of library borrowing privileges and revocation of rights to enter upon library premises.

III. Purpose of Use of Library Facilities

The use of Library facilities and entry onto Library premises shall be limited to employees of the Library in the performance of their duties, and patrons and visitors to the Library facilities and offices for purposes of reading, utilization of Library public access computers, utilization of patron laptop and portable computers and video devices for online/internet access, for the selection, returning and borrowing of Library books and materials, conducting business with the Library, and attendance of educational conferences, meetings, programs and concerts authorized or conducted by the Board of Trustees or other Library personnel. All persons entering or remaining upon Library premises for any other purpose shall be deemed to be trespassers not authorized to remain upon Library premises if engaged in conduct in violation of Library rules and regulations or in violation of law, including, but not limited to, the following:

- Causing or attempting to cause physical injury to the person or property of another

- Willfully causing or attempting to cause physical damage to Library building & equipment

- Damaging, altering, marring or defacing library books and related materials

- Engaging in any unlawful conduct in violation of the Penal Law of the State of New York, including, but not limited to:

    - displaying of obscene or pornographic materials on Library public access computer monitors, on patron video devices such as laptop computers, tablets, smart phones, etc., or in printed/graphic form
    - causing the retention of such obscene or pornographic material on Library computers and computer hardware and media
    - transporting illegal drugs, alcoholic beverages, fireworks, firearms, switchblades or gravity knives or other weapons or contraband onto Library premises. Possessing a weapon of any kind, regardless of whether such weapon is concealed or possessed in the open. Possession of a weapon is grounds for removal from Library premises and/or police intervention. A "weapon" shall include, but not be limited to: gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, knife, dagger, dirk, razor, dangerous knife, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutter, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb or other material or substance that can cause physical injury or death when used to cause physical injury or death.

- Entering into unauthorized (non-public access) areas of the Library

- Refusing to comply with the directives of the Library Director or his/her designee or other authorized personnel

- Parents/guardians leaving young children unattended on Library premises

- Consuming food or liquids of any nature on Library premises except as may be authorized by Library Administration during Library programs or special events, or in designated areas

- Entering into the Library with personal property, clothing or deficient personal hygiene

resulting in the emission of a strong or offensive odor disruptive to Library patrons and staff

- Entering the building without a shirt or other covering of their upper bodies, or without shoes or other footwear

- Engaging in the smoking of tobacco or other substances on Library premises, in accordance with NYS law

- Utilization of Library rest rooms (toilet room facilities) for inappropriate purposes such as bathing, laundering of clothing, shampooing of hair, and shaving

- Entering the Library while intoxicated by alcohol products or while impaired under the influence of drugs

- ` Harassing or annoying others through noisy or boisterous activities

- Behaving in a manner which reasonably can be expected to disturb other persons

- Raising of voices or excessive talking in the Library which interferes in other Library patrons' quiet use and enjoyment of the Library facility
- Use of loud, abusive or threatening language to Library patrons or staff
- Disrupting Library functions or programs authorized by Library personnel
- Sleeping in the Library, reclining on library chairs, placing feet on furniture, or sitting or lying on tables or floor
- Rearranging furniture without approval of Library staff
- Use of audio equipment without headphones or at a volume level that is audible to others
- Bringing animals into the Library unless necessary for assisting the disabled, and the animal is trained to assist the disabled
- Engaging in any business or proprietary activities with others on Library premises for which a person receives monetary compensation or in the solicitation of business or the sale of goods, products or services to others unless authorized by Library Administration
- Distributing on Library premises any poster, placard, literature, petition, display or personal property of any nature soliciting, advocating or advertising for the candidacy of any person for election to any public office in Library, School District, Town, County, State or national elections, or for the passage of any budget, proposition or referendum being voted upon at any Library, School District, Town, County, State or national election or district vote

IV. Procedures

1. While the Library facilities are open, the Library Director or his/her designees, in the first instance, shall be responsible for the enforcement of these rules and regulations. Any violation thereof shall be immediately reported to the Library Director or his/her designee who shall thereupon immediately make inquiry of the facts and circumstances surrounding the complaint, and who may thereupon either direct the trespasser to cease and desist the violation or vacate the premises. Upon the refusal of such person to obey the directive of the Library Director or his/her designee, such Library Director or designee is hereby authorized and directed to make a complaint to the Suffolk County Police Department and to sign an information as necessary charging said trespasser with the appropriate violation of the Penal Law

2. When the Library is not open to the public, or when the Library Director or his/her designees are not present, any Library employee is authorized and directed, upon observing and being informed of any violation of these rules and regulations, to make inquiry of the facts and circumstances surrounding the violation and any such employee may either direct the trespasser to cease and desist the violation or vacate the premises. Upon the refusal of such person to obey the directive of the employee, such employee is hereby authorized and directed to make a complaint to the Suffolk County Police Department and sign any information as necessary charging said violator with the appropriate violation of the Penal Law. Subsequently, such Library employee, at the first

opportunity, shall make a written report of the facts and circumstances surrounding the enforcement of these rules and regulations to the Library Director.

3. The Library shall indemnify and save harmless the Director, his/her designee, or any Library personnel, from any action, claim or proceeding instituted against such person arising out of the enforcement of these rules and regulations by such Library personnel.

4. In addition to all of the foregoing summary remedies against the trespasser and/or person in violation of law and these rules and regulations, the Library Director may thereafter, in his/her sole discretion, take the following action with respect to the following categories of persons:

(a) Library patrons: Residents of the school district registered or qualified for registration as a borrower of library books and materials may have their borrowing privileges and their licenses to enter upon Library premises suspended for a period not to exceed four years.

(b) Library personnel: Employees are subject to the applicable provisions of the Civil Service Law and Education Law and may be disciplined, censored, suspended without pay, or discharged accordingly.

(c) Visitors, licensees and invitees: Such persons may be subject to the revocation of their licenses to enter upon Library property and borrowing privileges for a period not to exceed four years.

V. Appeal Procedure

1. Appeals by Library patrons and registered borrowers of library materials, and visitors, licensees and invitees, relating to suspension of borrowing privileges and revocation of their privileges to enter upon Library premises shall be made to the Board of Trustees. Appeals by Library personnel subject to the provisions of the Civil Service Law and Education Law may be made to the Board of Trustees.

2. Each person, not an employee of the Library, shall have the right to submit a written notice of appeal to the Board of Trustees within thirty (30) days of any action of the Library Director suspending borrowing privileges and/or revoking their license to enter upon Library premises. The Board of Trustees, or their designee, shall convene a hearing within thirty (30) days of submission of such notice of appeal, at which time and place the aggrieved shall be afforded the opportunity to present evidence, testify and cross examine witnesses. Within thirty (30) days of such hearing, the Board of Trustees shall render a decision in writing either restoring the aggrieved person's library

privileges or confirming the Library Director's actions explaining the reasons for the continuance of the Director's action.

Amended: 4/1991

Amended: 11/2013

Amended: 1/2007

Amended: 6/2016

Amended: 10/2018

Amended 8/2020

WEST BABYLON
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Nancy Evans, Director

MAKERSPACE POLICY

- The West Babylon Public Library Makerspace also functions as a teen area and programming space. Library programs and teen area hours are prioritized, and the makerspace may only be used during stated hours. Appointments are recommended and drop-in use is only allowed when there are no library programs, or the room is not in use as a teen space. If the makerspace area or equipment is not reserved, it will be made available on a first-come, first-served basis, subject to staff availability.
- Equipment in the Makerspace may only be used for lawful purposes. Use of the Library's Makerspace equipment does not mean endorsement by the Library of the material being created. The views or opinions expressed by individuals or groups utilizing Makerspace equipment shall not be construed as the views or opinions of the Library or any of its officers or employees. Unacceptable uses of equipment include but are not limited to:

  a. Creating materials prohibited by local, state or federal law

  b. Creating materials that are unsafe, harmful, dangerous or that pose an immediate threat to the wellbeing of others (such use may violate the terms of use of the manufacturer)

  c. Creating materials that are obscene or otherwise inappropriate for the library environment

  d. Creating materials in violation of another's intellectual property rights; objects that would violate patents, copyrights, trademarks, registered designs or any other proprietary objects

  e. Creating materials for the advancement of a commercial or profit-making enterprises.

- Parent/Guardian Supervision is required for patrons under the age of 13.
- Food and drink are not permitted in the makerspace.
- Staff is available to explain use of tools and equipment and will make instructional materials such as manuals available upon request. Some equipment/software may require staff supervision, instruction, or training in order to use. Patrons are expected to follow general usage and safety guidelines as posted in the Makerspace. Equipment issues or accidents should be reported to library staff immediately.
- Fees may be charged for some materials and services, as posted in the Makerspace. Only Library approved devices and materials may be used with Makerspace equipment. For some equipment, only Library-provided supplies may be used.
- Library staff manage computer hardware and software. Staff will consider modification requests, but users are not allowed to modify the Makerspace's hardware or software or install new programs onto the computers.

- Any work saved on the computers in the Makerspace will be deleted when logged off and cannot be recovered. Users must provide their own external storage devices.
- Patrons have 3 days to pick-up a project. After 3 days, the project will be discarded. The Library is not responsible for production or storing of any project.

- The 3D printer and laser engraver will be turned off one half-hour before the closing of the makerspace. Printing can not continue after the space is closed. Therefore, incomplete projects will be terminated at the time of closing.
- The Library is not responsible for damage to materials, nor for the loss of data or information, nor for liability that occurs from the use of library software, or hardware. Patrons agree to release and hold harmless the Library, its officers, agents, trustees, employees, volunteers and all related or affiliated parties (collectively the "Library") from any and all liability, actions or claims for any loss, injury or damage that may arise in connection with the use of the Makerspace or its equipment, including but not limited to any liability, action or claim arising from the alleged negligence of the Library, which are not the result of gross negligence, intentional neglect, or willful or wanton conduct by the Library or its agents, representatives, or employees. Patrons may be held responsible for the repair or replacement cost of missing or damaged equipment. Use of the Makerspace not consistent with the Library's policies and procedures may result in loss of privileges.
- No refunds or credits are issued for projects that are not completed to the user's satisfaction.

Adopted 5/31/23

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Nancy Evans, Director

MAKERSPACE
RELEASE AND WAIVER OF LEGAL LIABILITY

THIS IS YOUR RELEASE AND WAIVER OF LIABILITY (the "Release"). You release the West Babylon Public Library, its officers, board members, employees, volunteers, agents, independent contractors, other participants and/or others acting on its behalf (collectively, the "Library"). You agree that this Release is effective immediately.

1) ASSUMPTION OF RISK: I expressly and specifically assume any and all risk of injury, illness, death, or property damage resulting from my participation in and/or use of the Library's Makerspace Equipment on _____ (insert date).

You assume the risks: I understand that this activity may be dangerous and that it is impossible to predict everything that may occur.

Once you sign, you are saying that you understand the risks involved and accept all of the risks.

2) GENERAL RELEASE, INDEMNIFICATION AND HOLD HARMLESS: I hereby agree for myself and/or my minor child(ren) and our respective heirs, assigns and legal representatives, to indemnify, defend and hold Library and its officers, board members, employees, volunteers, agents, independent contractors and other participants ("Releasees") harmless from ANY AND ALL CLAIMS AND CAUSES OF ACTION OF ANY NATURE, INCLUDING NEGLIGENCE for any and all personal and/or bodily injury or illness, including death, which may occur to myself or my minor child or which may be aggravated during or by any activity in which I have decided to allow myself or my minor child to participate related to the Library's Makerspace Equipment. I further expressly understand and agree the foregoing indemnity, release and waiver is intended to be as broad and inclusive as permitted by the law of the State of New York and that any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full force and effect.

I HAVE READ THE ABOVE WARNING, WAIVER, AND RELEASE AND UNDERSTAND THAT I GIVE UP SUBSTANTIAL RIGHTS FOR MYSELF AND/OR MY MINOR CHILD BY SIGNING IT, AND KNOWING THIS, SIGN IT VOLUNTARILY. I AGREE TO PARTICIPATE AND/OR ALLOW MY MINOR CHILD TO PARTICIPATE KNOWING THE RISKS AND CONDITIONS INVOLVED AND DO SO ENTIRELY OF MY OWN FREE WILL. I AFFIRM THAT I AM AT LEAST 18 YEARS OF AGE, OR, IF I AM UNDER 18 YEARS OF AGE, I HAVE OBTAINED THE REQUIRED CONSENT OF MY PARENTS/GUARDIAN AS EVIDENCED BY THEIR SIGNATURES BELOW.

I ACCEPT:

_____	_____
Print Name	If signed on behalf of minor, Print Minor's name
_____	_____
Participant/Guardian Signature	Date

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MATERIALS SELECTION POLICY

The Board of Trustees of the West Babylon Public Library, recognizing the pluralistic nature of this community and the varied backgrounds and needs of all citizens, regardless of race, creed or political persuasion, declares as a matter of materials selection policy that:

1. Books and all library materials selected is and shall be, vested in the Library Director and under his/her direction, such members of the professional staff who are qualified by reason of education and training. Selection procedures of Adult, Young Adult and Juvenile materials will involve the search for the best that is available, relying on published reviews and the considered judgment of the staff. Any book or library material so selected shall be held to be selected by the Board of Trustees.

2. Selection of books and other library materials shall be made based on their value in regard to interest, information and enlightenment of all people in the community. No book or other library materials shall be excluded because of race, nationality or the political, social or religious views of the author.

3. In selecting library materials, appropriate attention shall be given to factual accuracy, effective expression, significance of subject and sincerity and responsibility of opinion. Selection shall be based upon the conscious study of the needs of the people in the district and shall go beyond the requests of patrons who use the Library regularly, reaching out to segments in the population who do not as readily turn to its services. In addition, it is recognized that the Library has a duty to provide materials outside the mainstream of popular output and to furnish in its collection a substantial representation of the critical, provocative and experimental products as well as the classic, standard enduring products of the past. The West Babylon Public Library seeks to provide its users with a live, balanced, strong collection of books and other library materials, which will serve their educational, cultural, informational and recreational needs. The Library will make every attempt to provide literature which represents a wide variety of interests and types of thought and opinion. It will always attempt to offer materials on all sides of controversial issues.

4. The Library will provide books and other materials for young adults and children which are suitable for these age groups. Whenever possible, these collections will be clearly labeled. An attempt will be made to select materials for children which are authentic in fact and feeling, straight-forward in presentation, unbiased in point of view and within the child's ability to comprehend. However, the Library will not follow a selection policy which prevents adults from reading mature literature because of the possibility it may fall into the hands of children.

5. Materials offered to the Library as gifts may be accepted or rejected by the Library. Acceptance shall be on the basis that the Library is free to keep or dispose of such materials as the Director and the Board of Trustees see fit. The Library will not accept donations and/or contributions which conflict with this materials selection policy. In the case of memorial gifts, the Library staff will assist the donor in selecting materials suitable as a gift and memorial.

6. Withdrawal and discarding of library materials occurs regularly because these items are no longer timely or accurate, badly worn or damaged, no longer popular or of interest or due to space considerations. The need for replacement of withdrawn items is judged by the existence of adequate coverage of the subject or on demand for the title.

7. The West Babylon Public Library Board of Trustees believes that censorship is a purely individual matter and declares that while anyone is free to reject materials which one does not approve of, one cannot exercise this right of censorship to restrict the freedom of others to read. This statement holds true of the Library Director and the entire Library staff involved in the selection of all Library books and materials.

8. The Board of Trustees defends the principles of freedom to read and declares that whenever censorship is involved, no book and/or library materials shall be removed from the Library save under the order of a court of competent jurisdiction. Questions relating to materials shall be referred to the Library Director. He/she has Statement of Concern forms available.

9. This Board of Trustees adopts and declares that it will adhere to and support: "The Library Bill of Rights" and "The Freedom to Read Statement"; both of which are made a part hereof.

Revised: 7/93
Revised: 4/17
Revised 8/26

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Nancy Evans, Director

MEETING ROOM USE POLICY

The primary purpose of the Library's Meeting Room is to serve as a venue for Library sponsored services, programs, and activities. Library services, programs and activities shall have priority over all other activities. The Library reserves the right to revoke a Meeting Room use permit or to reschedule a meeting should there be a conflict with Library related services, programs or activities; or in the case of an emergency. The Library may further cancel one or more previously scheduled dates, if demand for Meeting Room use increases.

Permission to use the Library's Meeting Room may be granted to community groups, organizations and individuals whose aims are Library connected; educational; cultural and/or civic. Use of the Library's Meeting Room is subject to all applicable federal, state and local laws and regulations as well as policies promulgated by the Library's Board of Trustees. Gambling is strictly prohibited. Scheduling availability is to be solely determined by the Library. Use of Meeting Rooms shall be non-exclusive and shall be open to the general public. Preference shall be given to Library District based organizations and organizations whose membership is primarily comprised of Library District residents. There will be a fee of $ 500 for use of the Meeting Room to all out-of-district organizations, whether or not district residents may be a member of such organizations. The $ 500 fee is payable in advance. The $ 500 fee may be waived at the discretion of the Board. In case of conflict in scheduling, district organizations will be given priority for use of the room. There will be no fee charged for district organizations whose headquarters and members are within the West Babylon Library service area.

The Meeting Room is not to be used as a place of religious worship. Further, the Meeting Room may not be utilized by political parties or representatives of political parties when the purpose of such is to promote its political agenda. In addition, the Meeting Room is not to be utilized for the advancement of commercial or profit-making enterprises.

Application to use the Library's Meeting Room must be made in writing by an adult, age 18 or older, on the form provided for this. Formal Advance Application will be available according to the following schedule:

Apply:	For Meetings Scheduled Up Until:
January 1 – March 31	June 30
April 1 – June 30	September 30
July 1 – September 30	December 31
October 1 – December 31	March 31

Advance applications received by the application deadline will be reviewed. Scheduling conflicts will be resolved by lottery. Applications received after the Formal Advance Application deadline will be considered, provided the Meeting Room is available. First time requests must be received at least four (4) weeks prior to the requested meeting date. Thereafter, new requests by the same group will receive consideration by the Library Director or Librarian in Charge. Requests for bookings will only be considered for meetings occurring within the corresponding quarterly Meeting Schedule. No more than three (3) meetings may be requested by an organization during the same quarter.

Attendance at meetings is limited to that number of persons lawfully permitted to assemble in the Meeting Room. Meeting Room use may, at the Library's discretion, be regulated as to certain days and hours so as to minimize interference with Library programs, operations and capacities of Library premises. In order to provide for fair and equitable access to the Meeting Room by all qualified community groups, the Board reserves the right to not grant permission for use of Meeting Rooms on a regularly scheduled basis. The Meeting Room use application form must be signed by a Library District resident. No application shall be considered officially approved until it is signed by the Library Director or other person designated by the Board of Trustees and returned to the applicant. By executing the application, the applicant agrees to the release of the applicant's name and telephone number to any person requesting information concerning an organization's activities or program.

Use of Library facilities does not imply endorsement of the beliefs, activities or programs of an organization by the Library or anyone connected with the Library. All publicity and/or media coverage for events in the Library, whatever the source, must be approved by the Library Director prior to issuance or coverage. The Library may only be mentioned as a location, not as the sponsor of an event or as the headquarters of an organization, in all announcements or publicity relating to a Meeting Room event. The Library's telephone number may not be given to obtain further information regarding a non-Library sponsored event. Any literature or other items to be distributed at a meeting must be submitted to the Library Director at least 48 hours prior to intended distribution. If items intended for distribution are in violation of law or regulation, distribution of same is prohibited.

The applicant must certify that the Meeting Room shall be used only for the specific activity stated on the application and for no other purpose whatsoever. No activity may disrupt Library operations.

The responsibility for the maintenance of public order and safety at a meeting is that of the applicant. Adequate responsible adult supervision shall be provided by the applicant. Groups whose membership includes minors must be supervised by responsible adults.

The Library Director or designee is authorized to order the termination of any meeting or activity in violation of any law, policy or use regulation. The determination by said Library official is final. The Library Director or designated representative, is authorized to call upon appropriate law enforcement agencies to enforce such action if, in the opinion of the Library official, circumstances warrant such an action. Further permission to use the Meeting Room may be denied or withdrawn to any group which violates any law, policy or regulation or whose conduct and activities interfere with or disrupt Library operations or patron's quiet use and enjoyment of Library's facilities.

The Meeting Room must be left in a neat and orderly fashion. If not, a written notice will be given to the applicant stating that a second offense will result in denial of further Meeting Room use.

Whenever the Library facilities are used, there is the possibility that persons may be injured and may bring legal action against the Library Board of Trustees, Library employees and/or the contracting organization, group or individual for personal liability. It is possible that organizations, groups or individuals using the Library facilities may be sued for personal injury. Each organization, group, or individual should, therefore, protect itself by having an insurance policy insuring it against such legal action. The signature of the applicant on the Meeting Room use application is acknowledgment by the organization, group or individual that it recognizes this responsibility.

In consideration of the use of the Meeting Room facilities, each organization or group agrees that it will pay for all damage to any property of the Library, resulting directly or indirectly from the conduct of any member, officer, employee or agent of the organization or group or by any person in attendance.

The applicant is to execute a hold-harmless/indemnification agreement in favor of the Library, its Board of Trustees, and its employees from any liability or claim action or loss arising from the applicant's use of the Meeting Room, including the cost of legal fees, costs or expenses incurred by the Library in connection with defending any claim arising from the applicant's use. The signature of the applicant on the Meeting Room use application is acceptance by the organization, group or individual of the indemnification responsibility.

No admission fees may be charged; no donations may be solicited or accepted; nor may any items be sold. Use of the facilities will not be granted for fund raising purposes, except as may be permissible under law and with the explicit consent of the Library Board of Trustees.

The Library is not responsible for the safeguarding of any supplies, equipment or other items owned by the applicant or by persons attending the applicant's activity. The Library will not store materials for any applicant. Items left in the Library will be considered abandoned property and will be disposed of in accordance with standard practice. Special Meeting Room table set up requirements must be requested at the time of Application and will be executed by Library personnel. Library equipment may be used only by Library personnel or properly trained applicants.

Refreshments and food shall not be served or consumed in the Meeting Room unless the Library sponsors the program or provides special authorization. Consumption of alcoholic beverages and smoking are prohibited on Library premises.

Cancellation notice of at least 48 hours is encouraged if an organization needs to cancels a meeting. A substitute date will be scheduled, if available. Upon emergency closing of the Library, all scheduled meetings are automatically canceled.

The Library, in its sole discretion, reserves the right to refuse or withdraw permission for use of the Meeting Room when an organization repeatedly cancels its assigned program dates and thereby inhibits Meeting Room use by others.

The Library reserves the right to refuse Formal Advance Application privileges for the Meeting Room, if an organization's attendance is fewer than 5 participants. Such applicants may request use of the Meeting Room after the Formal Advance Application deadline, provided the Meeting Room is available.

The final and sole interpretation of this policy rests with the Library's Board of Trustees. Implementation and enforcement are delegated to the Library Director.

Revised: 9/03
Revised: 5/08
Revised: 10/12
Revised: 4/15
Revised: 11/27/23

WEST BABYLON PUBLIC LIBRARY
211 ROUTE 109
WEST BABYLON, NY 11704

TODAY'S DATE : _____

Meeting Date(s) and Times Requested:
(List each month on a separate line)

Date	Time

MEETING ROOM USE APPLICATION

Non-Profit: YES ☐ NO ☐

Organization or Group Name: _____

Location or Address: _____

Name of Person Filing Application: _____

Address: _____

Telephone: _____

Nature or Purpose of Program: _____

_____

Approximate size of group: _____ Percent of members who are WBSD residents _____

Indicate general nature of program by checking all appropriate items:

1. Auditorium set-up/Discussion: ☐
2. Rectangular Tables: ☐
3. Speaker with Podium: ☐
4. DVD: ☐
5. Special Equipment/Services required:

_____

MEETING ROOM DOORS OPEN TO THE PUBLIC 15 MINUTES BEFORE PROGRAM BEGINS AND A REPRESENTATIVE OF THE ORGANIZATION MUST BE PRESENT 20 MINUTES BEFORE THE PROGRAM IS SCHEDULED TO BEGIN.

ALL PROGRAMS MUST END 20 MINUTES PRIOR TO THE CLOSING OF THE LIBRARY.

ALCOHOLIC BEVERAGES AND GAMBLING ARE PROHIBITED.

I have read the Meeting Room Use policy and agree to abide by all provisions.

_____
Applicant's Signature

LIBRARY USE ONLY

☐ APPLICATION APPROVED

☐ APPLICATION NOT APPROVED

M20.4

_____
LIBRARY STAFF SIGNATURE

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MEGAN'S LAW, SEX OFFENDER INFORMATION NOTIFICATION AND DISSEMINATION WITHIN THE COMMUNITY POLICY

The West Babylon Public Library recognizes one of its significant responsibilities is the protection of the health and safety of patrons and their children who receive services or participate in programs or events sponsored by the Library. As the Suffolk County Police Department has determined that it will notify the West Babylon Public Library when a "sex offender" is to be released to a residence within the geographical area serviced by the Library, it is determined by the Board of Trustees that it is incumbent upon it that this information be disseminated in a manner that will provide, to the greatest degree possible, the protection of the Library's patrons and their children who participate in Library programs or utilize Library property.

Under the terms of the applicable statute and the policy of the Suffolk County Police Department, the Library will receive notification of (dependent upon the "class" of offender) information which may include the offender's crime of conviction, modus of operation, type of victim targeted and a description of special conditions imposed on the offender.

It is the Library's understanding that the purpose of this notification is to provide for, to the extent possible, the safety of its patrons and their children.
In order that the information received by the Library can be most effectively utilized to secure, to the greatest extent possible, the protection of the Library's patrons and their children utilizing Library programs and facilities, the Library Director will immediately relay information received within the "Notification" received by the Library to all pertinent Library personnel, including Library administrators, professional staff, security or other personnel deemed by the Director to be in a position to appropriately utilize the information to protect the interest of the Library's patrons and their children utilizing Library facilities.

Notifications received by the West Babylon Public Library from the Suffolk County Police Department shall not be considered public record as defined pursuant to Article 7 of the Public Officers Law.

Disclaimer: With respect to the notifications made available by the Suffolk County Police Department, neither the West Babylon Public Library nor its Trustees nor any of its employees assume any legal liability or responsibility for the accuracy, completeness, or usefulness of any information disclosed, or represents that its use would not infringe rights of privacy.

Revised: 3/98
Revised: 10/17

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MISSION STATEMENT

The West Babylon Public Library welcomes and serves all, providing resources to help users connect with the information needed in order to achieve personal, educational and professional goals. The Library enhances the community with its collection of materials, technology, programs and staff expertise. The Library strives to advance literacy, celebrate ideas, guide learning and connect people in accessible, functional, attractive and inviting surroundings.

Amended 5/28/25
Adopted: 2/18/98
Amended: 2/27/17

WEST BABYLON

P U B L I C L I B R A R Y

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Nancy Evans, Director

NURSING MOTHERS IN THE WORKPLACE POLICY

Section "206-c" of the Labor Law requires all employers to provide time to allow nursing employees to express breast milk.

To avail oneself of accommodations set forth in this policy, employees must submit a request to the Business Office for a room or location. Requests should, when possible, be provided prior to the employee's return to work to allow the Library to designate a location and schedule to accommodate the needs of multiple employees when needed. The Library must respond to a request within a reasonable time, not to exceed five (5) business days. Your request should include an anticipated number of breaks needed during the workday and whether you have preferred times to express milk.

The Library will provide employees with at least 30 minutes of paid break time each time an employee has a reasonable need to express milk for their infant child(ren) for up to three years following the child's birth. Employees may utilize their existing paid break time or meal time needed in excess of 30 minutes to express breast milk as well. A break may be postponed for no more than thirty (30) minutes if there is no coverage for the employee at the time.

The Library will designate a room or other location to be made available to nursing employees. The room may not be used for any other purpose while it is being utilized by nursing mothers. If the designated room or other location is not solely used by nursing employees, the room or location will be made available to nursing employees when needed. All employees will be given notice as to when such rooms or other locations will be designated for use by nursing employees. The room or location should have a door equipped with a functional lock. If a door with a functional lock is not available, as a last resort the Library will utilize a sign indicating the room is in use and not accessible to other employees or the public.

If the Library is unable to provide a dedicated room or other location, we may provide the use of a vacant office or other available room on a temporary basis so long as the room is not accessible to the public or other employees while the nursing employee is using the room for expression purposes.

The Library must designate a room or other location, other than a restroom or toilet stall, to be made available to employees who make such a request. The room will be (i) in close proximity

to the work area; (ii) well lit; (iii) shielded from view; and (iv) free from intrusion from other persons in the workplace or the public. The room or other location will contain a chair, working surface, nearby access to cleaning running water, and an electrical outlet so long as the workplace is supplied with electricity. Expressed milk can be stored in the Library refrigerators provided it is sealed. Milk should not be stored overnight. The Library is not responsible for the safekeeping of any milk stored in Library refrigerators.

The Library may not discharge, discriminate, threaten, penalize, or in any other manner discriminate or retaliate against any employee because such employee has exercised their rights afforded under this section. This policy will be provided to all employees annually, upon hire, and to employees returning to work after the birth of a child.

Ref: Labor Law §206-c; https://dol.ny.gov/breast-milk-expression-workplace

Adopted: June 26, 2023

Revised: June 24,2024

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PERSONNEL POLICY

It is the policy of the Board of Trustees that good personnel administration is concerned with the comfort and welfare of each employee, as well as with his/her efficiency and that effectively administered, such policy should result in job satisfaction and harmonious relationships between administration and employees. This policy applies to all administrative, professional, clerical, custodial and page employees. This policy is to be read and understood within one week after receipt.

All appointments will be made under operating procedures established by the Commissioner of Education, State of New York, the Suffolk County Civil Service Commission and the Board of Trustees of the West Babylon Public Library, as applicable.

The Director, as executive officer of the Library, shall have sole charge of the administration of the Library under the direction and review of the Board of Trustees. The Director shall have the sole responsibility for recruitment of staff and shall present recommendations for staff position appointments to the Board of Trustees for its approval.

The selection of staff members is based strictly on merit with due consideration of personal and education qualification and of training and aptitudes for the position involved.

Members of the Board and the immediate families of the Board, the Library Director and Library staff are prohibited from being employed by the Library.

A Library Director resigning less than six months prior to the annual evaluations must complete the evaluation before receiving his/her final pay check.

All personnel are paid by check every other Friday, starting at the end of the first complete pay period.

At the Board's discretion, at anytime, any other Health Insurer may be designated and an alternative plan for the percent contribution may be adopted.

Expenses for professional workshops and conferences will be paid at the member rate—fees in excess of the member rate shall be borne by the employee. Staff are encouraged to utilize efficient travel practices when travel is necessary/important. Best practices, such as carpooling and use of technology to remotely hold and attend meetings, should be employed whenever practicable.

The Library Board shall determine, by resolution, the allowance per mile for use of a private car on Library business. Such use will be with the prior knowledge and approval of the Director. Such reimbursement shall also be made to members of the board of Trustees who use their personal cars on Library business.

Personal calls by staff are restricted to those that are necessary, as the line must be kept open for business. Employees are asked to make sure calls are as brief as possible.

Each provision of this policy is subject to modification or revision at anytime by the Board of Trustees and in no event is any provision herein to be treated as a guarantee of any of the various rights set forth herein.

Revised 12/91
Revised 2/5/18
Revised 10/20/23

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Nancy Evans, Director

PHOTOGRAPHING, RECORDING AND BROADCASTING PUBLIC MEETINGS AND AVAILABILITY OF DOCUMENTS POLICY

Section 1 Purpose and scope: To establish guidelines and procedures for public meetings authorizing photography, recording and broadcasting.

Section 2 Recording and Broadcasting Public Portions of Meetings:

(a) The public portion of any meeting of a Board of Trustees may be photographed, recorded and broadcast in accordance with this Policy.
(b) The Board adopts the following rules governing the location of equipment and personnel used to photograph, record or broadcast the public portion of a meeting in order to ensure that the use of such equipment does not detract from or interfere with the deliberative process.
(c) There is no privacy interest in statements made during public portions of meetings of public bodies.

Section 3 Rules for Recording and Broadcasting Public Portions of Meetings:

(a) Operation of equipment to photograph, record or broadcast a meeting is permitted unless it is obtrusive, disruptive or interferes with the deliberative process or the right of persons in attendance to observe or listen to the proceedings.

(b) Use of equipment necessary to photograph, record or broadcast is permitted without notice to or express permission from the public body or those in attendance at the meeting.

(c) Use of equipment necessary to photograph, record or broadcast is permitted in a supervised or unsupervised manner.

(d) Use of special lighting or large equipment necessary to photograph, record or broadcast a meeting is permitted unless it is obtrusive or disruptive.

(e) Personnel who operate equipment necessary to photograph, record and/or broadcast a meeting shall remain within one (1) foot of the seating area set aside for the public, unless authorized by the Board to move about the room and further provided that such movement does not disrupt or interfere with the deliberative process or those in attendance at the meeting.

(f) Use of equipment necessary to photograph, record and/or broadcast a meeting shall be limited to a location from which such equipment is reasonably capable of photographing, recording and/or broadcasting.

Section 4 Availability of Certain Library Records and Proposed Resolutions, Regulations and Policies prior to Board meetings:
(a) The Library shall upon request, make available prior to and at each Board meeting open session copies of Library records scheduled to be the subject of discussion at the open session, together with copies of proposed Resolutions, Policies and Regulations scheduled to be the subject of discussion at the open session.
(b) Copies of Library records scheduled to be the subject of discussion at the open session, together with copies of proposed Resolutions, Policies and Regulations scheduled to be the subject of discussion at the open session will be posted on the Library's website at such time(s) as it is determined that it is practicable to do so.
(c) Copies of the Library's records and proposed Resolutions, Regulations and Policies shall be available for a reasonable fee, determined in the same manner as provided under the Library's Freedom of Information Law Policy and Article "6" of the Public Officers Law.

Section 5 Public notice:

These rules governing the operation of equipment necessary to photograph, record or broadcast a meeting may be posted in a designated location. Written copies of such rules shall be provided upon request, free of charge, to those in attendance at or who seek to attend a meeting.

Section 6 Severability:

If any provision of these guidelines or the application thereof to any person or circumstances is adjudged invalid by a court of competent jurisdiction, such judgment shall not affect or impair the validity of the other provisions of these regulations or the application thereof to other persons and circumstances.

Adopted: 5/18/11

Amended: 2/22/12

Reviewed: 6/28/2021

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Nancy Evans, Director

PROCUREMENT POLICY

All purchases of goods and contracts for public services shall be made in accordance with the provisions of New York State General Municipal Law.

Except as otherwise provided by law (e.g. emergency situations) all public works contracts in excess of $35,000 shall be subject to competitive bidding. All purchase contracts in excess of $20,000 shall be subject to competitive bidding. Rejection of a low bid based upon an initial determination that the low bidder is not "responsible" within the meaning of the General Municipal Law shall be made following notice to the low bidder of the Board's intent to so disqualify him/her and providing the low bidder an opportunity to submit a written response and proof to the Board or its designee on the issue of his/her qualifications and ability to perform the contract obligations.

For public works and purchase contracts which fall below the competitive bidding thresholds stated in the previous paragraph the following conditions shall apply:

* Whenever possible, price quotations for proposals for goods and services shall be obtained from at least three vendors or contractors. Such price quotes may be verbal when the purchase contract amount is less than $500 and the public work contract amount is less than $500. Price quotations for proposals for purchase contacts and public work contracts in excess of the aforementioned verbal proposal amounts shall be in writing.

* Goods or services procured pursuant New York State or Suffolk County contracts shall be exempt from the comparative price quotation requirement stated in the previous subparagraph.

* Under normal circumstances, contracts shall be awarded to the vendor or contractor with the lowest price quotation deemed responsible. Circumstances under which the contract may not be awarded to the lowest responsible vendor or contractor include, but are not limited to:

    * Vendor cannot guarantee delivery of goods or services within the time frame or under the conditions established by the Library.

    * Vendor's or Contractor's terms for payment are disadvantageous to the Library, e.g. full payment before commencement of work or delivery of goods.

    * Vendor cannot fully comply with the Specifications for goods or services as set forth by the Library.

    * Vendor's warranty for goods or services is deemed inadequate by the Library.

    * Vendor's post-purchase support services are deemed inadequate by the Library.

    No purchase of goods or services shall be made from any vendor in which any member of the Board of Trustees or the Library Administration, i.e. the Library Director, hold a full or partial interest. This Procurement Policy shall be reviewed annually. All applicable procedures are provided in the Library's manual of Internal Controls.

Amended: 4/93, 9/10, 1/14

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RECORDS ACCESS POLICY

The following regulation is hereby enacted by this Board of Library Trustees in accordance with Public Officers Law, Article "6", Sections "84" through "90", commonly known as the Freedom of Information Act and hereinafter referred to as the "Act".

ARTICLE I: The Library Director is hereby designated as the Records Access Officer. The Records Access Officer is the person from whom those Library records, memoranda, documents or other written information required to be made available to the public by the Act may be obtained. In the absence of the Library Director, the Librarian-in-Charge is so designated as the Records Access Officer.

ARTICLE II: Request for inspection or copies of such records required to be made available by the Act, as well as other applicable law, may be made to the Library Director at the Director's office during hours in which the Library is regularly open for business. These hours shall ordinarily be Monday through Friday from 10 am to 4 pm.

ARTICLE III: Request to inspect records or to secure copies thereof, shall be submitted to the Library's Records Access Officer by completion of a requisition form or by electronic e-mail request.

(a) The requisition form or electronic request shall contain the name and address of the Requestor, identification of the record, document or other data required; with as great a degree of clarity and specificity as may be practical.

(b) In the event a copy of the particular document, record or other data is requested, a fee payable by check or money order to the order of the Library shall be paid as follows:

1. 25 cents a page for photocopies not exceeding 9" x 14", or
2. the actual cost of reproducing any other form of record, as follows:

i. an amount equal to the hourly salary attributed to the lowest paid Library employee who has the necessary skill required to prepare a copy of the requested record;

ii. the actual cost of the storage devices or media provided to the person making the request in complying with such request;

iii. the actual cost to the Library of engaging an outside professional service to prepare a copy of a record, but only when the Library's information technology equipment is inadequate to prepare a copy, if such service is used to prepare the copy; and

iv. preparing a copy shall not include search time or administrative costs and no fee shall be charged unless at least two hours of Library employee time is needed to prepare a copy of the record requested. A person requesting a record shall be informed of the estimated cost of preparing a copy of the record if more than two hours of the Library employee's time is needed or if an outside professional service would be retained to prepare a copy of the record.

3. All fees received shall be turned over to the Library Treasurer.

ARTICLE IV: The Library shall maintain a register which shall include the date of requisition, the name and address of the Requestor and a description of the documents or records to be examined or copied, as well as the action taken by the Records Access Officer in response to such requisition and a notation of the fees received.

ARTICLE V: The Library shall maintain the following records:

(a) a record of the final vote of each Library Trustee in every Library proceeding in which the Trustees votes;

(b) a record setting forth the name, public office address, title and salary of every officer or employee of the Library; and

(c) a reasonably detailed current list, by subject matter, of all records in the Library's possession, whether or not such records are available pursuant to subdivision "2" of Section "87" of the Public Officers Law, which list shall be sufficiently detailed to permit identification of the category of the records requested. The Library shall update its subject matter list annually and the date of the most recent update shall be conspicuously indicated on the list.

ARTICLE VI: PROCEDURES:

3. (a) Within five business days of the receipt of a written request for a record reasonably described, the Library will make such record available to the person requesting it, deny such request in writing or furnish a written acknowledgement of the receipt of such request and a statement of the approximate date, which shall be reasonable under the circumstances of the request, when such request will be granted or denied, including, where appropriate, a statement that access to the record will be determined in accordance with subdivision "5" of Section "89" of the Public Officers Law. The Library will not deny a request on the basis that the request is voluminous or that locating or reviewing the requested records or providing the requested copies is burdensome because the Library lacks sufficient staffing or on any other basis if the Library may engage an outside professional service to provide copying, programming or other services required to provide the copy, the costs of which the Library may recover from the requester of the records pursuant to paragraph (c) of Subdivision "1" of Section "87" of the Public Officers Law.

The Library may require a person requesting lists of names and addresses to provide a written certification that such person will not use such lists of names and addresses for solicitation or fund-raising purposes and will not sell, give or otherwise make available such lists of names and addresses to any other person for the purpose of allowing that person to use such lists of names and addresses for solicitation or fund-raising purposes.

If the Library determines to grant a request in whole or in part and if circumstances prevent disclosure to the person requesting the record or records within twenty business days from the date of the acknowledgement of the receipt of the request, the Library will state, in writing, both the reason for the inability to grant the request within twenty business days and a date certain within a reasonable period, depending on the circumstances, when the request will be granted in whole or in part. Upon payment of or offer to pay, the fee prescribed therefore, the Library shall provide a copy of such record and certify to the correctness of such copy if so requested, or as the case may be, shall certify that it does not have possession of such record or that such record cannot be found after diligent search. The Library shall not be required to prepare any record not possessed or maintained by the Library except the records specified in Subdivision "3" of Section "87" and Subdivision "3" of Section "88" of the Public Officers Law. When the Library has the ability to retrieve or extract a record or data maintained in a computer storage system with reasonable effort, it shall do so. When doing so requires less employee time than engaging in manual retrieval or redactions from non-electronic records, the Library will retrieve or extract such record or data electronically. Any programming necessary to retrieve a record maintained in a computer storage system and to transfer that record to the medium requested by a person or to allow the transferred record to be read or printed shall not be deemed to be the preparation or creation of a new record.

(b) The Library will accept requests for records submitted in the form of electronic mail and shall respond to such requests by electronic mail, using forms, to the extent practicable, consistent with the form or forms developed by the NYS Committee on Open Government pursuant to Subdivision "1" of Section "89" of the Public Officers Law, provided that the written requests do not seek a response in some other form.

(c) In the event that in a portion of the material, records or documents requested is deemed by the Records Access Officer to be excludable material as outlined in Article "VII" hereof, the Records Access Officer is authorized and directed to delete such information from any copies made available to the requestor or to not make available for inspection the original of such record but only a copy thereof having first deleted the unauthorized information.

ARTICLE VII: No record shall be made available for inspection or copying where, in the judgment of the Records Access Officer, the disclosure of such records:

(a) Is specifically excepted from disclosure by state or federal statute;

(b) Is an unwarranted invasion of personal privacy, including:

i. disclosure of employment, medical or credit histories or personal references of applicants for employment;

ii. disclosure of items involving the medical or personal records of a client or patient in a medical facility;

iii. sale or release of lists of names and addresses if such lists would be used for solicitation or fund-raising purposes;

iv. disclosure of information of a personal nature when disclosure would result in economic or personal hardship to the subject party and such information is not relevant to the work of the agency requesting or maintaining it;

v. disclosure of information of a personal nature reported in confidence to an agency and not relevant to the ordinary work of such agency; or

vi. information of a personal nature contained in a workers' compensation record, except as provided by Section "110-a" of the Workers' Compensation law.

Unless otherwise provided by law, disclosure shall not be construed to constitute an unwarranted invasion of personal privacy pursuant to paragraphs (a) and (b) of this subdivision:

i. when identifying details are deleted;

ii. when the person to whom a record pertains consents in writing to disclosure;

iii. when upon presenting reasonable proof of identity, a person seeks access to records pertaining to him.

iv. when a record or group of records relates to the right, title or interest in real property, or relates to the inventory, status or characteristics of real property, in which case disclosure and providing copies of such record or group of records shall not be deemed an unwarranted invasion of personal privacy

(c) if disclosed would impair present or imminent contract awards or collective bargaining negotiations;

(d) are trade secrets or are submitted to an agency by a commercial enterprise or derived from information obtained from a commercial enterprise and which if disclosed would cause substantial injury to the competitive position of the subject enterprise;

(e) are not relevant or essential to the ordinary work of the library;

(f) omitted

(g) are inter-agency or intra-agency materials which are not;

i. statistical or factual tabulations or data;

ii. instructions to staff that affect the public;

iii. final agency policy or determinations; or

iv. external audits

(h) Medical reports and records;

(i) if disclosed, would interfere with judicial proceedings or pending claims;

(j) Records related to the circulation of Library materials which contain names or other personally identifying information regarding the users of the Library;

(k) Relate to items of a personal nature when disclosure would result in an economic or personal hardship to a subject party and such records are not relevant or essential to the ordinary work of the Library; or

(l) if disclosed, would jeopardize the Library's capacity to guarantee the security of its information technology assets, such assets encompassing both electronic information systems and infrastructures.

Should the requested record be exempt as set forth in this Article "VII", the Records Access Officer shall deny such request, in writing and furnish a written acknowledgment of receipt of such request and advise the Requestor of the right to appeal.

In the event the District must disclose records responsive to a request for an employee's disciplinary records, the District will notify the affected employee in writing at the time disclosure is being made.

ARTICLE VIII: In the event of the refusal of the Records Access Officer to furnish Library records or other data to which the requestor declares entitlement, the Requestor may submit a written appeal directed to the Library Board of Trustees within thirty days of the denial from which such appeal is taken. The Library Board of Trustees is hereby authorized to investigate all facts surrounding the particular requisition, including an interview with the Requestor for the purposes of ascertaining the exact record of document sought, the purpose for which such document is sought in the event the Records Access Officer has declined to deliver the document by virtue of a determination by the Records Access Officer that such document is an excluded document under this Act or other law and all other facts relevant to the particular requisition. A decision on such appeal shall be rendered thereon within ten (10) business days of the Board of Trustees' receipt of the Appeal and shall fully explain in writing the reason for further denial. In addition, the Library shall immediately forward to the New York State Committee on Open Government a copy of the appeal and the Board of Trustees' determination. In the event of a denial of such an appeal, the Requestor shall have the right to commence an Article 78 proceeding in the Supreme Court, Suffolk County, to compel the production of the particular document or record.

ARTICLE IX: The following documents and records, whether produced, filed or maintained by the Library, shall be available for public inspection and examination:

(a) Library Board minutes and a record of the vote of each Trustee;

(b) Bid Specifications publicly Bid;

(c) Public Bids;

(d) Purchase orders and contracts;

(e) Records of Library receipts and expenditures, including checks;

(f) Record setting forth name, Library address, title, and salary of every officer or employee which shall be compiled by each fiscal officer charged with the duty of preparing payrolls for such officers and such records shall be made available for inspection by the officer charged with the duty of certifying such payrolls.

(g) Employee organization contracts;

(h) Library policies of any kind or nature;

(i) Library regulations;

(j) Insurance policies;

(k) Audits, either internal or external;

(l) List by subject matter of all records maintained by the Library, whether or not subject to disclosure as a public record pursuant to statute

ARTICLE X: A notice containing the title or name and business address of the Records Access Officer and appeals person or body and the location where records can be seen or copied, shall be posted in a conspicuous location wherever records are maintained and/or published in a local newspaper of general circulation.

ARTICLE XI: This regulation, as amended, shall be deemed effective on July 15, 2009.

ARTICLE XII: If any provision of these regulations or the application thereof to any person or circumstances is adjudged invalid by a court of competent jurisdiction, such judgment shall not affect or impair the validity of the other provisions of these regulations or the application thereof to other persons and circumstances.

Adopted: September, 2002
Amended: March, 2007
Amended: July 15, 2009
Amended: November 25, 2024

WEST BABYLON

P U B L I C L I B R A R Y

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Nancy Evans, Director

RECORDS ACCESS APPLICATION

I hereby apply to inspect the following record and hereby certify that this record will not be used for private, commercial or fund-raising purposes:

_____

_____

Signature: _____

Representing: _____

Mailing Address: _____ Date: _____

_____

APPROVED: _____ RECORD WILL BE AVAILABLE ON: _____
Please notify us when you would like to inspect the aforementioned document.

DENIED (for the reason(s) checked below):
Confidential Disclosure _____ Part of Investigatory files _____
Would impair present or imminent contract awards or collective bargaining negotiations _____
Unwarranted invasion of personal privacy _____
Related to employment, medical or credit histories or personal references of employment applicants _____
Record of which this Agency is legal custodian cannot be found _____
Record is not maintained by this Agency _____ Exempted by Federal or State statute _____
Other _____ Specify _____

_____ _____ _____
Signature Title Date

NOTICE: You have the right to appeal a denial of this application to the Library Board of Trustees within 30 days of the date of this denial.

_____ _____
Name Business Address

The Board of Trustees must fully explain the reasons for such denial in writing within thirty days of receipt of an appeal.

I hereby appeal: _____

_____ _____
Signature Date

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RECORDS RETENTION AND DISPOSITION POLICY

Resolved by the Board of Trustees of the West Babylon Public Library that *Retention and Disposition Schedule for New York Local Government Records (LGS-1),* issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by the West Babylon Public Library in legally disposing of valueless records listed therein.

Further resolved, that in accordance with Article 57-A:

a) Only those records will be disposed of that are described in *Retention and Disposition Schedule for New York Local Government Records (LGS-1),* after they have met the minimum retention periods described therein;

b) Only those records will be disposed of that do not have sufficient administrative, fiscal, legal or historical value to merit retention beyond established legal minimum periods.

Further Resolved, that the library director is responsible for the proper retention and disposition of all library records in accordance with the above resolution and *Retention and Disposition Schedule for New York Local Government records (LGS-1).*

Adopted 11/2020

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Nancy Evans, Director

RESPECTFUL WORKPLACE POLICY

I. Objective

The West Babylon Public Library is committed to providing a respectful and professional workplace and public service environment for employees and third parties. Respect for one another is fundamental to working in an effective, efficient, and innovative manner. Disrespectful or unprofessional communications and behavior can disrupt the functioning of proper work units. Therefore, it is the intent of the West Babylon Public Library to:

- Ensure a respectful workplace and public service environment free of disrespectful or unprofessional communications or behavior; and
- Provide effective and non-retaliatory problem-solving processes that address concerns regarding respectful or professional communications or behavior.

II. Responsibilities

Employees and third parties are expected to:

- Conduct themselves in a manner that demonstrates professionalism and respect for others in the workplace and public service environment.
- Use informal means to address issues with the individual(s) involved whenever possible.
- Participate fully and in good faith in any informal resolution process or formal complaint and investigative process for which they may have relevant information; and
- Report incidents that may violate this policy in accordance with processes identified by the Library.

In addition to their responsibilities as employees as described above, supervisors are expected to:

- Inform their employees and third parties for whom they are responsible of the expectations outlined in this policy.
- Achieve and maintain compliance with this policy; and
- Take timely and appropriate action when a complaint is made alleging violation of this policy.

Failure to comply with this policy and its procedures may result in disciplinary action, up to and including termination, as appropriate, or ending a contractor or volunteer relationship with the Library.

III. Retaliation Prohibited

Retaliation is prohibited against any employee or third party who:

- Initiates a complaint.
- Reports an incident that may violate this policy.
- Participates in an investigation related to a complaint; or

- Is associated or perceived to be associated with a person who initiates a complaint or participates in the investigation of a complaint under this policy.

IV. Respectful and/or Professional Behavior

Context is important in understanding the difference between respectful and/or professional behavior and disrespectful and/or unprofessional behavior. Individuals may experience stress or discomfort in the workplace that is not related to disrespectful and/or unprofessional behavior. For example, disrespectful and/or unprofessional behavior does not include any of the following:

- The normal exercise of supervisory or managerial responsibilities, including, but not limited to performance reviews, work direction, performance management, and disciplinary action, provided they are conducted in a respectful, professional manner.
- Disagreements, misunderstandings, miscommunication, or conflict situations where the behavior remains professional and respectful.

Disrespectful and/or unprofessional behavior may or may not be intentional. Unintentionally disrespectful and/or unprofessional behavior may still violate this policy. Examples of disrespectful and/or unprofessional behavior include, but are not limited to:

- Exhibiting aggressive behaviors including shouting, abusive language, threats of violence, the use of obscenities or other non-verbal expressions of aggression.
- Behavior that a reasonable person would find to be demeaning, humiliating, or bullying, including: teasing, name-calling, slandering, ridiculing or maligning a person; persistent phone calls, voicemails, emails and/or postings on the internet/social media to or about another person; trivializing another's work; making demeaning, humiliating, and/or inappropriate comments/statements regarding colleagues to Library patrons and/or in the presence of Library patrons; destructive gossip, rumors, or innuendo.
- Deliberately destroying, damaging, or obstructing someone's work performance, work product, tools, or materials; and/or
- Use of this policy and procedure to make knowingly false complaint(s).

V. Procedures

As with all allegations of misconduct, informal resolution and formal investigatory processes related to this policy will be conducted in a timely, fair, and objective manner. Individuals are encouraged to informally resolve concerns whenever possible.

a. Informal Resolution If possible, the employee or third party who feels this policy has been violated should endeavor to have a conversation with the other individual(s) involved. Employees and third parties are encouraged to speak with their supervisor for assistance and/or guidance on

how to resolve the situation. If a direct approach is not possible or does not resolve the concern, employees and third parties are encouraged to meet with their supervisor or manager to discuss next steps. If the concern is about the supervisor or manager, parties are encouraged to contact the Library Director. If the concern is about the Library Director, the parties may contact their supervisor or manager and/or contact the Library's Board of Trustees.

b**. Formal Complaints** Any employee or third party may choose to initiate a formal complaint under this policy. Complaints should be submitted to the Library Director. If the complaint is about the Library Director, the formal complaint may be submitted to the Library's Board of Trustees. Complaints must contain details of the situation and the identity of the person(s) against whom the complaint is being made. A person against whom a formal complaint is made may be informed of the complaint.

Adopted: October 26, 2020

Revied: June 29, 2026

RESPECTFUL WORKPLACE VIOLATION COMPLAINT FORM

Name:

Home Address: Work Address:

Home Phone: Work Phone:

Job Title: Email:

Specify Preferred Communication Method:

Immediate Supervisor's Name:

Title:

COMPLAINT INFORMATION

1. Your complaint is made against: Name:

Title:

2. Please describe the conduct or incident(s) that is the basis of this complaint (Please use additional sheets of paper if necessary and attach any relevant documents or evidence.)

_____
_____
_____
_____
_____
_____

3. Date incident(s) occurred_____

4. Name and contact information of any witnesses or individuals that may have information relating to your complaint_____

_____

I request that the West Babylon Public Library investigate this complaint in a timely and, to the extent feasible, confidential manner and advise me of the results of the investigation.

Signature:_____ Date:_____

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RETIRED EMPLOYEE HEALTH INSURANCE POLICY

The West Babylon Public Library shall provide for contributions towards retired employees' health insurance premiums subject to the terms of Library policy. Eligibility for continuation of health insurance during retirement at Library expense requires the following:

- Employee must retire from active employment with the West Babylon Public Library directly into the New York State Employees Retirement System.
- Full-time service consisting of 35 hours weekly service by librarians and clerical employees and 40 hours weekly service by maintenance and custodial employees.
- Completion of a minimum of ten (10) years of continuous full-time service to the Library.

Provided the aforementioned criteria is satisfied, for full-time employees retiring from active employment with the West Babylon Public Library, the Library will contribute 50% of the cost of the Individual Health Insurance premium. For Family coverage, the Library will contribute 50% of the cost of the Individual Health Insurance premium plus 35% of the additional cost of dependent coverage, regardless of the number of dependents.

Dependent survivors of deceased enrollees who qualify for coverage under the New York State Health Insurance Plan's rules must pay the full cost of the Health Insurance premiums, if they wish to retain coverage in the West Babylon Public Library's New York State Health Insurance Plan.

The Board of Trustees in its sole discretion may at any time modify the terms of this policy, including eligibility criteria and percentages of health insurance premium contributions.

Minimum number of years of required full-time service to the Library by the Library Director as well as other terms and conditions are set forth in the New York State Health Insurance Plan rules, unless otherwise established by separate Board of Trustees' Resolution or written Agreement with the Library Director.

Adopted: July 11, 2007
Amended: August 6, 2008
Amended: November 14, 2012
Amended: June 27, 2018
Amended: March 25, 2024

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SECURITY CAMERA POLICY

The West Babylon Public Library strives to take reasonable precautions to assure a safe and secure environment for its patrons and staff. Because library staff is unable to provide direct supervision over all areas within the Library and library grounds, video surveillance cameras have been placed at selected locations in order to observe and record images of activities in the Library and on library grounds. This aforementioned surveillance system does not have an audio component.

Viewing of activity, whether in real time or in digitally recorded images, shall be limited to activities that are specific to library operations or may affect the safety and security of library patrons and staff, while providing protection of library assets or property.

Privacy and Confidentiality:

a. Camera placement shall be determined by Library Director or designee.
b. Cameras shall not be placed in areas where there is a reasonable expectation of privacy.
c. To the extent that any real time or digitally recorded images include identifiable persons requesting information or checking out an item, such images shall be treated as confidential.
d. Only designated library staff and library trustees may view real time images or digitally recorded images, except as hereinafter specified.
e. Any inadvertent viewing of confidential information shall be held in confidence by the library staff.

Public Notice:

a. Signage shall be conspicuously displayed within the Library and on library property advising of the recording of video images.

Monitoring:

a. Cameras will not be monitored at all times but may be viewed in real time during times of reported activity or during random times as determined by the Library Director or designee.
b. The Board of Trustees authorizes the Library Director to designate library staff members who are authorized to view images on all cameras in real time or as digitally recorded images.

Storage:

a. Cameras will record images in real time which will be digitally recorded onto electronic storage media.
b. Digitally recorded images shall be retained for a period of not less than thirty (30) days after which they will be automatically deleted.

Access to Images:

a. All requests to view real time or digitally recorded images by law enforcement officials must be presented to the Library Director or designee.
b. Law enforcement officials may view digitally recorded images upon presentation of a valid court order except that the Library Director or designee has the sole discretion to permit law enforcement officials to view digitally recorded images without a court order if the Library Director or designee reasonably believes the digitally recorded images constitute evidence or tend to demonstrate that a criminal offense has been committed.
c. All requests for public disclosure of digitally recorded images shall be presented in writing to the Library Director or designee. All recordings are the sole property of the Library and are for internal use only.
d. Release of recordings shall be made only as permissible pursuant to applicable Library Policy.

Rev. 4/18/14

Reviewed 5/25/22

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SECURITY CAMERA RECORDING INQUIRY

IF THE INCIDENT BEING REPORTED IS AN EMERGENCY
CALL 911 IMMEDIATELY

Please have patron fill out this form for all other situations.

Date: _____
Name: _____
Address: _____
Telephone: _____
Brief description and location of the incident:

_____
_____
_____
_____
_____
_____

Return this completed form to the Director's Office.
Please advise the patron that they will be contacted as soon as possible. Recordings captured by the camera system are not available for viewing by the public nor are recorded copies available. The Library's Security Camera Policy is obtainable upon request.
May, 2014

Reviewed 5/2022

SEXUAL HARASSMENT PREVENTION POLICY

Introduction

The West Babylon Public Library (hereinafter the "Library") is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination.

The Library has a zero-tolerance policy for any form of sexual harassment, and all employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of the Library's commitment to a discrimination-free work environment.

Sexual harassment is against the law. All employees have a legal right to a workplace free from sexual harassment, and employees can enforce this right by filing a complaint internally with the Library, or with a government agency or in court under federal, state or local antidiscrimination laws.

Policy:

1. The Library's Policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business with the Library, regardless of immigration status. The term "employee" in this policy refers to this collective group.

2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action, including, but not limited to, counseling, suspension or termination.

3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse employment action including being discharged, disciplined, discriminated against, or otherwise subject to adverse employment action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. The Library has a zero-tolerance policy for such retaliation against anyone who, in good faith reports or provides information about suspected sexual harassment. Any employee of the Library who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. Any employee, paid or unpaid intern, or non-employee, working in the workplace who believes they have been subject to such retaliation should inform a supervisor, manager, or the Library Director. Any employee, paid or unpaid intern, or non-employee who believes they have been a victim of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.

4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject the Library to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, may be penalized for such misconduct.

5. The Library will conduct a prompt, thorough and, to the extent feasible, confidential investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including

managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.

6. All employees are encouraged to report any harassment or behaviors that violate this policy. The Library will provide all employees a complaint form for employees to report harassment and file complaints.

7. Managers and supervisors are required to report any complaint that they receive, or any harassment that they observe or become aware of to the Library Director.

8. This policy applies to all employees, paid or unpaid interns, and non-employees and all must follow and uphold this policy. This policy must be provided to employees upon hiring and shall be posted prominently in all work locations.

Sexual Harassment Prevention Team

The Library shall annually appoint the following members to its Sexual Harassment Team:

- Title IX Coordinator: This person shall be responsible for coordinating compliance efforts.
- Investigator: This person investigates formal complaints and may also serve as the Title IX Coordinator.
- Decision-Maker: This person makes a determination after the investigation is complete and the entire record has been reviewed.
- Appellate Decision-Maker: This person is authorized to make a determination upon an appeal.

The Title IX Coordinator and Investigator shall be an employee and may be the same person. The Decision-Maker and Appellate Decision-Maker need not be an employee, but cannot be the person appointed as the Title IX Coordinator or Investigator.

What Is "Sexual Harassment"?

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender. Sexual harassment is not limited to sexual contact, touching, or expressions of a sexually suggestive nature. Sexual harassment includes all forms of gender discrimination including gender role stereotyping and treating employees differently because of their gender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment including, but not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.

Any employee who feels harassed should report so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy. "Sexual Violence" means physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. A person may be incapable of giving consent due to age, drug or alcohol use, or an intellectual or other disability. Sexual violence includes but is not limited to, acts such as rape, sexual assault, sexual battery and sexual coercion. All such acts of sexual violence are forms of sexual harassment.

"Dating Violence" means violence committed by a person (A) who is or has been in social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; and (iii) the frequency of interaction between the persons involved in the relationship.

"Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

Examples of Sexual Harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical acts of a sexual nature, such as:
    - o Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employees' body;
    - o Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
    - o Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
    - o Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:

o Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.

- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
  - o Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
  - o Sabotaging an individual's work;
  - o Bullying, yelling, name-calling.

Who can be a target of sexual harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. State and/or federal law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. A perpetrator of sexual harassment can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

Where can sexual harassment occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at Library-sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices, or during non-work hours.

What is "Retaliation"?

Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation.

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in "protected activity." Protected activity occurs when a person has:

- made a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti- discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- reported that another employee has been sexually harassed; or
- encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

Reporting Sexual Harassment

Preventing sexual harassment is everyone's responsibility. The Library cannot prevent or remedy sexual harassment unless it knows about it. Any employee, paid or unpaid intern or non-employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, manager or the Library Director. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager, the Library Director and/or a Title IX Compliance Officer. Supervisors and managers have a special responsibility to make sure employees feel safe at work and that workplaces are free from harassment and discrimination.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy, and all employees are encouraged to use this complaint form. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee's behalf. Such report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail.

Employees, paid or unpaid interns, or non-employees who believe they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

Supervisory Responsibilities

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, are required to report such suspected sexual harassment to the Library Director and/or a Title IX Compliance Officer, irrespective of whether the affected individual files a complaint. If the complaint involves the Library Director, the supervisor/manager must report the suspected sexual harassment to the President of the Board of Trustees.

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

Complaint and Investigation of Sexual Harassment

All complaints or information about suspected sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough and should be completed within 30 days when possible. The investigation will be confidential to the extent possible. All persons involved, including complainants, witnesses and alleged perpetrators will be accorded due process to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. The Library will not tolerate retaliation against employees who report and/or participate in any investigation.

Investigations will be done in accordance with the following steps to the extent feasible:

A. Initial Procedure

The Title IX Coordinator/Investigator, or designee will conduct a preliminary review when they receive a verbal or written complaint of sexual harassment, or if they observe sexual harassment. If the complaint is oral, the Title IX Coordinator/Investigator, or designee, will encourage the complainant or informant to complete the written complaint form, a copy of which is attached to this Policy. If he or she refuses, the Title IX Coordinator/Investigator, or designee, will prepare a complaint form based on the oral reporting. Except in the case of severe or criminal conduct, the Title IX Coordinator/Investigator or designee should make all reasonable efforts to resolve complaints informally. The goal of informal investigation and resolution procedures is to end the harassment and obtain a prompt and equitable resolution to a complaint. All persons involved in an investigation (complainants, witnesses and alleged harassers) will be accorded due process to protect their rights to a fair and impartial investigation. This investigation shall be prompt and thorough, and shall be completed as soon as possible.

Upon learning of potential sexual harassment, the Title IX Coordinator must promptly contact the complainant confidentially to discuss the availability of supportive measures, consider the complainants wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint and explain to the complainant the process for filing a formal complaint. Examples of supportive measures may include, depending on the circumstances and job responsibilities, counseling, added supervision, modifications of work schedules, restrictions on contact between the parties, changes in work locations, leave of absence, and/or increased security and monitoring of certain areas of the Library. The Library also maintains the authority to place an employee on administrative leave, subject to any contractual considerations.

Immediately, but no later than two working days following receipt of a complaint, the Title IX Coordinator/Investigator shall begin an investigation of the complaint according to the following steps:

1. Interview the target and document the conversation. Instruct the target to have no contact or communication regarding the complaint with the alleged harasser. Ask the target specifically what action they want taken in order to resolve the complaint. Refer the target, as appropriate, to staff or appropriate outside agencies for counseling services.
2. Review any written documentation of the harassment prepared by the target. If the target has not prepared written documentation, ask the target to do so, providing alternative formats for

individuals with disabilities who may need accommodation. If the complainant refuses to complete a complaint form or written documentation, the Title IX Coordinator/Investigator shall complete a complaint form based on the verbal report.

3. Request, review, obtain and preserve relevant evidence of harassment (e.g., documents, emails, phone records, etc.), if any exist.

4. Interview the alleged harasser regarding the complaint and inform the alleged harasser that if the objectionable conduct has occurred, it must cease immediately. Document the conversation. Provide the alleged harasser an opportunity to respond to the charges in writing. Inform the harasser that he/she is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the investigation process.

5. Instruct the alleged harasser to have no contact or communication regarding the complaint with the target and to not retaliate against the target. Warn the alleged harasser that if they make such contact with or retaliate against the target, they will be subject to immediate disciplinary action.

6. Interview any witnesses to the complaint. Where appropriate, obtain a written statement from each witness. Caution each witness to keep the complaint and their statement confidential. Employees may be required to cooperate as needed in investigations of suspected sexual harassment.

7. Review all documentation and information relevant to the complaint.

8. Where appropriate, suggest mediation as a potential means of resolving the complaint. In addition to mediation, use appropriate informal methods to resolve the complaint, including but not limited to:

a. discussion with the accused, informing them of the Library's policies and indicating that the behavior must stop;
b. suggesting counseling and/or sensitivity training;
c. conducting training for the department in which the behavior occurred, calling attention to the consequences of engaging in such behavior;
d. requesting a letter of apology to the complainant;
e. writing letters of caution or reprimand; and/or
f. separating the parties.

9. Involvement and Notification

a. A determination of responsibility shall be made in writing by a Decision-Maker(s), who is (are) not the Title IX Coordinator or the Investigator, by using the clear and convincing evidence standard to determine whether the alleged harasser is responsible for the alleged conduct. At the conclusion of the investigation, the Title IX Compliance Officer, or designee, will report the findings to the Library Director. Such written determination must be provided to all parties simultaneously. Furthermore, such determination becomes final on either (1) the date that the parties are provided with written determination of the result of the appeal, or (2) if no appeal is filed, the date on which an appeal would no longer be considered timely. If it is found that prohibited sexual harassment has, in fact, occurred, the Title IX Coordinator, or designee, will make a recommendation to the Library Director and appropriate corrective action will be taken.

b. The Library will also ensure that all individuals designated as a Title IX Coordinator, Compliance Officer, Investigator, Decision-Maker, and any person facilitating the informal resolution process has received training regarding the definition of sexual harassment and how to conduct an investigation and grievance process.

c. The Investigator will report back to both the target and the accused, notifying them in writing, and also in person as appropriate regarding the outcome of the investigation and the action taken to resolve the complaint. The Investigator will instruct the target to

report immediately if the objectionable behavior occurs again or if the alleged harasser retaliates against them. The Investigator will notify the target that if they desire further investigation and action, they may request an investigation by contacting the Appellate Decision Maker. The Investigator will also notify the target of their right to contact the U.S. Department of Education's Office for Civil Rights, the U.S. Equal Employment Opportunity Commission, the New York State Division of Human Rights, and/or a private attorney.

10. Create a written documentation of the investigation, kept in a secure and confidential location, containing:

a. A list of all documentation and other evidence reviewed, along with a detailed summary;
b. A list of names of those interviewed along with a detailed summary of their statements;
c. A timeline of events;
d. A summary of prior relevant incidents, reported or unreported; and
e. The final resolution of the complaint, together with any corrective action(s).

If the initial investigation results in a determination that sexual harassment did occur, the Title IX Coordinator/Investigator will promptly notify the Library Director, who will then take prompt disciplinary action in accordance with Library policy, the applicable collective bargaining agreement or state law.

If a complaint received by the Title IX Coordinator/Investigator contains evidence or allegations of serious or extreme harassment, such as criminal touching, quid pro quo (e.g., offering an employment reward or punishment as an inducement for sexual favors), or acts which shock the conscience of a reasonable person, the complaint will be referred promptly to the Library Director.

In addition, where the Title IX Coordinator/Investigator has a reasonable suspicion that the alleged harassment involves criminal activity, they must immediately notify the Library Director, who will then contact appropriate law enforcement authorities. Where criminal activity is alleged or suspected by a library employee, the accused employee will be suspended pending the outcome of the investigation, consistent with all contractual or statutory requirements. Any party who is not satisfied with the outcome of the initial investigation by the Investigator or the Title IX Coordinator may request an investigation to the Library's Title IX Appellate Decision Maker within 30 days.

B. Title IX Appellate Decision Maker Procedure

The Title IX Appellate Decision Maker will promptly investigate and resolve all sexual harassment complaints that are referred by the Title IX coordinator, as well as those appealed following an initial investigation by the Title IX Coordinator. In the event the complaint of sexual harassment involves the Title IX Appellate Decision Maker, the complaint will be filed with or referred to the Board President, who will refer the complaint to a trained investigator not employed by the Library for investigation.

The Appellate-Level Decision Maker investigation should begin as soon as possible but not later than three working days following receipt of the complaint by the Appellate-Level Decision Maker or Board President.

If a Library investigation results in a determination that sexual harassment did occur, prompt corrective action will be taken to end the harassment.

No later than 30 days following receipt of the complaint, the Title IX Appellate Decision -Maker (or in cases involving the Title IX Appellate Decision -Maker, the Board-appointed investigator) will notify the target and alleged harasser, in writing, of the outcome of the investigation. If additional time is needed to complete the investigation or take appropriate action, the Title IX Appellate Decision -Maker or Board-appointed investigator will provide all parties with a written status report within 30 days following receipt of the complaint.

The target and the alleged harasser have the right to be represented by a person of their choice, at their own expense, during sexual harassment investigations and hearings.

Training of Staff

This policy will be posted prominently in all work locations. The Library will provide this policy to all employees and will provide this policy to new employees upon hire.

The Director/designee(s) shall affirmatively discuss the topic of sexual harassment with all employees in order to express the Library's condemnation of such conduct and explain the sanctions for harassment. All employees of the Library shall receive training on an annual basis which is interactive, and which includes:

- an explanation of sexual harassment;
- examples of conduct that would constitute unlawful sexual harassment;
- information concerning the federal and state statutory provisions concerning sexual harassment and remedies available to victims of sexual harassment; and
- information concerning employees' rights of redress and all available forums for adjudicating complaints.

The Title IX Coordinator, Investigator, Decision-Maker and Appellate Decision-Maker shall be trained in their roles and responsibilities.

Recordkeeping

All documentation from sexual harassment investigations along with training materials must be maintained for a period of seven (7) years. Additionally, all materials used to train Title IX coordinators, investigators, decision makers, and appellate decision makers must be posted on the Library's website.

Legal Protections and External Remedies

Sexual harassment is not only prohibited by the Library but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at the Library, employees may also choose to pursue legal remedies with the following governmental entities at any time. Complaining internally to the Library does not extend your time to file with these governmental entities.

New York State Division of Human Rights (DHR)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with DHR or in New York State Supreme Court. Complaints with DHR may be filed any time within one year of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, within three years of the alleged discrimination. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to the Library does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR. DHR will investigate your complaint and determine whether there is probable cause to believe that discrimination has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If discrimination is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying monetary damages, attorney's fees and civil fines. DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458, (718) 741-8400, www.dhr.ny.gov

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

United States Equal Employment Opportunity Commission (EEOC)

The EEOC enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred.

If an employee believes that he/she has been discriminated against at work, he/she can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (1-800-669-6820 (TTY)), visiting their website at www.eeoc.gov or via email at info@eeoc.gov

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists.

Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

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Nancy Evans, Director

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to the Library Director, either in person or via email. Once you submit this form, your employer must follow its sexual harassment prevention policy and investigate any claims.

If you are more comfortable reporting verbally or in another manner, the Library will still follow its sexual harassment prevention policy by investigating the claims. It is strongly encouraged that you complete this form, however, in order to provide the Library with sufficient information in order to conduct a thorough investigation.

COMPLAINT INFORMATION

Name:

Home Address: Work Address:

Home Phone: Work Phone:

Job Title: Email:

Specify Preferred Communication Method:

SUPERVISORY INFORMATION

Immediate Supervisor's Name:

Title:

COMPLAINT INFORMATION

1. Your complaint of Sexual Harassment is made against:

   Name: Title:

Relationship to you: ☐ Supervisor ☐ Subordinate ☐ Co-Worker ☐ Other

2. Please describe the conduct or incident(s) that is the basis of this complaint and your reasons for concluding that the conduct is sexual harassment. (Please use additional sheets of paper if necessary and attach any relevant documents or evidence.)

_____
_____
_____
_____
_____

3. Date(s) sexual harassment occurred:

   Is the sexual harassment continuing: ☐ Yes ☐ No

4. Please list the name and contact information of any witnesses or individuals that may have information related to your complaint.

_____
_____
_____
_____
_____

I request that the West Babylon Public Library investigate this complaint of sexual harassment in a timely and, to the extent feasible, confidential manner and advise me of the results of the investigation.

Signature: _____ Date: _____

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SOCIAL MEDIA POLICY

Purpose

The purpose of the social media (websites, social networks, blogs, mobile applications, online communications) employed by the West Babylon Public Library is to promote and disseminate information regarding Library programs, news, services, projects and activities to all members of the community. The secondary purpose is to provide a forum for Library staff and patrons to share information concerning Library related topics and issues.

Content

The Library aims to provide a welcoming and inviting online space where patrons will discover useful information and be able to interact with Library staff and other patrons.

While the Library encourages an open forum, posts and comments will be moderated by Library staff. The Library reserves the right, at its sole discretion, not to publish/post and/or to remove submissions or comments that the Library determines are inappropriate, disruptive or unlawful. Posts include writings, images, videos, audio or hyperlinks. The following content will be removed immediately from any West Babylon Public Library social media accounts and forums:

- Obscene or racist content, hate or discriminatory speech
- Personal attacks, insults, bullying, cyber-stalking or threatening language
- Personal information or information that infringes on a person's right to privacy
- Potentially libelous statements, defamatory or harmful statements
- Plagiarized material
- Comments, links, or information unrelated to the content of the forum
- Commercial promotions, spam, political activity, or boycott/advocacy messages

Library Employees

Only employees designated and authorized by the Library Director will prepare, publish, delete, edit or otherwise modify content on the Library's social media platforms on behalf of the Library. New Library social media accounts may only be created with authorization from the Director. Designated and authorized employees shall post on the Library's social media platforms as representatives of the West Babylon Public Library and are responsible for ensuring that the

Library's social media posts are professional in nature and conform to all applicable Library rules and guidelines. Content may not infringe on any personal rights, copyrights or intellectual property rights.

Individuals may post and/or comment from their personal social media accounts on the Library's social media platforms as members of the general public, and are subject to the general guidelines set forth above. In addition, all employees authorized to post on behalf of the Library on the Library's social media platforms must follow the rules set forth below:

- Employees are prohibited from posting or otherwise sharing confidential, proprietary, or non-public Library information.
- Employees are prohibited from posting content that is critical of the West Babylon Public Library, its patrons, partners, sponsors or associated organizations, agencies and businesses.
- Employees are prohibited from posting or otherwise sharing personal information regarding fellow employees, including but not limited to, addresses, phone numbers, social security numbers and/or medical information.
- Employees are prohibited from posting or otherwise sharing confidential patron information, including but not limited to, names, addresses, phone numbers, email addresses, borrowing information and/or account numbers.
- The Library's Sexual Harassment, Workplace Violence Prevention and Respectful Workplace Behavior policies shall apply to all posts and comments on Library social media platforms.
- Employees shall not post personal views or statements as representing the views or statements of the Library. Employees posting from their personal social media accounts who have identified themselves as employees of the Library on social media must state explicitly, clearly and prominently that their views are their own and not necessarily the views of the Library. Such posts related to the Library must conform to the guidelines set forth herein.
- In order to conduct virtual programs online, staff members must always use the Library's online meeting account. Use of a staff member's personal account for the purpose of facilitating Library programs or events is prohibited.

The posting of photographs or recordings on the Library's social media shall be permitted for the purpose of promoting or advertising Library programs and services. Patrons who do not wish to be photographed should notify Library staff. Any content created by staff to post on the Library's social media accounts, such as videos, discussion, art work, etc. is deemed to be the property of the Library for all purposes.

Violations

Individuals who violate these rules may be permanently barred from posting on the Library's social media platforms.

Employee violations of this policy may result in discipline up to and including termination of employment in accordance with the requirements of any applicable statutes, rules, regulations, Civil Service laws or collective bargaining agreements.

Amended 2/24/25

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STATEMENT OF POLICY

The mission of the West Babylon Public Library is to provide all segments of the population within the geographic boundaries of the West Babylon Union Free School District with effective public library service. The Library shall extend its services to all geographic areas and age levels giving due regard to the variety of individual interests represented in the community. It shall be the Library's goal to offer the widest range of services consistent with its economic support in order to provide a significant community informational, educational and cultural resource.

The general objects and functions of a public library are:

1. To feature current, high-demand, high-interest materials in a variety of formats for persons of all ages.

2. To provide opportunity and encouragement for people of all ages to educate themselves continuously.

3. To assemble, preserve, organize and administer collections of books and other materials representing the interests of all segments of the population. The items possess cultural, educational, timely and accurate information.

4. To promote the public use of library materials.

5. To provide educational and recreational programming for persons of all ages.

Attainment of these objectives can best be achieved by adhering to the following principles.

1. Service to the public is foremost and can best be demonstrated by staff effort and attitude.
   a. Aims of Services - All activities of the Library shall be designed to facilitate use of the resources – to invite use toward the goals of each individual and to stimulate open communication.

   b. Extent of Services - All library services shall aim toward providing maximum availability of the Library's resources within the framework of budget and personnel and shall be administered by the Director in accordance with policies established by the Board.

   c. Service to Non-residents - The primary purpose of the Library shall be to provide service to the residents of the District, but the Board may at their discretion extend their services to non- residents working in the District. Non-residents may use the Library's facilities and resources through the Direct Access Code of the Suffolk Cooperative Library System.

   d. Additional Resources - To provide the broadest range of resources, the Library shall maintain membership in the Suffolk Cooperative Library System and shall make available, to the fullest possible extent, its print and electronic resources.

2. The Library collection shall consist of professionally selected materials devised to record and store accumulated knowledge and creative efforts chosen for their value in the development and enrichment of the human spirit and for their contribution to the knowledge and education of the community. See the Materials Selection Policy for further details.

3. Co-operation with groups and agencies in the community in stimulating educational and cultural activities.
   a. Relations with Educational Institutions - The Library, although an independent and responsible agency, shall serve as a cooperative and contributing institution in the overall educational program of the community. All practical efforts shall be made to establish a workable liaison between the Library and the West Babylon School District, using the needs of the students as a guide. In addition, the Library believes it has a special contribution to offer to all of those interested in the broad areas of adult education. This includes those enrolled in school-sponsored programs as well as those groups and individuals similarly motivated, though less formally organized.

   b. Relations with Other Community Agencies - The Library shall, within limitations of budget and personnel, endeavor to serve business and professional groups and institutions, as well as clubs and organizations, with materials and services for cultural activities, programs, forums, etc. Services which may be given to such agencies are: assistance in program planning, counseling on resources, providing materials in all formats related to group programs, providing speakers and discussion leaders from the staff and encouraging groups to visit the Library and become informed about its services. Access to the library meeting rooms shall be extended in accordance with the Meeting Room Use Policy.

4. The maintenance of a high degree of accuracy in records and information.

Revised: 6/91
Amended: 2/27/17

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Nancy Evans, Director

SUSTAINABILITY POLICY

The West Babylon Public Library recognizes the important role libraries play in larger community conversations about resiliency and a sustainable future. The Library Board of Trustees, Administration, and staff are committed to reducing our environmental footprint and promoting environmental stewardship at all levels of our organization. Our goal is to minimize our organization's impact and maximize future generations' ability to live, work, and play in our shared natural environment, with equal access to clean air, clean water, and natural resources.

The Library supports sustainable principles that ensure a resilient, sustainable community and Library for all residents. We strive for economic efficiency, to conserve energy and water, support renewable energy resources, minimize pollution and waste, protect habitat, and encourage environmentally preferable transportation. These efforts are extended to contractor and supplier relationships. We will encourage contractors and suppliers serving or otherwise acting on behalf of the organization to meet our standards of environmental performance.

The Library is committed to purchasing more environmentally preferable goods and services provided they meet our performance needs, and are available within a reasonable period of time at a reasonable cost. By including environmental considerations in our procurement decisions, along with our traditional concerns with price, performance, and availability, we will remain fiscally responsible while promoting products and services that have a reduced effect on human health and the environment. The Library will attempt to minimize waste, including packaging, waste produced by the product and waste generated by the disposal of the product and to maximize the reuse and recycling of materials. The Library will continually strive to improve its environmental impacts and set goals to reduce negative environmental impact, when practicable.

Employee understanding and involvement are essential to the implementation of this environmental policy. Administration and the Board of Trustees encourage Library staff to be proactive and apply sustainable thinking in the areas of their facilities, operations, policy, technology, programming and partnerships. All employees will receive a copy of this policy and will be educated about and participate in the Library's efforts to strive towards the "triple bottom line" definition of sustainability: using practices that are environmentally sound, economically feasible, and socially equitable.

Adopted 2/27/23

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TELECOMMUTING POLICY AND AGREEMENT

The West Babylon Public Library's Telecommuting Policy is designed to recognize the benefits of providing employees alternatives to traditional work practices that provide flexibility, to increase the effectiveness of the library.

I. Definition

For the purposes of this policy, telecommuting is defined as a remote-access arrangement for at least part of the workweek on a regular basis. In general, telecommuting is a privilege, which may be granted under appropriate circumstances to eligible employees whose job responsibilities are suited to such an arrangement.

II. Eligibility

A. Full-time or part-time employees whose job functions lend themselves to working remotely (as defined by the Director) may apply for participation by completing a Telecommuting Agreement. Employees currently working in other flexible scheduling arrangements are not precluded from participating.

B. The choice of a work schedule for an individual must be made subject to the overriding requirements that full department operations, services, and commitments will be maintained. In all cases, flexible schedules are subject to approval by the Director.

C. Employees must have a demonstrated ability to work well with minimal supervision, have a thorough knowledge and understanding of their job tasks and operations, have a history of reliable and responsible accomplishment of work duties, and have demonstrated an ability to establish priorities and manage their time.

D. The opportunity to work at home is a management option; telecommuting is not a universal employee benefit. An employee's participation in the Telecommuting Program is entirely voluntary. Either the employee or manager may terminate telecommuting without cause. Notwithstanding the foregoing, in the event that the Library is forced to close its facility and the Library determines to

provide Library services remotely, the Library may direct employees to telecommute during the period of such closure.

E. Requests for telecommuting will be considered on an individual basis to determine if the employee has the necessary skills and abilities to participate in the program; and if the telecommuting employee can adequately perform the employee's job duties remotely. Telecommuting requests may originate from the employee or the Library.

F. Telecommuting is not available for long-distance work. Employees must reside in the geographical area of their regular work location. The telecommuting location must not be in an area that exposes the Library to new tax or other regulatory liabilities.

III. **Guidelines**

A. The approval of telecommuting, and the determination of the number of days an individual may telecommunicate are made based on the Library's ability to maintain full departmental operations, services, and commitments. In all cases, telecommuting schedules are subject to Director/department and Business Office approval. Employees are expected to normally be in the office at least one day per week.

B. Employees are required to complete a Telecommuting Agreement (see attachment) and have it approved before they begin telecommuting. A current signed and approved Telecommuting Agreement must be on file during any telecommuting arrangement.

C. Telecommuting Agreement should be reviewed quarterly but must be reviewed annually by the Department Head and Director and renewed annually by the employee, Department Head and Director.

D. The Director and the employee must agree upon the equipment to be used in telecommuting. The employer is not required to provide equipment for the telecommuting location; however, with the approval of the Director, the employee may be provided with employer-owned equipment necessary to perform work assignments.

E. The Library has established security controls and conditions for use of Library equipment. The Library will apply approved safeguards to protect Library equipment and supplies. All Library records, files and documents must be protected from unauthorized disclosure or damage and returned safely to the Library immediately upon request. In addition, any computers used for the editing or sending of Library documents must have up-to-date virus protection active. Computer Department staff are responsible for upgrading, maintaining, and monitoring equipment assigned off-site.

F. In order to reduce worker's compensation liabilities, employees will not use their homes to receive work-related visitors. Meetings should take place at the Library, or with the Director's approval, at a restaurant or other appropriate location. Telecommuters are covered by worker's compensation when performing official work duties at the telecommuting location.

G. Telecommuting employees will verify via the Telecommuting Agreement that the telecommuting location provides workspace that is free of safety and fire hazards and shall agree that the Library will not be held responsible for any and all claims, excluding worker's compensation claims, that result from working at the telecommuting location.

H. While telecommuting, employees must be accessible, within reason, via telephone and e-mails during agreed upon work hours. Telecommuters must notify their office if they leave their telecommunicating locations, much like they would inform their Department Head or colleagues when leaving the traditional office during the workday. If a meeting is scheduled on a telecommuting day, employees must go to the office to attend the meeting or make other arrangements, such as teleconferencing.

I. Employees will maintain their pay status while working from a telecommuting location. Employees who work pre-approved overtime will be compensated in accordance with the Staff Association Agreement stipulations governing overtime. Department Heads are responsible for not accepting the results of unapproved overtime work. By signing the Telecommuting Agreement, employees agree that failing to obtain proper approval for overtime work may result in removal from the telecommuting program or other appropriate action.

J. Telecommuters are subject to the same Library policies and procedures as other employees.

K. Telecommuting will not adversely affect an employee's eligibility for advancement or any other employee right or benefit.

L. The Library reserves the right to modify or eliminate the Telecommuting Program at any time.

IV. **Procedures**

A. If the employee and job are deemed suitable for telecommuting, a Telecommuting Agreement specifying the terms and conditions of telecommuting must be signed by the employee, the employee's Department Head, and the Director prior to the start of the telecommuting arrangement.

B. The original Telecommuting Agreement will be included in the employee's personnel file. The employee and Department Head should retain a copy of the Telecommuting Agreement for their records.

C. The employee and the Library will agree upon whether Library-owned equipment is to be used in the telecommuting arrangement.

D. A Telecommuting Work Plan must be included as part of the Telecommuting Agreement. The Telecommuting Work Plan must include the following:

> a. Specific description of the duties to be performed; b. Established workdays and work hours; c. Explanation as to how supervision will be provided; and d. Explanation as to how work products and outputs will be reviewed monitored and measured.

E. The Director must be notified in writing of any modification to or cancellation of any Telecommuting Agreement.

F. Individuals should check with their tax accountant to determine if they are eligible for tax credits related to a home office.

Adopted: 9/21/2020

Reviewed: 6/29/2026

TELECOMMUTING AGREEMENT

This is an agreement between the West Babylon Public Library (the "Employer"),

_____ (the "Employee"), and _____ (the "Employee's

Department Head") and shall cover the period from _____ through

_____.

This agreement establishes the terms and conditions of telecommuting.

The Employee volunteers to participate in the telecommuting program and to follow the applicable guidelines and policies. The Employer agrees with the Employee's participation.

Duration: This agreement is subject to review and for renewal every three months by the Employer, Employee or Department Head.

Work Hours: Work hours and telecommuting location are specified as part of this agreement.

Pay and Attendance: All pay, leave and travel entitlement will be based on the Employee's official work location. The Employee's time and attendance will be recorded as if performing official duties at the Library.

Leave: Employee must obtain Department Head's and Director's approval before taking leave in accordance with established Library procedures. The Employee agrees to follow established procedures for requesting and obtaining approval of leave.

Equipment: Director, Department Head and Employee must agree upon the equipment to be used in telecommuting. The Employer is not required to provide equipment for the telecommuting location; however, with the approval of the Director, the Employee may be provided with Employer-owned equipment necessary to perform work assignments.

Employer-owned Equipment: (List all Employer-owned equipment to be used in telecommunication services.)

_____

_____

_____

_____

Maintenance of Equipment: Equipment provided by the Employer must be protected against damage and unauthorized use. Employer-owned equipment will be serviced and maintained by the Employer. Equipment provided by the Employee will be at no cost to the Employer, and will be maintained by the Employee.

Cost: The Employer will not be responsible for operating costs, home maintenance, or any other incidental costs (e.g., utilities), associated with the use of the Employee's residence. The Employee is eligible for any reimbursement for authorized expenses incurred while conducting official business for the Employer.

Liability: The Employer will not be liable for damage(s) to the Employee's property resulting from participation in the telecommuting program. In signing this document, the Employee agrees to hold the Employer harmless against any and all claims, excluding workers' compensation claims.

Workers' Compensation: The Employee is covered by workers' compensation if injured in the course of performing official duties at the telecommuting location.

Verification of Home Safety: In signing this agreement, the Employee verifies that the telecommuting location provides workspace that is free of safety and fire hazards.

Work Assignments: The Employee will correspond regularly with Department Head and/or Director to receive assignments and to review completed work. The Employee will complete all assigned work according to procedures mutually agreed upon with Department Head and/or Director.

Evaluation: The evaluation of the Employee's job performance will be based on established standards. Performance must remain satisfactory to remain a participant in the program. Employees will not be allowed to telecommute while on probation and/or in progressive discipline.

Records: The Employee will apply safeguards, which are approved by the Employer to protect records from unauthorized disclosure or damage. All records, papers and correspondence must be safeguarded for their return to the Library.

Curtailment of the Agreement: The Employee may stop participating in this program at any time. Management has the right to remove the Employee from the program if participation fails to benefit organizational needs.

The Employee agrees to work at the official work location or telecommuting location, and not from another unapproved site. Failure to comply with this provision may result in termination of the agreement, and/or other appropriate disciplinary action.

Work Hours and Location: The following are the official work location, telecommuting location and general work hours agreed to as part of this Telecommuting Agreement:

Telecommuting Location:

_____

_____

General Work Hours:

DAYS AND HOURS (start time and end time)

Monday Tuesday Wednesday Thursday Friday Saturday

Telecommuting Work Plan: (Include a description of duties to be performed; how work output will be reviewed, monitored and measured; and how supervision will be provided.) (Attach additional sheet if necessary.) _____

_____

_____

_____

_____

We agree on this date to abide by the terms and conditions of this agreement.

_____ _____

Employee Date

_____ _____

Department Head Date

_____ _____

Director Date

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WEST BABYLON PUBLIC LIBRARY TUTORING POLICY

The West Babylon Public Library permits tutoring within the library in accordance with the following policy, which is intended to provide a balance between use of the Library by tutors and their students and use of the Library by other members of our community.

- Tutoring is allowed only in areas of the Library designated for tutors, and the Library may, at any time, change the area designated for tutoring. Certain areas may not be available if they are needed for Library programs or events.

- #####Tables and chairs are available on a first come, first served basis. Tables cannot be reserved for tutoring.

- All tutoring sessions must be kept as quiet as possible. Conversations or instruction should not be loud enough to distract other Library users.

- The West Babylon Public Library does not sponsor, recommend, promote or assume liability or responsibility for the work of tutors who use Library space.

- Tutors may not advertise that the West Babylon Public Library is their place for doing business or imply any type of sponsorship of their activities at the Library.

- The exchange of money for tutoring services on Library property is strictly prohibited.

- The Library is not obligated to accommodate any tutor.

- Access to the Library's computers for tutors and their students must be in compliance with the West Babylon Public Library's Internet Use Policy and Guidelines.

- Tutors and their students must comply with existing policies governing behavior in the Library.

- During the tutor session, tutors are responsible for the behavior of their student(s) who are under the age of 17, until they are released to a parent/guardian or to an adult providing authorized transportation.

- Should tutors, students or parents not abide by the regulations of this or any of the policies mentioned above, individuals may be asked to move to another area or to leave the Library at the discretion of the Director or designee.

Adopted 9/27/2021

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UNATTENDED CHILDREN POLICY

The West Babylon Public Library welcomes children of all ages to use and enjoy the facilities, collections and programs offered by the Library. The safety and well being of patrons of all ages and the maintenance of an atmosphere conducive to Library use are major concerns.

Children under the age of 11 may not be in the Library unattended. All guardians must be over the age of 16 and present at all times. No child may be left alone in the Children's Room while the parent or guardian is elsewhere in the building. Though staff will always respond with care and concern, they cannot assume responsibility for the safety and conduct of minors when they are unattended. Children must be attended and adequately supervised at all times by a parent/guardian or other responsible person. When children participate in Library sponsored programs, parents or guardians are required to remain in the Library.

Children, when using the Library unattended, will be expected to follow the rules of conduct as outlined in the "Maintenance of Public Order Policy." If in the judgment of Library staff, an unsupervised child's conduct exposes the child or others to risk, disrupts the operation of the Library or requires continual staff intervention, then the staff will require that such child and those with such child leave the Library, unless in the judgment of the Library staff, the child cannot safely leave the premises, due to age, capacity, weather, time of day or other circumstances. In such event, the Library staff will attempt to contact the parent or legal guardian and request the child's removal from the Library. If a parent or legal guardian is unavailable, then law enforcement authorities will be notified.

When the safety of an unattended child is in doubt at closing time, every effort will be made to assist the child in calling his/her parent or guardian. If such cannot be located or if the waiting period exceeds 15 minutes, Library staff will contact the Suffolk County Police Department and stay with the child until they arrive.

Amended: May, 1994
Amended: July 17, 2009
Amended: April 2, 2013
Amended: March 26, 2018

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Unattended Vulnerable Adult Policy

The West Babylon Public Library strives to provide a warm, welcoming and safe environment for all community members. The Library is particularly vigilant regarding the safety of vulnerable adults* in and around the Library. 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.

Staff are not expected to monitor or prevent vulnerable adults from leaving the building/grounds, nor to assume responsibility or liability for monitoring or supervising their behavior. The Library will adhere to the following guidelines concerning the care and behavior of vulnerable adults:

- Vulnerable adults who can understand and follow the rules of conduct and who can care for themselves are welcome to be in the Library unattended.
- Vulnerable adults will be expected to follow the rules of conduct as outlined in the Library's Maintenance of Public Order Policy. They should possess contact information for a parent/guardian or caregiver who can assist them in an emergency.
- Vulnerable adults who are unable or unwilling to care for themselves independently must be attended and have adequate supervision at all times. Such vulnerable adults must have a parent/guardian or caregiver over the age of 18 who is responsible for monitoring the activities of, managing the behavior of and responding to the personal needs of vulnerable adults during their Library visits.
- Staff will attempt to contact a parent/guardian or caregiver when a vulnerable adult's:
  - health or safety is in doubt
  - actions violate any provisions within the Library's Maintenance of Public Order
  - parent/guardian or caregiver is not present at closing time. Every reasonable effort will be made by the staff to assist the vulnerable adult in contacting the appropriate responsible adult. 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 and/or an appropriate County agency.

*A vulnerable adult is an individual over the age of 18 who is mentally, physically or developmentally challenged to a degree that may significantly impair the individual's ability to provide adequately for his/her own care or manage his/her own behavior without assistance.

Adopted March 30, 2026

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WEST BABYLON PUBLIC LIBRARY
WHISTLEBLOWER POLICY

The purpose of this policy is to encourage Library trustees, officers, employees and volunteers to report instances of suspected illegal or improper conduct such as theft, fraud, and mismanagement of Library resources, and violations of Library policies and regulations, as well as to inform Library trustees, officers, employees and volunteers of the protections afforded them under Section 740 of the Labor Law ("whistleblower law"), Section 75-B of the Civil Service Law and Not for Profit Corporations Law Section 760-B. These laws prohibit a public employer from retaliating against a trustee, officer, employee or volunteer who discloses to the Library information concerning a suspected violation of law, rule or regulation, which creates a substantial and specific danger to the public health or safety, or which the person reasonably believes to be true and reasonably believes constitutes an improper action by a trustee, officer, employee or volunteer.

No trustee, officer, employee or volunteer of the Library reporting any actions or suspected actions taken by Library trustees, officers, employees or volunteers, who in good faith believes is illegal, fraudulent or in violation of any substantial Library policy, shall suffer intimidation, harassment discrimination or other retaliation or, in the case of employees, adverse employment consequences.

The Board of Trustees expects the Library's trustees, officers, employees and volunteers to fulfill the public's trust and to conduct themselves responsibly in accordance with Library policies, as well as applicable state and federal laws and regulations.

For purposes of this policy, the term "wrongful conduct" shall be defined to include:

- Illegal conduct, including theft of money, property, or resources;
- Misuse of authority for personal gain or other non-Library purpose;
- Fraud;
- Violations of applicable federal and state laws and regulations; and/or serious violations of Library policies and/or procedures.

Disclosure and Investigation

Trustees, officers, employees and volunteers who have knowledge of wrongful conduct by an employee or volunteer or have reasonable cause to believe that such wrongful conduct has occurred

shall report it to the Library Director. If the Director is the person suspected of wrongful conduct, it should be reported to the President of the Board of Trustees.

Trustees, officers, employees and volunteers who have knowledge of wrongful conduct by a trustee or officer or have reasonable cause to believe that such wrongful conduct has occurred shall report it to the President of the Board. If the Board President is the person suspected of wrongful conduct, it should be reported to the other trustees who serve on the Board.

Upon receiving a report of alleged wrongful conduct, the Library Director, Board President or the trustees shall take immediate steps to conduct an investigation with or without designees.

The person or persons conducting the investigation shall maintain a written record of the allegations, conduct an investigation to ensure that the appropriate authorities investigate the disclosure, and provide the Board of Trustees with a confidential report.

Except as otherwise provided in either state and/or federal law, the person or persons conducting the investigation, shall reasonably attempt to protect the identity of the person who is making the disclosure in a confidential manner, and will make reasonable efforts to maintain the confidentiality of the person reporting the conduct, provided that doing so will not interfere with the investigation of the specific allegations and circumstances.

Complaints of Reprisal

The provisions of Section 740 of the Labor Law ("whistleblower law"), Section 75-B of the Civil Service Law and Section 715-B Not-for-Profit Corporation Law prohibit retaliatory personnel action against a trustee, employee, officer or volunteer who discloses information concerning either a violation of law, rule or regulation, which creates a substantial and specific danger to the public health or safety, or which the employee reasonably believes to be true and reasonably believes constitutes an improper governmental action. However, if an employee discloses information which is false, or which is prohibited from disclosure by law, the employee is not protected by these provisions.

An employee who has been subject to an adverse employment action based on his or her prior disclosure of alleged or actual wrongful conduct may contest the action by filing a written complaint of reprisal with the Library Director. If the allegations involved actions of the Library Director, an employee may contest the action by filing a written complaint of reprisal with the President of the Board.

Any such complaints will be reviewed expeditiously to determine:

- whether the complainant made a disclosure of alleged wrongful conduct before an adverse employment action was taken;
- whether the responding party could reasonably have been construed to have had knowledge of the disclosure and the identity of the disclosing employee;
- whether the complainant has in fact suffered an adverse employment action after having made the disclosure; and

- whether the complainant alleges that adverse employment action occurred as a result of the disclosure.

If the Library Director, Board President, or a designee determines that all of the above elements are present, a review officer or panel shall be appointed by the Board of Trustees to investigate the claim and make recommendations to the Board. At the time of appointment, the complainant and respondent shall be informed in writing of:

- the intent to proceed with an investigation;
- the specific allegations to be investigated;
- the appointment of the review officer or panel; and
- the opportunity of each party to support or respond, in writing, to the allegation.

Once the review officer or panel has conducted a review and considers the investigation to be complete, the officer or panel will notify the Board of Trustees and designee of its completion. From the date of that notice, the review officer or panel has thirty (30) days to report its findings and make any recommendations they deem appropriate to the Board of Trustees. The Board shall issue a letter of findings to both the complainant and the respondent.

Nothing in this policy is intended to interfere with legitimate employment decisions. Moreover, the protections afforded under this Policy and "whistleblower laws" are not applicable under circumstances where the Library had or has independent grounds for disciplinary actions and proceedings against an employee.

The Board of Trustees or their designee may establish regulations or procedures necessary to implement this policy.

This policy and any accompanying regulations shall be published and posted on the Library's official bulletin board in the Staff Room and distributed to all trustees, officers, employees and volunteers.

The Board of Trustees and the Library Director will annually review this policy and any related regulations and procedures to determine if modifications are necessary or appropriate.

Reviewed 9/2023
Adopted 7/2016

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WORKPLACE VIOLENCE PREVENTION POLICY

PREAMBLE: Section "27-b" of the Labor Law, enacted on June 7, 2006, requires public employers to perform workplace evaluations or risk evaluations at each worksite and thereafter develop and implement programs to prevent and minimize workplace violence caused by assaults and homicides. The Law is designed to ensure that the risk of workplace assaults and homicides are regularly evaluated by public employers and that workplace violence protection programs are implemented to prevent and minimize the hazard to public employees. The Library's implementation of the provisions of the Workplace Violence Prevention Law will be in accordance with Rules and Regulations to be enacted by the New York State Labor Department.

DEFINITION: The Library adopts the definition of "Workplace Violence" of the National Institute for Occupational Safety and Health (NIOSH), as:

> "violent acts (including physical assaults and threats of assaults) directed toward persons at work or on duty." Workplace violence is any physical assault, threatening behavior or verbal abuse occurring in the work setting.

WORKPLACE VIOLENCE RISK EVALUATION: The Library shall conduct a risk evaluation to determine the potential dangers that employees may face from workplace violence risks and assist in the development of a workplace violence prevention program. While workplace violence may occur in any workplace setting, certain employment settings may pose higher risks, including:

Duties that involve the exchange of money and the imposition of fines, penalties and suspensions
Working alone or in small numbers
Working late evening or early morning hours
Uncontrolled access to the workplace
Security and maintenance of public order duties
Working in community-based settings
Areas of previous security problems

LIBRARY COMPLIANCE WITH STATUTORY REQUIREMENTS: The Library shall (1) perform a risk evaluation of the workplace to determine the presence of factors or situations that might place employees at risk from occupational assaults and homicides, (2) prepare a workplace violence prevention program and (3) inform and train employees on the requirements of the Law and identified workplace risk factors. Additionally, under circumstances where there are employed at the Library a minimum of twenty (20) or more full-time permanent employees, the Library will develop and implement a written workplace violence prevention program and provide employee training on workplace violence prevention measures and other information contained within the Library's written program. The Library Administration shall also inform employees as to the location and availability of the written workplace violence prevention program. Employee workplace violence training must be provided at the time of job assignment and annually thereafter. The written workplace violence prevention program will be pro-

active, capable of assessing potential threats before they occur and capable of immediately responding to actual incidents of workplace violence.

WORKPLACE VIOLENCE PREVENTION "RISK EVALUATION": The Library Administration will perform a risk evaluation inspection of the workplace focusing on the identification and assessment of potential hazards and conditions that might place employees at risk of occupational assaults or homicides. Risk evaluation techniques will include the following:

- An examination of the history of past incidents to identify patterns or trends which occurred in your workplace
- A review of Library records of occupational injury and illness logs and incident reports to identify if injuries have resulted from workplace violence incidents
- Inquiries of employees to obtain details associated with the occurrence of workplace violence incidents
- Conducting physical workplace security building surveys
- Conducting annual security analyses including the inspection of the Library Building and site, with possible evaluators being the Library Administrators, consultants or law enforcement authorities

EMPLOYEE AWARENESS: The Library employees' best protection from workplace violence is knowledge and understanding of the warning signs of potentially violent individuals or situations. The Library will emphasize training and education programs, as well as reinforcing the Library's zero tolerance workplace violence policy in an effort to reduce the possibility of workplace violence. Moreover, the Library will emphasize immediate reporting of any workplace violence incident to Library Administrators and the local law enforcement authorities to ensure prompt action.

WORKPLACE VIOLENCE PREVENTION TRAINING PROGRAM: Workplace violence prevention training for employees will be specific to the Library facility and staff duties performed and shall address essential topics, including:

- Description of Workplace Violence
- Dissemination of information regarding early detection of potent violent conduct
- Expeditious communication of threats or suspicious behavior to Library security staff and Library Administration
- Expeditious communication of acts of violence to Library security staff and local law enforcement authorities
- Protocols for reporting threatened or actual workplace violence
    1. The first person becoming aware of threats of workplace violence or suspicious behavior will immediately report this information to Library security staff and the Library's Administration
    2. The Library's security staff or Director will approach the person exhibiting threatening or potentially threatening behavior and engage in appropriate questioning of such person
    3. If determined reasonably necessary, the Library's security staff and/or Director will confirm the identity of such person and his/her intentions and if warranted by reason of the severity of the risk, determine whether such person should be escorted from the Library building or to summon law enforcement authorities
- The Library's commitment to Zero Tolerance of Workplace Violence
- Strategies for avoiding incidents of Workplace Violence
- Workplace Violence Reporting Procedures
- Mandatory Reporting of all incidents
- Circumstances warranting Library investigation of individuals

- Employees' communications with Library Administrators relating to Workplace Violence

RECORD KEEPING and REPORTING REQUIREMENTS: The Library Administration shall comply with all statutory requirements for recording and reporting incidents of workplace violence (New York State Labor Law, Section "27-a" & NYCRR Part 801, Recording and Reporting Public Employees' Occupational Injuries and Illnesses). The Library shall record an employee's workplace violence injury if it results in death, days away from work, restricted work or transfer to another job, medical treatment beyond first aid and loss of consciousness. Additionally, employers should utilize accident and illness record-keeping information to ensure the effectiveness of the Library's written workplace violence prevention plan. The Library's Administrators shall report employee workplace violence related fatalities and multiple hospitalizations to the Department's Public Employee Safety and Health (PESH) Bureau within 8 hours of the incident. (NYCRR Part 801)

ADMINISTRATIVE REGULATIONS: The Library Director shall be authorized to enact Administrative Regulations and Procedures to fulfill the requirements of this Policy and the Statute.

Adopted: 2/21/07
Revised: 1/25/21