

BAYPORT-BLUE POINT LIBRARY PUBLIC POLICY MANUAL*

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BOARD OF TRUSTEE BY-LAWS

The Board of Trustees of the Bayport-Blue Point Public Library, hereafter designated as the Board, a corporation created by a charter granted under Section 255 of the New York State Education Law by the Regents of the University of the State of New York, March 19, 1943, hereby enacts the following bylaws:

BOARD OF TRUSTEES

Number and Term of Office

1. The Board of Trustees constitutes the Bayport-Blue Point Public Library.
2. It shall consist of five members, elected for a five-year term to coincide with the fiscal year (July 1 – June 30).
3. A Trustee must be a legal resident in the Bayport-Blue Point School District.

Manner of Selection

1. By filing a petition to be added to the ballot at the next general election the library conducts and winning the ‘at large election’.
2. All new trustees shall receive a complete packet of information, including:
 - a) Bayport-Blue Point Public Library’s Personnel and Public Policy Manuals
 - b) NYS Trustee Handbook

BOARD OF TRUSTEE BY-LAWS

Vacancies

1. If any trustee shall fail to attend three consecutive meetings without an excuse accepted as satisfactory by the trustees, he/she shall be deemed to have resigned.
2. In the event of a mid-term vacancy on the Board, the Nominating Committee shall submit a slate of nominees from which the Board shall appoint a trustee to fill the vacancy until the next general election at which time the unexpired term will be filled by general election.

Meetings

1. The regular meeting of the Board shall be held on the second Wednesday of each calendar month in the library or at such other time and place as the Board may designate.
2. Special meetings may be held at any time at the call of the President or Secretary or at the call of any two members of the Board, provided that notice thereof be given to all Trustees at least twenty-four hours in advance of the special meeting.
3. A quorum at any meeting shall consist of three or more Trustees.
4. The Library Director shall attend all meetings of the Board, and shall prepare and distribute the agenda for each meeting one week in advance.
5. Notice of regular Board meetings must be posted in a public place in the library and be added to the webpage.

Officers

1. The officers of the Board shall be a President, Vice-President, and Secretary.
2. The duties of all officers shall be such as by custom and law and the rules of this Board usually devolve upon such officers.
 - a) The **President** shall:
 - i) preside at all meetings of the Board.
 - ii) facilitate the discussion and execution of matters before the Board.

BOARD OF TRUSTEE BY-LAWS

Officers (cont'd)

iii) be ex-officio of all committees.

iv) perform such other duties as are prescribed in the Bylaws.

b) The **Vice-President** shall:

i) in the absence of the President, preside at the meetings and perform the duties of the President.

ii) in the event that the Presidency becomes vacant, assume the duties of President until the Board elects a new President to complete the term.

c) The **Secretary** shall:

i) have charge of the records of the Board.

ii) prepare the minutes of all Board meetings for distribution to all members of the Board one week in advance of the next meeting.

iii) maintain records of attendance.

3) The officers shall be nominated and elected at the July Re-organizational Meeting by the Nominating Committee.

4) Their term of office shall be one year, coinciding with the fiscal year.

5) In the event that an office other than the Presidency becomes vacant, the President shall appoint another Trustee to succeed to the office for the remainder of the term.

BOARD OF TRUSTEE BY-LAWS

Library Director

1. The Library Director shall execute the policies adopted by the Board.
2. Their responsibilities shall include:
 - a) direction and supervision of all staff members in the performance of their duties.
 - b) keeping accurate books of accounts, showing receipts, disbursements and circulation; preparing reports for the Board at its regular meetings.
 - c) recommendation of policies and procedures.
 - d) building relationships within the community and working with the friends.
 - e) keeping current in the library field, attending professional conferences.
 - f) serving on committees.
 - g) providing a future vision and goals for the library and staff.

Committees

1. Standing Committees
 - a) shall be formed by the President at the July meeting of the Board.
 - b) shall include: Building & Grounds, Community & Public Relations, Long Range Planning, Nominating, Personnel & Grievance, Policies & Bylaws and Friends of the Library.
2. Special Committees
 - a) may be appointed by the President at any time with the approval of the Board.
 - b) May include non-Board members.
3. The Chairman of all committees shall be appointed by the President.

Budget

1. The fiscal year of the library shall be from July 1st to June 30th.
2. A preliminary budget for the following year shall be approved by the Board by the March meeting for submission to the voters in April.

BOARD OF TRUSTEE BY-LAWS

Rules of Order

1. The order of business at all regular meetings of the Board shall be:
 - a) Roll call
 - b) Disposition of minutes of the previous meeting
 - c) Communications
 - d) Financial report
 - e) Personnel Report (cs-150)
 - f) Report of Library Director
 - g) Report of Committees
 - h) Unfinished business
 - i) New and miscellaneous business
 - j) Public expression

2. Robert's Rules of Order (current edition) shall govern parliamentary procedures of the Board.

Amendments to the Bylaws

1. The Bylaws Review Committee shall conduct an annual review of the Bylaws.

2. The committee shall recommend any amendments to the Board in writing at a regular meeting, and they shall be voted upon at the next regular meeting.

3. Amendments must be approved by a vote of 3 Board members.

4. All Bylaws, including amendments, shall be re-affirmed at the July meeting.

LIBRARY HOURS, HOLIDAYS AND TRUSTEE MEETINGS

Library Hours

Monday through Friday	10 A.M. to 9 P.M.
Saturday's	10 A.M. to 5 P.M.
Sunday's (Mid-Sept. – Mid-June)	1 P.M. to 5 P.M. *Open 3 rd Sunday in September

and Close on 3rd Sunday in June.

Holidays:

- New Year's Day
- Martin Luther King's Birthday, National Monday
- Washington's Birthday, National Monday
- Easter Sunday
- Mother's Day
- Memorial Day, Sunday & National Monday
- Independence Day
- Labor Day
- Columbus Day, National Monday
- Veteran's Day, National Monday
- Thanksgiving Eve (Close at 5:00pm)
- Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Eve Day

Trustee Meetings

Regular Meetings are held at 7:00 P.M. on the second Wednesday of each month in the library or at such time and place as the Board may designate. Special meetings may be called in accordance with By-Laws. No notices of special meetings are sent in advance but will be prominently displayed as best the library can.

LIBRARY POLICIES

MAINTENANCE OF PUBLIC ORDER

I. Purpose

The Bayport-Blue Point Public Library is chartered by the State of New York to meet the educational, informational, cultural, and recreational needs of the community it serves. In order to ensure an atmosphere conducive to these purposes, 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 grounds by all Library patrons, visitors and employees, 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, and visitors 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 their immediate ejection as a trespasser, suspension of Library borrowing privileges and revocation of rights to enter upon Library premises for up to one year and other action as deemed appropriate by the Library Board of Trustees. The Director or his/her designee is empowered to enforce the rules and regulations promulgated by the Board of Trustees.

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 Library related purposes such as reading, selecting, returning and borrowing of books and materials, conducting business with the Library, and attendance at educational conferences, meetings, programs and concerts authorized or conducted by the Board of Trustees or other Library personnel. Any person who, while lawfully at such Library facilities, causes or attempts to cause physical injury to the person or property of another, or willfully causes or attempts to cause physical damage to books and other Library materials, or enters into unauthorized areas, refuses to comply with the directives of the Library director or other authorized personnel, willfully disrupts Library functions or programs authorized by Library personnel, damages, alters, mars or defaces Library books and related materials, transports illegal drugs, alcoholic beverages, fireworks, firearms, or weapons onto Library premises, shall be deemed to be a trespasser and in violation of these rules and regulations.

LIBRARY POLICIES

MAINTENANCE OF PUBLIC ORDER (cont'd)

IV. Procedures

1. While the Bayport-Blue Point Public Library facilities are open, the Library director or his/her designee, 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 appropriate law enforcement agency and to sign any information as necessary charging said trespasser with the appropriate violation of the Penal law. The Library director shall forthwith make a report to the Board of Trustees.

2. When the Library is not open to the public, or when the Library director or his/her designee is not present, any Library employee in charge, upon observing and being informed of any violation of these rules and regulations, is authorized 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 appropriate law enforcement agency 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 Library 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, or a trustee.

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: Persons qualified for registration as a borrower of library

LIBRARY POLICIES

MAINTENANCE OF PUBLIC ORDER (cont'd)

books and materials may have their privileges to use the Library's facilities and/or services suspended for a period not to exceed one year.

b) Library personnel: Employees are subject to the provisions of this policy, applicable portions of the Civil Service Law, New York State "employment law;" the Education Law; and pertinent personnel policies adopted by the Library's Board of Trustees and may be disciplined, censured, suspended without pay or discharged accordingly.

c) Visitors: Said persons may be subject to the revocation of their privilege to enter upon library property for a period not to exceed one year. The Library Director may, at his/her discretion, notify other agencies of actions taken.

V. Appeal Procedure

1. Appeals by Library patrons, personnel, and visitors relating to suspension of Library service privileges and/or 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, Education Law and personnel policies, to the extent relevant, 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 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 fourteen (14) days of such hearing, the Board of Trustees shall render a decision in writing.

MAINTENANCE OF PUBLIC ORDER (cont'd)

For distribution to the public:

**MAINTENANCE OF PUBLIC ORDER AT
THE BAYPORT-BLUE POINT PUBLIC LIBRARY**

The Bayport-Blue Point Public Library is chartered by the State of New York to meet the educational, informational, cultural and recreational needs of the community it serves. In order to ensure an atmosphere conducive to these purposes, 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 grounds 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.

The following are regulations governing the conduct of patrons which are designed to provide for the comfort and protection of patrons, staff and visitors coming upon or utilizing the facilities of the Bayport-Blue Point Public Library. Accordingly, the following prohibitions are to be observed and will be enforced by the Director, his/her designee and Library personnel therefore, **DO NOT**

- Leave children under age 10 unattended
- Engage in disruptive behavior (interfering with patrons', staff members' and visitors' use of the Library)
- Harass patrons, staff members or visitors on Library property
- Use loud, abusive or threatening language
- Deface, destroy or tamper with Library material, property or equipment
- Loiter or solicit on Library property
- Skateboard and roller blade on library property
- Put feet on furniture or sit on tables
- Rearrange furniture
- Have bare feet, inappropriate dress or a lack of appropriate hygiene such that patrons are prevented from utilizing the Library
- Use audio equipment without headphones or at a volume level that is audible to others
- Use cell phones outside of designated areas (vestibule or outside)
- Smoke; cigarettes, cigars, electronic cigarettes, or any other smoking devices
- Smoke on the library grounds (Suffolk County Law §754)
- Consume alcohol, partake of controlled substances, or carry weapons on library premises
- Have open food or beverages (without lids) at the library computer stations
- Have any food source that carry's a distinct odor that may be offensive to others in your area (i.e pizza, egg salad, tuna fish, other fast food or cooked products)
- Bring animals into the library unless necessary for assisting the disabled, or if the animal is being trained to assist the disabled or is a certified service animal.
- Distribute leaflets or circulate petitions

If a patron exhibits any other condition or action which in the judgment of the Director disrupts the operation of the Library or its use by others or which endangers the health, safety, or welfare of patrons, employees or visitors they will be asked to leave.

Failure to follow these regulations and/or the directions of the Library staff will result in your being asked to leave the Library. Library personnel are authorized to contact the appropriate law enforcement agency to ensure compliance. These guidelines are extracted from the Library's formal "Maintenance of Public Order Policy," a copy of which is available upon request.

Library Materials Selection Policy

1. The Library shall develop collections of merit and significance, whether acquired by purchase or gift. Each item of material shall be considered in terms of its value to the collection and audience for whom it is intended.
2. Materials to be evaluated shall include a variety of formats, including, but not limited to, hardcover and paperback editions, recordings, videocassettes, audio cassettes, films, compact discs, microforms and maps.
3. Materials shall be evaluated according to objective standards. Flexibility, open-mindedness and responsiveness are required in the evaluation process. Consideration shall be given to expanding knowledge, changing social values, technological advances and cultural differences where appropriate. As change occurs in these areas, the Library may reevaluate materials which were not acquired.
4. Some materials may be judged primarily in terms of artistic merit, scholarship or their value as human documents; others will be selected to satisfy recreational and entertainment needs.
5. Different viewpoints on controversial issues will be acquired, including those which may have unpopular or unorthodox positions. The Library recognizes that those materials which offend, shock, or bore one patron may be considered pleasing, meaningful or significant by another.
6. To avoid unnecessary duplication, consideration will be given to materials available to the public through other area libraries and community agencies.
7. Recognizing that a materials selection policy may result in complaints from the public at large who may not understand the reasons why certain items have been included in the collection, the Library shall develop procedures for reconsideration of the item in question.
8. The Library Board of trustees supports the American Library Association's (ALA) *Bill of Rights* (Appendix A)
9. The authority and responsibility for the selection of Library materials is delegated to the Library Director, and under his/her direction, to the professional staff who are qualified for this activity by reason of education, training, and experience. Suggestions from other staff members and from library users are encouraged and seriously considered in the selection process.

Goals of Materials Selection: The Library selects, makes available, and promotes the use of library materials, whatever the format, which:

1. Enrich and support the educational, recreational, and informational needs of the users, taking into consideration their varied interests, abilities, and learning styles.
2. Represent differing viewpoints on a subject.
3. Reflect the problems, aspirations, attitudes, and ideals of a pluralistic society.
4. Support business, cultural, recreational, and civic activities in the community.
5. Stimulate self-understanding and skills.
6. Enhance job-related knowledge and skills.
7. Increase knowledge of and participation in the affairs of the community, the country, and the world.
8. Are appropriate to the level of the users. The collections for young people are aimed at meeting the diverse recreational, cultural, and informational needs of that segment of the population from infancy through adolescence. Materials are included to provide enjoyment, stretch the imagination, cultivate a love of books and reading, stimulate creative abilities, supplement study, and provide an awareness of the broad spectrum of moral and social values. Materials are selected which vary in format, content, and level to meet wide-ranging interests and demands, to help young people understand their own development, and to prepare them for informed participation in society.
9. Reflect and support a Local History Collection.

Criteria for Materials Selection: The evaluation of materials is characterized by flexibility, open-mindedness, and responsiveness to the changing needs of the residents of the Bayport-Blue Point District. These changing needs require that materials be evaluated initially and on a continuing basis. As a result, materials not recommended for purchase originally may, in fact, be purchased at a much later date. The converse, that materials may still be considered unsuitable or unnecessary for the collection, is also possible. Materials are evaluated as a whole and not on the basis of a particular section or sections. A work will not be excluded from the Library's collection because it presents an aspect of life honestly or because of frankness of expression. While a single standard cannot be applied to each potential item for selection, materials are judged by appropriate criteria which apply to both purchased and donated materials.

1. Availability and suitability of format.
2. Suitability of subject, style, and level for the intended audience.
3. Critics' and staff's reviews.
4. Reputation of the publisher or producer; authority and significance of the author, composer, filmmaker, etc.
5. Timeliness or permanence of the material.
6. Quality of writing, design, illustrations, or production.
7. Relevance to community needs.
8. Potential and/or known demand for the material.
9. Relative importance in comparison with existing materials in the collection on the same subject.
10. Availability and accessibility of the same material in the county.
11. Price.

Specific Criteria for the Evaluation of Factual Works

1. Recency and accuracy of the information presented.
2. Competence of author.
3. Objectivity.
4. Comprehensiveness and depth of treatment.
5. Clarity of presentation.
6. Usability of arrangement.
7. Inclusion in standard bibliographies and indices.

*However, the Library does not aim to acquire textbooks or other curriculum related materials except as such materials also serve the general public.

Specific Criteria for the Evaluation of Works Representing an Opinion

1. Representation of a challenging, even though extreme or minority, point of view.
2. Clarity and logic of presentation.
3. Usability of arrangement.
4. Comprehensiveness and depth of treatment.
5. Degree and accomplishment of purpose.
6. Availability of materials on the subject.

Specific Criteria for the Evaluation of Works of Imagination

1. Representation of an important movement, genre, trend or culture.
2. Vitality and originality.
3. Artistic presentation and quality evidenced in the plot, setting, theme, characterization, point of view, and style.
4. Sustained interest and entertainment.

Withdrawal and Discarding of Library Materials: Materials are regularly withdrawn from the Library's collection. They are withdrawn and discarded because:

1. They are out-of-date, that is, no longer timely or accurate.
2. They are so badly worn or damaged that they cannot be bound or mended.
3. It is cheaper to replace them than to repair them.
4. They are once-popular materials no longer used.
5. Space considerations.

Materials, deemed lost or missing, are officially withdrawn from the record of Library holdings if they cannot be replaced.

Replacement of Library Materials: A replacement is an item purchased to take the place of an identical title previously in the collection. It is the Library's policy not to replace automatically all materials withdrawn because of loss, damage, or wear. The need for replacement in each case is judged by two factors:

1. Existence of adequate coverage of the subject, especially if more current material is available.
2. Demand for the specific title.

Gifts of Library Materials Gifts of books and other materials are accepted with the understanding that they may be used or disposed of as the Library determines is appropriate. New titles acquired in this manner are subject to the basic standards of selection. Replacements and duplicate copies are added to the collection if needed. The cost of processing and the availability of shelving space are also factors in determining the acceptance of gifts.

Procedures have been developed for the reconsideration of materials to assure that objections or complaints are handled in an attentive and consistent manner. Once an item has been accepted for purchase, based on the Selection Policy of the Library Board of Trustees and the criteria for selection, it will not be automatically removed upon request.

Appendix A

Library Bill of Rights

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

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

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

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

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

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

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

The BBP policy amends item 2 to add budgetary considerations when looking to provide “all” points of view as well as amending item 5 as follows: age-except where noted in other policies, i.e. library card registration, collection restrictions, and computer usage.

Policy Manual: Confidentiality of Library Information

The Bayport-Blue Point Public Library respects and observes the requirements of the terms of paragraph 4509 and paragraph 2307 of the Civil Practice Law and Rules pertaining to the confidentiality of “library records which contain names or other personally identifying details” pertaining to the users/patrons of the Bayport-Blue Point Public Library; and the legal process required to be undertaken to obtain the production of any records disclosing “names or other personally identifying details regarding the users of the Library.”

No information regarding or including patron information shall be given, made available or disclosed to any individual, corporation, institution, government agency or other agency without a valid court-ordered subpoena, presented to the Director or his/her designee. This information includes:

- Patron’s name
- Patron’s contact information, including address, telephone and email address
- Library circulation records
- Borrower’s records
- Number or character of questions asked by a patron
- Frequency or content of a patron’s visits to the Library
- Any other information supplied to or gathered by the Library

The Library Director or his/her designee, are the only people authorized to release any patron-specific information.

The library reserves the right to utilize its collected records while in the course of its operations and in cooperation with other public libraries in Suffolk County.

The Director may authorize the release of certain records to the parent or legal guardian of a library patron seventeen years of age or younger in order to facilitate the collection of fees.

“Americans with Disabilities Act” Compliance

The Bayport-Blue Point Public Library is fully committed to following the “Americans with Disability Act” to both the letter and spirit of the law. The Library recognizes that access, to all users, of both its facility and services is of paramount importance. This policy will outline the steps the Library will take to ensure this access.

The Director will appoint an “ADA Compliance Coordinator” who will oversee the Library’s efforts to ensure full and complete access.

The Library will conduct a written ADA “self-evaluation” once every year to identify barriers to full access.

The Library will develop a written ADA “transition plan” to outline steps that will be taken to correct and/or overcome any barriers to full access.

Anyone who feels that they have been discriminated against because of a disability may file a verbal or written grievance with the Director at any time. The Director will respond to all grievances in writing within 14 days of receiving them.

Equal Employment Opportunity Statement

The Bayport-Blue Point Public Library fully adheres to all Federal and State laws which guarantee equal employment opportunity to all persons based on individual qualifications and abilities without regard to race, color, national origin, gender, age, sexual orientation, disability, marital status, genetic predisposition or carrier status.

The Library recognizes its responsibility and obligation to insure that recruitment, selection for hiring and promotions, compensation, benefits, demotions, layoffs and educational and training programs will be administered in a fair and non-discriminatory manner.

The Director has the responsibility to ensure that all applicable employment laws are followed and that all personnel decisions are made on a non-discriminatory basis.

Access to Public Records
(Freedom Of Information Law)

The amended Freedom of Information Law, which took effect on January 1, 1978 gives citizens the right to access many public records. The following rules govern the access of records generated and maintained by the Bayport-Blue Point Public Library.

The Library Director is the custodian of all Library records and serves as the “records access officer.”

The Minutes of the Library’s Board of Trustees Meetings and the Library’s Policies and Procedures Manual are available for viewing at any time the Library is open to the public. Requests to view any other records must be made in writing to the Director using the attached form.

The Director will respond to all written requests within five business days.

If a request is granted the requestor may gain access to the records in one of two ways:

- 1) Records may be viewed at the Library from 10 a.m. – 4 p.m. Monday – Friday.
- 2) Photocopies of the records can be made for a fee of 25 cents per page.

If a request is denied the Director will inform the requestor in writing of the reason for the denial and inform the requestor of their right to appeal.

All appeals will be heard by the Board of Trustees at the next regularly scheduled meeting

APPLICATION FOR PUBLIC ACCESS TO RECORDS

To: Records Access Officer
Bayport-Blue Point Public Library
203 Blue Point Ave.
Blue Point, NY 11715

I hereby apply to inspect the following record:

Name (please print) _____ Signature _____ Date _____
Representing _____ Mailing Address _____
Telephone Number _____ City, State, Zip Code _____

For Agency Use Only

_____ Approved

Denied (for reason(s) checked below)

- _____ Confidential Disclosure
- _____ Unwarranted Invasion of Personal Privacy
- _____ Records of which this Agency is legal custodian cannot be found
- _____ Record is not maintained by this Agency
- _____ Part of Investigatory files
- _____ Trade Secret(s)
- _____ Exempted by Statue other than the Freedom of Information Act
- _____ Would impair present or imminent contract awards or collective bargaining negotiations
- _____ Other (specify) _____

Signature _____ Title _____ Date _____

Notice: You have the right to appeal a denial of this application within 30 days to the Board of Trustees who must fully explain their reasons for such denial in writing within 10 days of receipt of an appeal.

I hereby appeal:

Signature _____ Date _____

Records Retention and Disposition

Resolved by the Board of Trustees of the Bayport-Blue Point Public Library that New York State Education Department Records Retention and Disposition Schedule MI-1 issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, including any future revisions and re-issuances thereof, is hereby adopted for use by the Bayport-Blue Point Public Library in legally disposing of valueless records listed therein.

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

- a) those records that are described in New York State Education Department Records Retention and Disposition Schedule MI-1 may only be dispersed of after they have met the minimum retention periods described therein;
- b) only those records that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods may be disposed of.

Further Resolved, that those records which the library maintains which are not described in New York State Education Department Records Retention and Disposition Schedule MI-1 may be disposed of after a period of no less than three months.

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 New York State Education Department Records Retention and Disposition Schedule MI-1.

LIBRARY FISCAL POLICIES

ALL FINANCIAL POLICIES ADOPTED ON 2/13/2013

ANNUAL AUDIT

The Library will retain the services of a certified public accountant who will provide advice and consultation, review the financial records monthly, and perform an annual audit in accordance with generally accepted accounting principles and in conformity with the requirements of the New York State Department of Audit and Control.

A written report, including an opinion on the financial statements, shall be prepared by the accountant at the close of the fiscal year. This report shall be presented to the trustees at the Board meeting following its receipt.

BUDGET

The Director shall draft a preliminary budget and present it to the Board of Trustees by December 15 of each year.

The Trustees will adopt a Budget Proposal by February 15 of each year for presentation to the voters.

CHECKSIGNING

Checks are to be signed by the Treasurer and a second signer on the account for any checks over \$15,000.

If, and only if, the Treasurer is unavailable, checks may be signed by any two trustees.

DEPOSITS OF FUNDS

All revenues are to be deposited as soon as is practical in the Library's savings account(s).

In no case is more than \$5,000.00 in revenues to be kept at the Library more than one business day.

FINANCIAL INTEGRITY & ACCOUNTABILITY

WHEREAS, effective systems of internal accounting and administrative control provide the basic foundation upon which a structure of public accountability must be built; and,

WHEREAS, effective systems of internal accounting and administrative control are necessary to assure that the Bayport-Blue Point Public Library assets and funds are adequately safeguarded, as well as to produce reliable financial records and reports and,

WHEREAS, effective systems of internal accounting and administrative control are necessarily dynamic and must be continuously reviewed and evaluated and where necessary established, changed, or improved; and,

WHEREAS, fraud and errors are more likely to occur from a lack of effective systems of internal accounting and administrative control in the Bayport-Blue Point Public Library; and,

WHEREAS, reports regarding the adequacy of the systems of internal accounting and administrative control of each department and agency are necessary to evaluate the performance of its public responsibilities and accountability now, therefore,

The Trustees of the Bayport-Blue Point Public Library hereby resolve that:

SECTION 1 - OBJECTIVES

The Library shall have adequate internal accounting and administrative controls to provide reasonable assurance that:

- * Obligations and commitments are in compliance with applicable law and policy;
- * Funds, property, and other assets are safeguarded against waste, loss, unauthorized use, or misappropriation;
- * Revenues and expenditures, applicable to the Bayport-Blue Point Public Library operations, are properly recorded and accounted for to permit the preparation of accounts and reliable financial and statistical reports and to maintain accountability over the assets; and,
- * Bayport-Blue Point Public Library programs operate efficiently and in accordance with management's policies.

The internal controls of the Library shall be established in accordance with the Standards established by the State Comptroller Guidelines for Financial Integrity and Accountability. These Standards shall include the prompt resolution of all audit findings.

SECTION II - RESPONSIBILITY AND PROCEDURE

The Director shall establish Guidelines for the evaluation of the Library's systems of internal accounting and administrative control to determine such system's compliance with the Standards. The Director may modify such Guidelines from time to time as deemed necessary. The Guidelines shall be subject to review by the Auditor who shall also be available for consultation in establishing and modifying the Guidelines.

By Nov. 15, of each succeeding year, the Auditor shall, on the basis of an evaluation conducted in accordance with the prescribed Guidelines, prepare a statement:

- * That the Library's systems of internal accounting and

administrative control fully comply in all material and significant aspects with the Standards; or,

- * That such systems do not fully comply with the Standards.

In the event that the Auditor prepares a statement stating that such systems do not fully comply with the standards, then the Auditor shall include with such statement a report in which any material or significant weaknesses in the systems of internal accounting and administrative control are identified, and plans and a schedule for correcting any such weaknesses should be supplied.

The statements and reports required by this act shall be signed and transmitted to the Trustees of the Bayport-Blue Point Public Library by Dec. 15. Such statements and reports shall also be made available to the public except where prohibited from disclosure by law.

FINANCIAL REPORTS

The Director is to present to the extent possible monthly reports to the Trustees on the following:

- income by codes for the fiscal year-to-date;
- cash balances;
- expenditures by code for the fiscal year-to-date;
- payroll report; showing salaries for all employees for every pay period.

INVESTMENT OF IDLE CASH BALANCES

The Library's investment program must recognize three basic concerns -- safety, liquidity and yield. For the most part the laws covering the investment of public funds are so written that safety and liquidity are assured; the statutes are explicit in describing the kinds of investments that are permissible, as well as the security, if any, which must be provided to safeguard such investments. The third concern, the yield, will be influenced by the (1) length of time that funds are available for investment; and (2) the selection of the type of legal investment available which will afford the best earnings.

The Treasurer and Director will act jointly in selecting the best media for investment of idle cash balances.

Library funds may be invested temporarily, for example, in certificates of deposit, by the Director in any bank(s) with an office in the District, as long as all investments are made in a manner consistent with applicable New York State statutes and regulations. While the Treasurer and Director should seek high rates, safety must be the primary concern in all such investment decisions.

PETTY CASH FUNDS

Petty cash funds may be established at the recommendation of the Director with the approval of the Board of Trustees. These funds will be placed under the custodianship of the director amounts to be set by the recommendation of the Director and with the approval of the Board of Trustees. No individual petty cash fund may exceed \$400.00

Expenditure from such funds may be made in advance of audit by the Trustees, but only after submission of properly itemized and authenticated vouchers.

At each regular meeting of the Trustees, a list of expenditures made from the petty cash funds since the last meeting, together with the vouchers supporting such expenditures, shall be presented to the Trustees.

The Trustees, by approving the requests to reimburse the petty cash funds, are directing the Treasurer to reimburse these petty cash funds in an amount equal to the total of such bills which the Trustees shall allow.

PREPAYMENT OF UNAPPROVED BILLS (amended 10/2013)

Approval is given to the Director and Head of Business office to pay when necessary certain bills prior to their approval on the schedule of claims. Invoices which may be paid by check prior to Board Approval include:

- *Public Utility Services (Electric, gas, water, sewer & phone services)
- *Postage
- *Freight
- *Express Charges (FedEx, USPS, UPS, etc)
- *Petty Cash Expense (See Petty Cash Policy)
- ***Payroll or payroll withholdings.
- ***Principal or interest payments on debt
- ***Payments made pursuant to a court order

- ***Amounts due upon lawful contracts for periods exceeding one year
- ***Retirement Contributions (NYS Local Retirement System)

*However, all these claims should be audited as soon as possible after payment and included on the next abstract as prepaid amounts. ***These payments need not be on an abstract but should be reported to the board at the next board meeting for approval.

PROCUREMENT GUIDELINES

All Library purchases will be made in a lawful manner. Purchases that must by law be made through the competitive bidding process are to be made using the competitive bidding process.

The competitive bidding threshold under General Municipal Law for contracts for public works is \$20,000 and the threshold for purchase contracts is \$10,000. **Section 103 of the General Municipal Law has been amended so as to increase the threshold to \$35,000 for public works and to \$20,000 for purchase contracts effective June 1, 2013.

If, in the opinion of the Director, a purchase that exceeds the thresholds needs not be subject to competitive bidding, the Director will make a recommendation for purchase to the Board of Trustees and present the reasons why bidding is not required. This will be done at a meeting of the Board of Trustees. If, and only if, the Board agrees by legal vote with the recommendation of the Director may such a purchase be made.

Reasons to dispense with competitive bidding may include: serious emergencies; true leases; professional services; and, sole source procurements.

When it is imperative to add to or to upgrade an existing system or equipment by using the vendor who supplied the original existing system or equipment, the Director must get Board approval before making such a purchase, if such purchase will exceed the competitive bidding threshold. Board approval is necessary whether or not the original purchase was made following a competitive bid.

In the event of a serious emergency which threatens safety or the ability of the Library to stay open to the public, the Director is authorized to take necessary action, not to exceed \$50,000, if calling an emergency meeting of the Board of Trustees is not practical. However, before such action is taken, the Director must receive approval (by phone or in person) from a majority of Trustees.

For public works and purchase contracts procurements below the monetary thresholds, but which exceed \$5,000, the Director should solicit at least two competitive quotations. For

procurements which exceed \$7,500, the Director should solicit at least three competitive quotations. This process of soliciting competitive quotations, as long as the procurements are below the monetary thresholds, is not necessary if the procurement adds to an existing system, and in the opinion of the Director it is in the Library's benefit to deal with just one vendor for a particular system. This process of soliciting competitive quotations, as long as the procurements are below the monetary thresholds, is also not necessary if the procurement is from a "sole source" vendor.

SURPLUS ITEMS

The Director may dispose of surplus items in any legal manner. All disposals of individual items that cost more than \$1,000 to purchase should be reported to the Board. Any disposal of individual items that cost more than \$5,000 should be approved by the Board prior to disposition.

VACATION & SICK PAY ACCOUNT

In order to insure that there are adequate funds to pay accumulated vacation pay and sick pay upon resignation or retirement, the Director should establish a special account for this purpose.

The amount of this account will be reviewed and reestablished by the Trustees at the Annual Organizational Meeting each July.