CLIFTON PARK HALFMOON PUBLIC LIBRARY

OPERATIONAL POLICIES

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POLICIES

POLICY 1.1 CONTENT AND ISSUANCE OF POLICIES.

Need for this Policy:

In accordance with Article 10 of the Bylaws of the Clifton Park-Halfmoon Public Library, A formal method is required to establish and record policies for the Library.

Policy:

Policies of the Library shall be established by the Board, Procedures implementing the Board policies shall be the responsibility of the Director.

Initial Adoption Date: 1/22/1985

Modified Date	Description of Modification
5/30/1986	
9/19/2005	
5/23/2016	Clarified wording of policy; deleted list of definitions
12/13/2021	Reviewed; no changes.

GENERAL

POLICY 2.1 MISSION STATEMENT

Need for this Policy:

A statement is needed to explain the role of the Library.

Policy:

The Clifton Park-Halfmoon Public Library is a place for all the builds community and encourages lifelong curiosity.

Responsibility:

It is the responsibility of the Board to promote the role of the local public Library.

Initial Adoption Date: 3/13/1985.

Modified Date	Description of Modification
5/22/1986	
9/19/2005	
2/27/2017	Updated to new mission statement approved as part of new strategic plan
12/16/2024	Updated to new mission statement approved by the Board on 11/18/2024

POLICY 2.2 RELEASE OF PUBLIC STATEMENTS

Need for this Policy:

A formal chain of responsibility is necessary to assure that only authorized publicity about the Library is released to the public and the media.

Policy:

Day to day news releases concerning activities of the Library are the responsibility of the Library Director or his/her designee. A copy of all material prepared for release to the media will be retained in the Library's files.

Special releases that either communicate actions of the Board, or are official responses to a published statement affecting the Library, should be referred to the Public Relations Committee and the President for review.

The Board President is the spokesperson for the Library. Questions from the press should be referred to the President or his/her designee. Board members should receive copies of all special releases as soon as possible.

Initial Adoption Date: 5/8/86

Modified Date	Description of Modification
12/12/1994	
09/19/2005	
5/23/2016	Updated wording about retention of news releases
12/13/2021	Reviewed; no changes.
3/16/2026	Reviewed; no changes.

POLICY 2.3 POLICY OF THE CLIFTON PARK-HALFMOON PUBLIC LIBRARY WITH REGARD TO THE FREEDOM OF INFORMATION LAW

Need for this Policy:

The public should have a method of accessing information to which they are entitled to access by law.

Policy:

The people's right to know the process of government decision-making and the documents and statistics leading to determinations is basic to our society. Access to such information should not be thwarted by shrouding it with the cloak of secrecy or confidentiality.

These provisions provide information concerning the procedures by which records may be obtained.

The Library shall furnish to the public the information and records required by the Freedom of Information Law, as well as records otherwise available by law.

Any conflicts among laws governing public access to records shall be construed in favor of the widest possible availability of public records.

Responsibility:

Section 1: Designation of records access officer.

The Library designates the following person as records access officer:

Library Director
475 Moe Road
Clifton Park, New York 12065

The records access officer is responsible for ensuring appropriate agency response to public requests for access to records.

The records access officer shall ensure that personnel:

(a) Assist the requestor in identifying requested records, if necessary.

(b) Contact persons seeking records when a request is voluminous or when locating the records involves substantial effort, so that personnel may ascertain the nature of records of primary interest and attempt to reasonably reduce the volume of records requested.

(c) Upon locating the records, take one of the following actions:

(i) Make records available for inspection; or,

(ii) Deny access to the records in whole or in part and explain in writing the reasons therefore.

(d) Upon request for copies of records:

(i) Make a copy available upon payment or offer to pay established fees, if any, in accordance with Section 6; or

(ii) Permit the requestor to copy those records.

(e) Upon request, certify that a record is a true copy; and

(f) Upon failure to locate records, certify that:

(i) The Library is not the custodian for such records, or

(ii) The records of which the Library is a custodian cannot be found after diligent search.

Section 2: Location.

Records shall be available for public inspection and copying at:

The Clifton Park-Halfmoon Public Library
475 Moe Road
Clifton Park, New York 12065

Section 3: Hours for public inspection.

Request for public access to records shall be accepted and records produced during all hours regularly open for business.

Section 4: Requests for public access to records.

(a) A written request may be required, but oral requests may be accepted when records are readily available.

(b) If records are maintained on the internet, the requestor shall be informed that the records are accessible via the internet and in printed form either on paper or other information storage medium.

(c) A response shall be given within five business days of receipt of a request by:
(1) informing a person requesting records that the request or portion of the request does not reasonably describe the records sought, including direction, to the extent possible, that would enable that person to request records reasonably described;

(2) granting or denying access to records in whole or in part;
(3) acknowledging the receipt of a request in writing, including an approximate date when the request will be granted or denied in whole or in part, which shall be reasonable under the circumstances of the request and shall not be more than twenty business days after the date of the acknowledgment, or if it is known that

circumstances prevent disclosure within twenty business days from the date of such acknowledgment, providing a statement in writing indicating the reason for inability to grant the request within that time and a date certain, within a reasonable period under the circumstances of the request, when the request will be granted in whole or in part; or

(4) if the receipt of request was acknowledged in writing and included an approximate date when the request would be granted in whole or in part within twenty business days of such acknowledgment, but circumstances prevent disclosure within that time, providing a statement in writing within twenty business days of such acknowledgment specifying the reason for the inability to do so and a date certain, within a reasonable period under the circumstances of the request, when the request will be granted in whole or in part.

(d) In determining a reasonable time for granting or denying a request under the circumstances of a request, personnel shall consider the volume of a request, the ease or difficulty in locating, retrieving or generating records, the complexity of the request, the need to review records to determine the extent to which they must be disclosed, the number of requests received by the agency, and similar factors that bear on the ability to grant access to records promptly and within a reasonable time.

(e) A failure to comply with the time limitations described herein shall constitute a denial of a request that may be appealed. Such failure shall include situations in which an officer or employee:
(1) fails to grant access to the records sought, deny access in writing or acknowledge the receipt of a request within five business days of the receipt of a request;

(2) acknowledges the receipt of a request within five business days but fails to furnish an approximate date when the request will be granted or denied in whole or in part;

(3) furnishes an acknowledgment of the receipt of a request within five business days with an approximate date for granting or denying access in whole or in part that is unreasonable under the circumstances of the request;

(4) fails to respond to a request within a reasonable time after the approximate date given or within twenty business days after the date of the acknowledgment of the receipt of a request;

(5) determines to grant a request in whole or in part within twenty business days of the acknowledgment of the receipt of a request, but fails to do so, unless the agency provides the reason for its inability to do so in writing and a date certain within which the request will be granted in whole or in part;

(6) does not grant a request in whole or in part within twenty business days of the acknowledgment of the receipt of a request and fails to provide the reason in writing explaining the inability to do so and a date certain by which the request will be granted in whole or in part; or
(7) responds to a request, stating that more than twenty business days is needed to grant or deny the request in whole or in part and provides a date certain within which that will be accomplished, but such date is unreasonable under the circumstances of the request.

Section 5: Denial of access to records.

(a) Denial of access to records shall be in writing stating the reason therefore and advising the requestor of the right to appeal to the individual or body established to determine appeals

(b) If requested records are not provided promptly, as required by Section 5 (d) of these regulations, such failure shall also be deemed a denial of access.

(c) The following person or persons or body shall determine appeals regarding denial of access to records under the Freedom of Information Law:

The Board of Trustees of the Clifton Park-Halfmoon Public Library
475 Moe Road
Clifton Park, New York 12065

(d) Any person denied access to records may appeal within thirty days of a denial.

(e) The time for deciding an appeal by the individual or body designated to determine appeals shall commence upon receipt of a written appeal identifying:

(1) the date and location of requests for records;

(2) a description, to the extent possible, of the records that were denied; and

(3) the name and return address of the person denied access.

(f) A failure to determine an appeal within ten business days of its receipt by granting access to the records sought or fully explaining the reasons for further denial in writing shall constitute a denial of the appeal.

(g) The person or body designated to determine appeals shall transmit to the Committee on Open Government copies of all appeals upon receipt of appeals. Such copies shall be addressed to:

Committee on Open Government
Department of State
One Commerce Plaza
99 Washington Avenue, Suite 650
Albany, NY 12231

(h) The person or body designated to determine appeals shall inform the appellant and the Committee on Open Government of its determination in writing within ten business days of receipt of an appeal. The determination shall be transmitted to the Committee on Open Government in the same manner as set forth in subdivision (g) of this section.

Section 6: Fees.

(a) There shall be no fee charged for:

(i) inspection of records;

(ii) search for records;

(iii) any certification pursuant to this part.

(b) Copies may be provided without charging a fee.

(c) Fees for copies may be charged, provided that:

(1) the fee for copying records shall not exceed 25 cents per page for photocopies not exceeding 9 by 14 inches.

(2) the fee for photocopies of records in excess of 9 x 14 inches shall not exceed the actual cost of reproduction; or

(3) an agency has the authority to redact portions of a paper record and does so prior to disclosure of the record by making a photocopy from which the proper redactions are made.

(d) The fee an agency may charge for a copy of any other record is based on the actual cost of reproduction and may include only the following:

(1) an amount equal to the hourly salary attributed to the lowest paid employee who has the necessary skill required to prepare a copy of the requested record, but only when more than two hours of the employee's time is necessary to do so; and

(2) the actual cost of the storage devices or media provided to the person making the request in complying with such request; or

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

(e) When an agency has the ability to retrieve or extract a record or data maintained in a computer storage system with reasonable effort, or when doing so requires less employee time than engaging in manual retrieval or redactions from non-electronic records, the agency shall be required to retrieve or extract such record or data electronically. In such case, the agency may charge a fee in accordance with paragraph (d)(1) and (2) above.

(f) An agency shall inform a person requesting a record of the estimated cost of preparing a copy of the record if more than two hours of an agency employee's time is needed, or if it is necessary to retain an outside professional service to prepare a copy of the record.

(g) An agency may require that the fee for copying or reproducing a record be paid in advance of the preparation of such copy.

Section 7: Public notice.

A notice containing the title or name and business address of the records access officers and appeals person or body and the location where records can be seen or copies shall be posted in a conspicuous location wherever records are kept and/or published in a local newspaper of general circulation. Sample attached as Appendix 2.3-A.

THE CLIFTON PARK-HALFMOON PUBLIC LIBRARY

YOU HAVE A RIGHT TO SEE PUBLIC RECORDS

APPENDIX 2.3-A

The amended Freedom of Information Law, which took effect January 1, 1978, gives you the right of access to many public records.

The Library has adopted regulations governing when, where and how you can see public records.

The regulations can be seen at all places where records are kept.

According to these regulations, records can be seen and copied at:

The Clifton Park-Halfmoon Public Library
475 Moe Road
Clifton Park, New York 12065

The following officials will help you to exercise your right to access:

1. Agency officials who have in the past been authorized to make records available.

2. Records Access Officer(s):

Library Director
Clifton Park-Halfmoon Public Library
45 Moe Road
Clifton Park, New York 12065

If you are denied access to a record, you may appeal to the following person(s) or body:

The Board of Trustees
Clifton Park-Halfmoon Public Library
475 Moe Road
Clifton Park, New York 12065

Initial Adoption Date: 3/13/1985

Modified Date	Description of Modification
06/11/1999	
09/19/2005	
06/20/2016	Updated based on current Model Rules for Public Agencies from COOG
06/20/2022	Reviewed; no changes.

POLICY 2.4 CONFLICTS OF INTEREST

Need for this policy:

The Board has adopted this policy to ensure that the Clifton Park-Halfmoon Public Library (Library) trustees and employees act in the Library's best interest. This policy is needed to provide additional detail to Article XI (Conflict of Interest) of the Bylaws of the Library and to Section 8 of Policy 7.5 (Antifraud Programs and Controls) of the Library and to comply with both the General Municipal Law and the Not-For-Profit Corporation Law.

Definitions:

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

1. A "**Conflict of Interest"** arises if a trustee or an officer or employee has an existing or potential business, financial or personal interest or holds an elected or appointed position that could impair or might reasonable appear to impair the exercise of independent, unbiased judgment in the discharge of his or her responsibilities to the Library.

2. **"Interest**" means a direct or indirect financial or material benefit, but does not include any benefit arising from the provision or receipt of any services generally available to the residents or taxpayers of the municipality or an area of the municipality, or a lawful class of such residents or taxpayers. A municipal officer or employee is deemed to have an interest in any private organization when he or she, his or her spouse/domestic partner, or a member of his or her household, is an owner, partner, member, director, officer, employee, or directly or indirectly owns or controls more than 5% of the organization's outstanding stock.

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

4. "**Officer" or "Employee"** means an elected or appointed officer or employee of the Library whether paid or unpaid. A "key employee" is any person in a position to exercise substantial influence over Library affairs.

5. "**Related Party Transaction"** means any arrangement in which a trustee or key employee has a direct or indirect financial interest with the Library.

6. "**Relative"** means spouse, domestic partner, a child, stepchild, grandchild, great-grandchild, parent, stepparent, brother, sister, spouse of brother or sister, stepbrother, stepsister, or legal guardian of any of said persons of an officer or employee.

7. "**Spouse"** means the husband or wife of an officer or employee unless living separate and apart pursuant to:

    a. a judicial order, decree, or judgment of separation, or

b. a legally binding written agreement of separation in accordance with the Domestic Relations Law.

Standards of Conduct:

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

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

2. Confidential Information: No officer or employee shall disclose confidential information acquired on the course of official duties or use such information to further a personal interest.

3. Disclosure of Interest in Legislation: To the extent known, any officer or employee of the Library who participates in the discussion or gives an official opinion to the Library Board on any legislation before it shall disclose any perceived conflicts to either the Director or Board of Trustees and the nature and extent of any direct or indirect financial or other private interest he/she may have in such legislation, as soon as the conflict arises or becomes known.

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

5. Prohibited Conflicts of Interest: No Library officer or employee shall have an interest in any contract of the Library when such Library officer or employee has the power to:

   a. negotiate, prepare, authorize, or approve the contract or authorize or approve payment thereunder,

   b. audit bills or claims under the contract,

   c. appoint an officer or employee who has any of the powers or duties set forth above.

No chief fiscal officer, treasurer, or his/her deputy or employee shall have an interest in a bank or trust company designated as a depository, paying agent, registration agent or for investment of funds of the Library of which he/she is an officer or employee.

The provisions of this section shall in no event be construed to preclude the payment of lawful compensation and necessary expenses of any Library officer or employee in one or more positions of public employment, the holding of which is not prohibited by law

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

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

8. Interests in Real Property: No officer or employee of the Library who has an interest in any real property, either individually or as an officer or employee of a corporation or partnership shall participate in the acquisition or plan for acquisition of said property or any property adjacent to said property by the Library. Participation, shall include the promotion of the site as well as the negotiation of the terms of acquisition.

9. Use of Library Property: No Library officer or employee shall use or permit the use of property owned or leased to the Library for other than official purposes or for activities not otherwise officially approved.

10. Conflicts of Interest – Disclosure, Abstention and Recusal: A trustee who has a conflict of interest in a matter involving the Library shall disclose and abstain from any vote on such matter and recuse him or herself from any deliberations. A trustee or employee who has a conflict of interest shall not attempt to influence others in the deliberation or voting on the matter.

11. Related Party Transactions: No trustee or employee may participate in deliberations or voting regarding a related party transaction, (that is, any arrangement in which the trustee or key employee has a direct or indirect financial interest with the Library).

12. The Board of Trustees may waive a conflict of interest when such conflict is de minimis or under extraordinary circumstances after disclosure of all pertinent facts and deliberations. Any such waiver shall be fully documented in the Board minutes. As an example of a de minimis transaction, the Library may purchase, in the ordinary course of business and pursuant to its Material Selection Policy, a book written by the relative of a trustee.

<u>Responsibilities</u>:

It is the responsibility of Trustees and key employees to promptly disclose any related party transactions to the Board President and anyone else designated by the president to receive such disclosure, such as Counsel to the Board and any relevant Committee of the Board. A record of all disclosures shall be maintained.

It is the responsibility of Trustees and all employees to promptly disclose any conflict of interest to the Board President and anyone else designated by the president to receive such discloser, such as Counsel to the Board and any relevant Committee of the Board. A record of all disclosures shall be maintained.

It shall be the responsibility of the Director to ensure that:

- All staff (including the Director) and Board of Trustees are given a copy of this policy to read and a copy of the disclosure below to sign.
- The signed disclosures will be kept on file.

Disclosure:

This form shall be completed upon initial appointment and annually thereafter by individuals who serve, or during the past year have served, as an officer or member of the Board of Trustees of the Clifton Park-Halfmoon Public Library.

This form shall be completed upon initial appointment by employees of the Clifton Park-Halfmoon Public Library.

1. The standard of behavior at the Clifton Park-Halfmoon Public Library is that all employees and Board members shall avoid any conflict of interest between the interests of the Library on one hand, and personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as perceptions of conflicts of interest.

2. I understand that the purposes of this policy are:

    a. to protect the integrity of the Library's decision-making process,

    b. to enable our constituencies to have confidence in our integrity, and

    c. to protect the integrity and reputation of volunteers, staff, and Board members.

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

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

5. 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.

Pursuant to the Conflicts of Interest Policy of the Clifton Park-Halfmoon Public Library, I hereby state that I have no interests, relationships or holdings that could potentially result in a conflict of interest, except as noted below:

I have read the Conflicts of Interest Policy and understand my responsibility of disclosure. I agree to abide by the Policy and update this disclosure whenever necessary.

Signed: _____
Date:_____

Initial Adoption Date: 9/21/2009

Modified Date	Description of Modification
12/18/2017	Clarification of wording under Gifts; clarification that perceived conflicts must be disclosed to Director or Board; addition of Board ability to waive perceived conflict; addition that conflicted party must abstain from voting and deliberation; clarification on disclosure form of who should sign and when.
06/20/2022	Added domestic partner to definition of "interest".

POLICY 2.5 WHISTLEBLOWER POLICY

Purpose

The Clifton Park-Halfmoon Public Library is committed to operating in compliance with all applicable laws, rules and regulations as well as its policies and bylaws. Further, the Clifton Park-Halfmoon Public Library requires trustees, officers, employees and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities.

The Clifton Park-Halfmoon Public Library is committed to maintaining an environment where trustees, officers, employees and volunteers are free to raise good faith concerns regarding the operation of the Clifton Park-Halfmoon Public Library including but not limited to:

1. Reporting suspected violations of law;
2. Providing truthful information in connection with an inquiry or investigation by a court, agency, law enforcement, and/or other governmental body; and
3. Identifying actual or potential violations of the Clifton Park-Halfmoon Public Library's bylaws and policies.

Reporting a Violation

Trustees, officers, employees and volunteers of the Clifton Park-Halfmoon Public Library should raise concerns with and report violations to either the Director or the Library Board President. If concerns are with or about either of those parties, the individual should address concerns to any member of the Executive Committee of the Board of Trustees. If for any reason an individual does not feel comfortable reporting the problem to those parties, they may bring the matter directly to the Library Board.

No Retaliation

The Clifton Park-Halfmoon Public Library expressly prohibits any form of retaliation, including harassment, intimidation, adverse employment actions, or any other form of retaliation, against anyone who raises suspected violations of law, cooperates in inquiries or investigations or identifies potential violations of Clifton Park-Halfmoon Public Library's policies or bylaws. Any trustee, officer, employee or volunteer who engages in retaliation will be subject to discipline, up to and including termination or removal.

Any trustee, officer, employee or volunteer who believes that they have been subjected to any form of retaliation as a result of reporting a suspected violation of law or policy should immediately report the retaliation to the Library Board President or Director. If the concerns are with or about either of those parties, the individual should address concerns to any member of the Executive Committee. If for any reasons an individual does not feel comfortable reporting the problem to those parties, they may bring the matter directly to the Library Board.

Investigation

All reports of suspected violations of law, or Clifton Park-Halfmoon Public Library's bylaws or policy and reports of retaliation will be investigated promptly and in a manner intended to protect confidentiality, consistent with a full and fair investigation, and referred as necessary. The Library Board President or Director will conduct or designate other internal or external parties to conduct the investigations. The investigating parties will notify the concerned individuals of their findings and prepare other reports as indicated by the circumstances. A summary of all such reports will be presented to the Executive Committee and to the full Board as appropriate.
In the event that a report of a suspected violation of law or policy or retaliation involves the Library Board President or Director, the Library Board Vice-President and Treasurer will conduct the investigation, or designate a third party to conduct the investigation.

Confidentiality

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

Responsibilities

It shall be the responsibility of the Director to distribute a copy of this policy to all staff, volunteers, trustees, and officers. The Whistleblower Policy will be included in the Employee Handbook.

Initial Adoption Date: 1/26/2015

Modified Date	Description of Modification/Notes
	Also located as Appendix D in Purchasing Manual
11/16/2020	Updated language: full policy no longer needed in Purchasing Manual, only referenced.
4/21/2025	Reviewed; no changes

POLICY 2.6 DISPLAY OF FLAGS

Need for this Policy:

This policy gives direction for which flags may be displayed and the manner in which to display those flags.

Policy:

The Library will fly only the United States flag. This policy applies to the permanent outdoor flag pole and the moveable indoor flag poles. No other flags may be flown on library flagpoles, or hung from any part of the building, or placed on library property unless part of a library event.

The outdoor flag shall be flown at half-mast in any instance where there is a Presidential or New York State proclamation, and in honor of national days of remembrance, or following a national tragedy.

Responsibility:

Enforcement of this policy is the responsibility of the Director or designee.

Initial Adoption Date: 11/21/22

POLICY 2.7 SUSTAINABILITY POLICY

Need for this Policy

The Clifton Park-Halfmoon Public Library recognizes the importance of sustainability and is 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.

Policy

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, buy environmentally friendly products, 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. Employee understanding and involvement are essential to the implementation of the sustainability policy.

Library staff are encouraged to be proactive and apply sustainable thinking in all 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.

Responsibility

Enforcement of this policy is the responsibility of the Director or designee

Initial Adoption Date 4/21/2025

PUBLIC

POLICY 3.1 RULES OF CONDUCT FOR LIBRARY USERS

Need for this Policy:

A policy is needed to promote and maintain a library atmosphere in which patron behavior is non-intrusive to others and materials are protected.

Policy:

No person shall engage in disruptive behavior; make unreasonable noise; use abusive or obscene language; physically or sexually harass others; obstruct pedestrian traffic; loiter; steal or damage Library property; gamble; litter; or create a hazardous or physically offensive condition.

All conversation shall be kept as low as possible and of minimum duration.

Parents/guardians are responsible for the actions of their children. However, if the children's actions are disruptive, or if children are left unattended, particularly at closing times, it is the Library's policy to discuss the issue with the parent(s)/guardians(s).

Light snacks and non-alcoholic beverages in spill-proof containers are permitted in the Library with the following exceptions; Food and drink is not permitted in the Local History Room or in the public computer area at any time.

Unless authorized by the Library for specific events, alcohol use is not allowed anywhere on Library property, including in the parking lot, on the grounds, in the building and in the Reading Garden.

Patrons must be properly attired when in the building. Shirts and shoes must be worn in the building. Patrons whose bodily hygiene is offensive so as to constitute a nuisance to other patrons may be asked to leave the building.

Smoking, tobacco use or related activities, including vaping or use of smokeless products, is not allowed anywhere on Library property, including in the parking lot, on the grounds, in the building, and in the Reading Garden.

All patrons are expected to observe the rights of other Library users and staff.

No animals are allowed in the Library, except for service animals or those used in Library programs.

Patrons shall not be intrusive, nor harass or annoy others by staring at another person with the intent to annoy that person, or by following another person about the building with the intent to annoy that person.

Responsibilities:

It shall be the duty of the Director, or whomever is designated to act in his/ her capacity to see that the rules are carried out. Any person who fails to observe the above Rules of Conduct will be asked to comply or leave.

Initial Adoption Date: 3/13/1985

Modified Date	Description of Modification
5/6/1997	
4/23/2001	
9/19/2005	
7/16/2007	Added Reading Garden to no smoking areas
10/20/2008	Added no smoking within 50 yards of front entrance
10/15/2012	Entire library property smoke free
4/20/2015	Allowed beverages in covered cups
12/18/2017	Allow snacks; updated service animal wording
4/16/2018	Added vaping and smokeless tobacco to prohibited activities
10/20/18	Prohibited alcohol consumption on property, unless authorized by Library; added guardian to statement that parents are responsible for children.
11/16/2020	Removed reference to surveys etc., and selling as covered in policies 3.14 and 3.9
06/20/2022	Removed restriction of hot beverages in Children's Library.

POLICY 3.2 ISSUANCE OF LIBRARY CARDS

Need for this policy:

A formal policy is necessary so that cards are issued only to persons entitled to them.

Policy:

A. A CPH RESIDENT library card may be issued to a person who:

1. Is a resident of the library tax district, who presents acceptable proof of identity and address; and
2. Is an individual 15 years of age or older OR a child 14 years of age or younger who has a signed library card application from his/her parent or legal guardian: and
3. Has no outstanding financial or property obligation to the Library.

B. A REGULAR library card may be issued to a person who:

1. Is a resident within the Southern Adirondack Library System, or the Mohawk Valley Library System in Fulton, Montgomery and Schoharie counties, who presents acceptable proof of identity and address; and
2. Is an individual 15 years of age or older OR a child 14 years of age or younger who has a signed library card application from his/her parent or legal guardian: and
3. Has no outstanding financial or property obligation to the Library.

C. A SCHENECTADY RESIDENT library card may be issued to a person who:

1. Resides in the Schenectady County who presents acceptable proof of identity and address; and
2. Is an individual 15 years of age or older OR a child 14 years of age or younger who has a signed library card application from his/her parent or legal guardian; and
3. Has no outstanding financial or property obligation to the Library.

D. An OUTSIDE MVLS/SALS library card may be issued to a person who:

4. Resides in the Upper Hudson Library System service area who presents acceptable proof of identity and address; and
5. Is an individual 15 years of age or older OR a child 14 years of age or younger who has a signed library card application from his/her parent or legal guardian; and
6. Has no outstanding financial or property obligation to the Library.

E. A TEMPORARY library card may be issued to a person who:

1. Resides outside of the SALS, MVLS or Upper Hudson service areas, and who presents acceptable proof of identity and address.
2. Is an individual 15 years of age or older OR a child 14 years of age or younger who has a signed library card application from his/her parent or legal guardian: and
3. Has no outstanding financial or property obligation to the Library.
4. Falls under categories A through C but has yet to provide acceptable proof of address and identity.

The borrowing privileges associated with each category of library card are the responsibility of the Director and details shall be published on the library website.

Responsibility:

Enforcement of the policy is the responsibility of the Director.

Initial Adoption Date: 5/8/1986

Modified Date	Description of Modification
6/11/1999	
9/19/2005	
6/20/2016	Updated to reflect current practice
10/20/2018	Changed wording from grades to ages; changed age to 15 when parent signature not required on library card application.
3/21/2022	Added the outside MVLS/SALS category.
12/16/2024	Modified to move Schenectady County residents from Regular to Schenectady Resident

POLICY 3.3 LIBRARY SERVICE TO NON-RESIDENTS

Need for This Policy:

To advise non-district residents of certain restrictions that may apply to their borrowing of materials and use of services. Non-district residents include REGULAR, TEMPORARY, and OUTSIDE MVLS/SALS card holders.

Policy:

Non-district residents have the following restrictions:

- Not permitted to borrow museum passes
- Not permitted to place holds on new materials
- May be denied borrowing of electronic content and devices

In addition, temporary residents are restricted to borrowing a total of two (2) physical items.

The Director or designee shall publish on the website the categories of materials that are restricted. At the discretion of the Director, residents of the District will be given priority registration for selected programs which require attendance to be limited.

Responsibilities:

It shall be the responsibility of the Director to ensure compliance with this Policy and to maintain and display an up-to-date list of restricted materials for patrons.

Initial Adoption Date: 1/10/1997

Modified Date	Description of Modification
9/19/2005	
6/20/2016	Definition of non-district residents: updated communication method for list of restricted materials.
3/21/2022	Updated restrictions
4/17/2023	Added devices to items that may be restricted

POLICY 3.4 HOURS OPEN AND HOLIDAY SCHEDULE

Need for this Policy:

A formal policy of library hours and observed holidays is required for the benefit of patrons and staff.

Policy:

A. Hours

The Library will be open to the public during the following times:

Monday - Thursday	9:00 AM – 9:00 PM
Friday	9:00 AM - 6:00 PM
Saturday	9:00 AM - 5:00 PM
Sunday	12:00 PM - 5:00 PM

B. Holidays

The Library will be closed on the following holidays:

New Year's Day
Martin Luther King Jr. Day
President's Day
Easter
Memorial Day
Juneteenth
Independence Day
Labor Day
Columbus Day / Indigenous Peoples Day
Veteran's Day
Thanksgiving Day
Christmas Eve Day
Christmas Day

When Christmas Day and New Year's Day fall on Sunday, the Library will close on the following Monday.

The Library will close on Thanksgiving Eve and New Year's Eve at 5:00 PM.

Responsibilities:

It is the responsibility of the Director to recommend to the Board any revision of hours, days open, or holidays. It is the responsibility of the Board to enact revisions in the interest of the public it serves.

Initial Adoption Date: 3/13/1985

Modified Date	Description of Modification
11/15/1986	
1/5/1987	
5/2/1991	
12/14/1992	
9/19/2005	
7/16/2007	
10/20/2008	Updated hours to include 8:30 am-9 pm Monday through Thursday and Friday mornings from 9 am–10 am effective January 1, 2009
6/20/2016	Revised formatting
11/15/2021	Added MLK, Juneteenth and Columbus Day/Indigenous Peoples Day as closed days
3/16/2026	Reviewed; no changes.

POLICY 3.5 USE OF FACILITIES AND MATERIALS

Need for this Policy:

A policy is necessary to define the use of the Library's facilities, materials and services.

Policy:

Any visitor to the Library may use materials on site. Appointments may be required to access special collections.

A person or representative of an organization who requests to display materials which are of an educational, cultural, or civic nature may be given permission by the Director to use a specific place for a specified time if time and space are available. Requests for display space for commercial, religious, partisan or political purposes will be denied.

Requests by patrons or visitors to use materials, equipment, or space intended for exclusive use by Library personnel (including staff, volunteers, Friends of the Library) in the performance of their library duties will be denied.

A person or representative of an organization requesting to use the program room (s), when not otherwise scheduled for Library purposes, may do so by following the rules outlined in Policy 3.6.

Initial Adoption Date: 3/13/85

Modified Date	Description of Modification
4/7/1999	
9/19/2005	
6/20/2016	Changed Community room to program room
3/21/2022	Added information about access to special collecitons

POLICY 3.6 USE OF PROGRAM ROOMS BY THE PUBLIC

Need for this Policy:

A policy is required to establish the terms and conditions for public use of the Library's Program Rooms.

Policy:

The Program Rooms of the Library, when not otherwise scheduled for Library programs or purposes, are available under the following general conditions:

1. Program Rooms will only be available for use during the hours the Library is open to the public.

2. The individual reserving and assuming responsibility for the room must be:

    a. at least 18 years of age
    b. a resident of the Clifton Park-Halfmoon Library District
    c. A Clifton Park-Halfmoon library card holder in good standing
    d. Present at the meeting/event for which the room has been reserved

3. Rooms may be reserved by any individual or group up to twelve (12) times per year.

4. Rooms may also be reserved for individual use, programs and meetings of a non-commercial nature and must be free and open to the public. Programs/meetings may not be used to directly solicit business or collect contact information from program attendees to market any product or services. Rooms are not available for private social functions such as weddings, birthday or anniversary parties.

5. A Reservation form must be completed and submitted via the Library's website when requesting a room reservation.

6. When not otherwise scheduled, Program Rooms C, D, the two first floor study rooms, and the Piracci Board Room are available for use during regular library hours on a walk-in basis by library card holders in good standing, subject to procedures and time limits established by the director.

7. No charge shall be made for admission to any program or meeting. However, groups that normally collect dues/membership fees may use the Program Rooms so long as their meeting on Library premises are open to the public at no charge. Fundraising is not allowed.

8. If Library equipment (such as projectors or audio- visual units) is requested, arrangements with library staff must be made at least 72 hours in advance.

9. The reserving party is responsible for leaving the room in the same condition as it was when they arrived. Light refreshments may, with prior approval be permitted in designated rooms. No alcoholic beverages may be served. The

reserving party will be charged a $75 fee if extraordinary housekeeping service is necessary.

10. The Library charter states that the Library shall not participate in, or intervene (including publishing or distributing statements) in any political campaign on behalf of any candidate for public office. Thus Program Rooms may not be used for these purposes.

11. Permission to use a Room does not constitute endorsement by the Library. Programs / Meetings are not sponsored or promoted by the Library.

12. There shall be no distribution of literature on library property either inside or outside, other than to program participants in the program room. All literature is subject to library approval.

13. An organization may not have the name, address, or phone number of the Clifton Park-Halfmoon Public Library serve as the address of record for an organization.

14. Programs / meetings may not disrupt the use of the Library by others. Persons attending the program / meeting are subject to all Library rules and regulations.

15. Groups must secure public performance rights to screen films in library meeting rooms and provide the Library with proof of same. The Library is not responsible for securing these rights, nor is it liable for a group's violation of this regulation.

Room Reservation

A. The Library reserves the right to cancel meeting room reservations in the event of a conflict with a library sponsored program. In such cases, every reasonable effort will be made, in a timely manner, to notify the person (s) having made the reservation of the cancellation of their reservation and every reasonable effort will be made to arrange alternate space for the displaced program.

B. Reservation requests for program rooms may be submitted 10 weeks in advance of the proposed reservation date and must be submitted at least 72 hours in advance of the proposed reservation date and time.

Room reservations as provided for in this policy will be reviewed annually and adjustments made to this policy as deemed necessary by the Board of Trustees to allow for the maximal, fair use of meeting spaces.

Responsibilities:

Abuse of this Room Policy may preclude further room reservations. It is the responsibility of the Director to interpret and apply this Policy.

Initial Adoption Date: 3/28/1990

Modified Date	Description of Modification
5/23/1994; 9/19/2005; 4/6/2007; 7/16/2007; 1/28/2008	
2/23/2009	Increased number of times per year groups allowed to book rooms
4/11/2011	Revised wording regarding reservation form and timing of requests
2/27/2017	Room C&D and study rooms available on walk in basis for library card holders in good standing
5/14/2018	Changed booking age to 18; Removed $25 AV fee; Implemented $75 cleaning fee; Reordered policy for clarity.
6/20/2022	Revised the number of time rooms can be booked by a group or individual to twelve times per year.
5/13/2024	Removed reference to "educational value and discussion of current public issues". Added ability for individuals to reserve room in advance. Added Piracci Board Room to list or rooms available for walk in use.

POLICY 3.7 USE OF THE LIBRARY BY TUTORS

Need for this Policy:

The Library premises are available for patron use to meet their needs in accessing information and for use of library materials and equipment. As part of its educational mission, the Library permits tutoring on the premises in accordance with this policy.

A policy is required in order to maintain an atmosphere in which all patrons may use the Library without being disturbed by those engaged in teaching activities.

Policy:

Tutor groups will be limited to a maximum of 2 students per tutor per session. The use of the Library space is not to be used as a classroom or office for tutors to work from, but as a safe and quiet workspace for students to receive instruction.

Students and tutors may work in the Library so long as Policy 3.1 (Rules of Conduct for Library Users) is upheld.

Students must be under their tutor's supervision at all times.

Responsibilities:

It is the responsibility of the Director to issue detailed procedures for the use of the Library by tutors and to ensure adherence to this policy.

Initial Adoption Date: 2/15/2001

Modified Date	Description of Modification
09/19/2005	
07/17/2006	
02/23/2009	Modified to remove the restriction on paid tutors
02/26/2018	Modified to remove suggestion to use study rooms
8/21/2023	Modified to remove "volunteer" from Responsibilities

POLICY 3.8 UNATTENDED CHILDREN

Need for this Policy:

Children are welcome at the Library. However, a policy to deal with unattended children is needed.

Policy:

Children ten (10) years of age or younger must be accompanied while at the Library by a parent or caregiver. The parent or caregiver must be in the immediate vicinity of (and in visual contact with) the child. While children of this age group are in attendance at a supervised library program, parents must remain in the library and are expected to pick up their child at the end of the program.

Children between eleven (11) and fourteen (14) shall not be left unattended in the Library for more than three hours and must be picked up or leave the premises by normal closing hours.

Responsibilities:

Children are the responsibility of their parents or caregivers. The Library takes no responsibility for the safety or welfare of children or teens left unattended at the Library in violation of this policy.

If a child is left at the Library in violation of this policy, the Library will call the parent or caregiver to pick up the child. If a parent or caregiver cannot be reached, and/or cannot pick up the child within 30 minutes of such call, local authorities will be called and apprised of the situation.

Under no circumstances will Library staff arrange for or transport the child off the Library premises.

Initial Adoption Date: 10/15/1988

Modified Date	Description of Modification
12/1/1998	
9/19/2005	
9/19/2016	Changed minimum age of unattended children to 10 years and younger; updated language to reflect current practice
12/13/2021	Reviewed; no changes.
3/16/2026	Added teens to responsibility sentence; minor edit in first paragraph

POLICY 3.9 REMOVED - SALES AND FUNDRAISING AT THE LIBRARY

Policy removed as covered in Policy 3.14 Solicitation Policy

Modified Date	Description of Modification
6/10/1999	
9/19/05	
12/14/09	Added clause #2 allowing Board to occasionally allow on-site sales/fundraising
4/24/17	Remove clause #2
12/14/2020	Policy removed

POLICY 3.10 APPROPRIATE USE OF THE CHILDREN'S LIBRARY

Need for this Policy:

In an effort to ensure the safety of children and maintain an atmosphere of constructive library use, the following policy regarding appropriate use of the Children's Library is required.

Policy:

1. The materials, services and equipment in the Clifton Park-Halfmoon Public Library Children's Library are intended for the use of children, their parents and caregivers, and others needing children's materials and services for some specific purpose.

2. Appropriate use of the Children's room includes use by children from birth to age fourteen (14) and use by a parent or caregiver while attending a child. Children ten (10) years of age or younger must be accompanied by a parent or caregiver, per Policy 3.2.

3. The Children's Library can also be used for selecting materials and resources by:
    a. A parent or caregiver while selecting materials for a child.
    b. A teacher, day care provider, researcher etc. developing curricula or other resources related to children's literature or materials.
    c. A patron over the age of 14 or caregiver selecting materials or resources appropriate to a patron's developmental needs.

    Note: under these circumstances, materials or resources should be selected, then taken to an area outside the Children's Library to be used.

4. The toy area of the Children's Library is designated for use by children from birth to age 14 and their caregivers. There are game and activities available in other areas of the Library.

5. The Children's Library can be used by other adults with express permission from the director or their designee.

6. All other patrons must use the other areas of the Library.

Responsibilities:

It is the responsibility of the Director and his/her staff to enforce this policy.

Initial Adoption Date: 4/21/2008

Modified Date	Description of Modification
09/19/2016	Removed unnecessary language; revised name to Children's Library (from Children's Room);
12/13/2021	Added selecting material for child to section 2b.
8/21/2023	Formatting revisions; added stipulation that those over age 14 must select resources and move to another area of the building; added age restriction to the toy area

POLICY 3.11 PRIVACY AND CONFIDENTIALITY

Need for this Policy:

So that all involved may have a clear understanding of the extent and limitations of the Library's protection of the privacy and confidentiality of its patrons.

Policy:

1. The Library collects only that personally identifiable information about patrons which is necessary to ensure the proper operation of the Library and otherwise required for accessing Library resources or participating in Library functions, including, but limited to, the use of its website.

2. Notwithstanding the foregoing principle, patrons should not have the expectation of complete privacy and confidentiality. Library employees working within the scope of their duties will have access to personal information.

3. When a patrons visits the Library's website, non-personal information (such as cookies, IP Address) may be required for the running of online applications, however this data has no element by which specific individuals may be identified to or by third parties.

4. The Library will not sell, lease, or otherwise distribute or disclose a patron's email address, postal address, phone number, borrower records, or other personal information to outside parties unless required by law.

5. Some Library website pages contain links to external sites not maintained by the Library. The Library cannot be responsible for a patron's privacy when the patron discloses information to outside websites. Visitors to those websites are advised to check the privacy statements of each site to learn how the website will use such information.

6. To use Clifton Park-Halfmoon Public Library databases remotely (from outside the Library), users are asked for their Clifton Park-Halfmoon Public Library card number to ensure that only authorized users have access. Database vendors do not have access to any user records or information.

7. By entering the Library, patrons consent to the possible use of their image appearing in photography, audio, video, or other formats, which may be included on the Library's or the Friends of the Library's website, social media, and/or promotional materials. To insure the privacy of individuals, including children, images will not be identified using full names or personal identifiable information without written approval from the photographed subject, parent, or legal guardian.

8. If the Library's information gathering practices change, the Library will notify patrons of the change by posting the information on the Library's website.

9. Any concerns about how patron information is used should be directed to the Director or Assistant Directors.

Responsibilities:
It is the responsibility of the Director and his/her staff to enforce this policy.

Initial Adoption Date: 1/24/2011

Modified Date	Description of Modification
4/16/2018	Deleted statement about using patron information in ways not disclosed in policy; updated how patrons will be notified of changes to the policy
11/21/2022	Update to filming section of policy
6/17/2024	Included FOL in #7

POLICY 3.12 SUSPENSION POLICY

Need for this Policy

In order to maintain a comfortable and safe environment for all patrons and library staff, the Board of Trustees has approved Policy #3.1, the Rules of Conduct for Library Users. This Suspension Policy describes actions that may be taken when patrons violate those Rules of Conduct or other Library policies. Suspension of library privileges may result in removal from and denial of access to the Clifton Park–Halfmoon Public Library facility and services for a designated period of time. The Library reserves the right at all times to immediately discharge a patron who is dangerous or in any way threatening to other patrons, library staff, or library property.

Policy

When a patron has violated the Rules of Conduct the Library Director or designee will address the situation as follows:

Warnings

1. Provide the patron with a copy of the Rules of Conduct for Library Users or other relevant policies and explain to the patron how the behavior is violating the policy and the importance of abiding by the Rules of Conduct or other policies. The patron will be advised that he/she may be asked to leave the library facility if unable to comply with Library policies.
2. Complete an Incident Report form to document the warning and submit it to the Library Director's office.

Suspensions

1. When a patron continues to violate the Rules of Conduct for Library Users or other Library policies, the Library Director or designee will review previous incident reports, and then instruct the patron to leave the library facility for the day.
2. Suspensions for longer than one day may be issued if a patron violates the Rules of Conduct or other Library policies, at the discretion of the Library Director or designee.
3. Depending on the severity of the incident, a patron may be suspended for a maximum of 52 weeks.
4. If a decision is made to suspend a patron for more than the remainder of the day, the Library Director or designee will complete a "Notice of Library Suspension" letter, and provide a copy to the patron. If the patron is a minor (under the age of 18), the Library will attempt to notify the minor's parent or guardian, and provide the parent or guardian with a copy of the letter.
5. An Incident Report documenting the suspension will also be completed by the Library Director or designee and placed on file in the Library Director's office.
6. Any patron who is suspended for longer than one day is entitled to an appeal.

Appeals

1. A one-day suspension cannot be appealed.
2. Patrons suspended for more than one day may contact the Library Director in writing within five days of the suspension. The Library Director or designee will review the patron's appeal, as well as Incident Reports and related documentation. The patron may also request an appointment with the Library Director or designee to discuss the suspension.
3. The suspension period may be terminated or shortened, or remain in place at the discretion of the Library Director or designee who will then inform the patron of the decision in writing.
4. The patron may appeal the decision of the Library Director or designee to the Library Board of Trustees via a written notice of appeal within ten days after the receipt of that decision. The notice of appeal must be sent to both the Library Director and the Library Board President, care of: Clifton Park–Halfmoon Public Library, 475 Moe Road, Clifton Park, NY 12065.
5. The Library Board of Trustees will review the appeal at its next regularly scheduled meeting. The patron will be provided with notice of the meeting date, and may appear in person. If the patron is a minor (under the age of 18), a parent or guardian must accompany the minor to the meeting.
6. The patron will be notified by letter of the decision of the Library Board of Trustees after they have reviewed the appeal. The suspension will remain in effect until this decision is made.
7. Any patron appealing a decision to the Library Board of Trustees shall be aware that the meetings of the Board of Trustees are, by law, open to the public. The Board's discussion and consideration of an appeal, including the underlying facts and any statements made by the appealing patron shall, generally, be done in a public forum. Consequently a patron should not have an expectation of privacy with regard to his or her appeal.

Responsibilities:

It is the responsibility of the Library Director or his/her designee to enforce this policy.

Initial Adoption Date: 11/18/2013

Modified Date	Description of Modification
2/25/2019	Minor wording changes
6/17/2024	Added reference to other library policies

POLICY 3.13 Automated External Defibrillator Policy

Need for this Policy

The Clifton Park-Halfmoon Public Library provides an Automated External Defibrillator (AED) to make early defibrillation accessible to patrons, staff and other persons who experience sudden cardiac arrest. The Purpose of this policy is to provide information and guidelines regarding the use of the AED.

Location

The AED is located in the lobby area.

Medical Control

A licensed physician will be designated as the Emergency Health Care Provider for the AED program.

On-Site Coordinator

The On-Site AED Coordinator is the Assistant Director for Public Service. The On-Site AED Coordinator is responsible for establishing a procedure to assure that the AED is maintained in a state of readiness and that monitoring is documented.

Training

The Library will have adequate staff members trained and certified in CPR and AED use present during regular business hours. The On-Site Coordinator is responsible for overseeing a training program to properly train and certify designated staff members in the use of the AED. The On-Site Coordinator will maintain a list of all trained personnel authorized to use the AED. Authorized individuals will have current certification in adult and child CPR and AED use from the American Heart Association, the American Red Cross or another nationally recognized training organization. The Library will provide all required certification training for designated employees.

Maintaining Readiness

The AED will be maintained in accordance with manufacture's specifications, including daily, monthly and annual inspections. Documentation of the AED maintenance will be kept and posted adjacent to the AED unit.

Quick reference Cards:
Quick Reference Cards will be kept posted next to the AED cabinet and will include the following information:

1. Procedures for the use of the AED
2. Steps to follow after using the AED
3. AED maintenance documentation

Reporting

If the Library's AED is used, the AED Post Incident Report must be completed and the computerized log downloaded from the AED as soon as possible. Copies of the report will be distributed within 24 hours to the Emergency Health Care Provider and the Library Director.

Responsibility

It is the responsibility of the Library Director and his/her staff to enforce this policy.

Initial Adoption Date: 6/17/2013

Modified Date	Description of Modification
2/25/2019	Minor wording changes
6/17/2024	Removed reference to Welcome Desk

POLICY 3.14 SOLICITATION, SALES, AND FUNDRAISING POLICY

Policy

The Clifton Park Halfmoon Public Library has a responsibility to its patrons to provide unfettered access to its building, programs, and resources. While respecting and abiding by the rights guaranteed under the First Amendment to the United States Constitution, it has the authority to make reasonable rules that are universally applicable regarding the allowed use of the library building and property, including restrictions on conduct involving solicitation. Solicitation Activities refer to any person-to-person encounter or communication for the purposes of obtaining contributions and donations, collecting signatures, conducting informational demonstrations, or distributing educational or promotional materials. The following rules and regulations must be followed:

1. Any person wishing to engage in Solicitation Activities must first inform the person at the library's Ask Desk of his or her desire and intent. Each individual will be asked to provide their name and address and a copy of the leaflet or petition they plan to circulate, and will be provided a copy of this policy.

2. Persons permitted to engage in Solicitation Activities may stand on library property, but there will be no Solicitation Activity within the building, under the overhang at the library's main entrance, or within 50 feet of any entrance door.

3. Aggressive solicitation is not allowed. Sidewalks cannot be blocked. Persons engaging in Solicitation Activities shall not block, hinder, interfere, or otherwise impede patrons or staff wishing to enter or exit the library building or use the exterior book returns, nor seek to intimidate, threaten, or harass patrons or staff. The Library reserves the right to terminate any Solicitation Activities that may interfere with the safe operation of the Library.

4. Leaving pamphlets or literature on vehicles in the parking lot is not allowed.

5. No Solicitation Activities are permitted for the purposes of selling items, merchandise, tickets, or other commercial or fundraising activities. This includes individuals, for-profit, and not-for-profit organizations. The only exception is for those activities authorized by the Director for fundraising activities involving the Friends of the Library.

Nothing in this policy shall be construed as preventing the sale of publications, artwork, or recordings by writers, artists or performers who have been engaged by the library for a presentation or performance.

The Library Director, or his/her designee, shall have the right to make the final determination as to whether an intended Solicitation Activity is permitted under this policy.

Persons who fail to comply with any of the above policies or procedures will be asked to leave the library premises and may be barred from the right to engage in Solicitation Activities in the future.

The library will not assume responsibility for any harm or injury as a result of Solicitation Activities.

The presence of persons performing any form of Solicitation Activity on library property does not constitute the library's endorsement, support, or opposition of the subject matter, or the endorsement, support or opposition of the policies, beliefs, or affiliations of any person or group engaging in Solicitation Activities.

Initial Adoption Date: 4/18/2016

Modified Date	Description of Modification
12/14/2020	Changed policy title; removed reference to Policy 3.9
4/21/2025	Reviewed: no changes

POLICY 3.15 FILMING POLICY

Need for this Policy:

The Clifton Park-Halfmoon Public Library (Library) recognizes the First Amendment right to film in public settings. This Policy is needed to ensure that filming and photography is consistent with the Library's Mission Statement and other Policies and does not interfere with the provision of Library services.

Policy:

Staff and patrons cannot be filmed or photographed by outside parties without permission. Note that any persons filming or photographing on Library premises have sole responsibility for gaining all necessary releases and permissions from persons who are filmed or photographed. The Library undertakes no responsibility for obtaining these releases.

Library staff may terminate any photo or film session that appears to compromise public safety, security, patron privacy or does not meet the standards of this policy. This includes harassment of other patrons.

The Library allows for photographers and reporters from news agencies to work on stories or projects that directly involve the Library and its programs. Media requests for interviews, quotes or photographs from CPH staff must be approved in advance by the Library Director.

More specifically, the Library permits photography and filming of its premises and activities when the use of the photographs and films involve the Library directly, i.e. books, articles, or videos about the Library, the Library's position in Saratoga County as a tourist or learning destination, or as part of a piece used to describe our community's environs.

The Library does not permit news media to use its facilities for stories or projects that do not relate to the Library; however, research photography and filming of the Library's materials and resources are permitted within certain limitations (see below).

The Library does not allow the use of its facilities as interview venues for stories unrelated to the Library, and access to Library patrons is not permitted for opinion polls or candid interviews within its facilities.

Research Photography and Filming:

The Library permits research photography and filming of its materials and resources within certain limitations. Researchers and journalists are responsible for obtaining their own permissions when photographing copyrighted material in the Library. Additional permissions must be obtained from the Library Administration to photograph or film materials or items in special collections because of complex copyright issues in these areas. Because of these issues, permission to reproduce materials from special collections may in some cases be denied or involve a fee.

Casual Amateur Photography and Filing:

Casual amateur photography and filming of short segments is only permitted within the general guidelines set forth above and does not require authorization. The use of additional equipment such as lighting is not permitted. Such photography or filming should not include any other unrelated persons. Please note that library furnishings cannot be rearranged to accommodate the photographer's wishes.

Group Use of Program Rooms:

Groups arranging meetings in the Library Program Rooms may arrange for photographers and news media during the event. Photography for such events is restricted to the space reserved by the group and may not take place in other areas of the Library. The group reserving the room is responsible for obtaining any necessary permission to film participants, presenters or attendees.

Commercial Photography or Filming:

The Library does not permit commercial photography or filming on or in its facility. This includes, but is not limited to, using Library building, grounds or interiors as a stage set for portraiture, model photography, and product photography. This includes photography or filming used to advertise goods or services unrelated to the Library for commercial sale or promotion.

Partisan Political Purposes:

Consistent with the Room Use Policy, filming that will be used to promote a particular political position or candidate is not allowed.

Approved: 11/16/20

Modified Date	Description of Modification
11/22/2022	Added wording indicating who is not able to film or photograph without permission.

POLICY 3.16 PROGRAMMING POLICY

Need for this Policy:

A policy is necessary to define "program" as that term is used by the Library, to set the parameters for programming by the Library, and to specifically address virtual programming.

Definition:

A "program" is a planned interaction between library staff or an outside presenter and the program participants (patrons) for the purpose of supporting the library's mission. Programming includes but is not limited to such activities as story times, craft and STEM programs, computer and tech classes, summer library programs for children, speakers, author events, book discussion groups, monthly clubs, etc. Programs will be provided in a number of different settings or platforms including, but not limited to, physically in the library, off-site, and virtual. Virtual programs may be streamed, recorded, or live.

Policy:

Selection of library program topics, speakers, courses, classes, and resource materials is made by library staff on the basis of the interests and needs of library users and the community. Library programming does not exclude topics, books, speakers, media and other resources because they might be controversial. The library does not conduct programming that is purely commercial or religious in nature.

Virtual Programming:

The Library makes no warranties and/or representations concerning live virtual programs. A patron's decision to participate in the programs is an express consent by the patron to waive any and all claims against the Library which may result from participation, and releases and discharges the Clifton Park-Halfmoon Library from any and all liabilities.

Sustainability

The Library maintains a commitment to sustainability and will consider and promote, whenever possible, programs and program planning that supports the "Triple Bottom Line" of environmental stewardship, economic feasibility, and social equity.

Responsibility:

The responsibility for implementing this Policy lies with the Library Director. The program budget is recommended by the Library Director and approved by the Board of Trustees annually.

Approved: 11/16/20

Modified Date	Description of Modification
4/21/2025	Removed reference to specific mission statement; added a section on sustainability.

POLICY 3.17 PREVENTION OF ABUSE AND MOLESTATION POLICY

Need for this Policy

The Clifton Park-Halfmoon Public Library does not permit or condone actual or threatened acts of physical or mental abuse, sexual abuse, sexual molestation or sexual misconduct to occur in the Library or at any activity sponsored by the Library.

Sexual abuse takes the form of inappropriate sexual contact or interaction for the gratification of the abuser. Sexual abuse includes sexual assault, exploitation, molestation or injury. It does not include sexual harassment, which is another form of behavior prohibited by the Clifton Park-Halfmoon Public Library.

All employees, volunteers, and trustees are subject to this policy, and prior to commencement of employment or other service, must review and abide by this policy. We have adopted mandatory procedures that employees, volunteers, and trustees must follow when they learn of or witness sexual abuse or molestation.

Background Checks

All new employees of the Library are subject to a background check that includes multi-state criminal records, sex offender registry, and identity/residence verification. All records, forms and reports will be maintained in the employee's personnel file.

Any Library volunteer whose duties will include working with patrons will receive an appropriate background check that is satisfactory to the Library before beginning their volunteer work.

Reporting Procedure

If an employee or volunteer believes that there has been any suspicious behavior regarding the safety of a patron, the incident should be reported to the Director or the President of the Board of Trustees (President) immediately.

- If the victim is an adult, the abuse will be reported to Saratoga County Office of Adult and Family Services 518-884-4159.
- If the victim is a child, the abuse will be reported to the parent or guardian and the New York State Office of Child and Family Services' Child Abuse Hotline 1-800-342-3720, and to the Saratoga County Children's Protective Services Department 518-884-4151.

The Director or President shall notify the Board of Trustees of the allegations. In consultation with the Board of Trustees, the Director or President may notify the Library's insurance carrier and seek advice in immediate handling of the matter. Legal advice and counsel regarding the handling of the matter shall be obtained immediately.

The Director or President will communicate to appropriate employees the existence of the incident, steps being taken in response, and who should speak to the press, general public,

and other agencies, etc. The official spokesperson for the Library in any of these matters will be the Director or President.

Investigation and Follow-up

All employees or volunteers after witnessing an incident should complete the Library's Incident Report Form for immediate review by the Director or President.

The form should include:

- Name and title of reporter
- Name and address of individuals involved
- Description of incident/activity/misconduct
- How misconduct was discovered
- Where and when misconduct took place
- Names of witnesses
- Names of collaborating persons
- Description of physical injury any medical response

The Library will endeavor to keep the identities of any alleged victim(s) and any alleged violator(s) confidential.

Employees must document all efforts in the handling of any incident.

All allegations will be taken seriously and Library employees will take appropriate action in accordance with the laws of the State of New York, insurance policy requirements, and based upon advice of legal counsel.

Retaliation Prohibited

The Library prohibits any retaliation against anyone, including any employee, volunteer, trustee or other individual, who in good faith reports sexual abuse, alleges that it is being committed or participates in the investigation. Intentionally false or malicious accusations of abuse are prohibited.

Anyone who improperly retaliates against someone who has made a good faith allegation of sexual abuse, or intentionally provides false information to that effect, will be subject to discipline, up to and including termination.

Education and Training

Regular training will occur regarding the prevention of abuse and molestation. The training will outline these procedures to prevent abuse or molestation, the handling of complaints, necessary disciplinary action, and applicable federal, state and local requirements. The training will cover the "red flags" that can suggest someone is being abused. All attendees will be required to sign off that they attended and completed the training.

Responsibilities

It is the responsibility of the Director and President to ensure adherence to this policy.

Initial Adoption Date: 5/24/2021

Modified Date	Description of Modification
3/16/2026	Removed the signature line; adjusted wording in section one to remove reference to signature.

POLICY 3.18 EV CHARGING STATION POLICY

Need for this Policy

The Clifton Park-Halfmoon Public Library provides Level 2 EV Charging Stations in the parking lot for use by patrons and others to charge electric vehicles. The purpose of this policy is to provide information and guidelines regarding the use of the EV Charging Stations.

Location

The EV Charging Stations are located in parking spots that provide the closest access to the electric utilities in the northeast section of the parking lot. There are four spaces dedicated for this purpose.

Use of the EV Charging Stations

The EV Charging Stations are available for use 24 hours per day. The parking spaces are intended for use only by people who are actively charging their electric vehicle.
The Library is not liable for any damages that might occur by using the charging stations.

Fees

The EV Charging Stations are provided on a cost recovery basis. User fees may change depending on the current cost of electricity.

Disputes regarding fees, billing or technical issues will be handled by Livingston 24/7 Customer Support.

Responsibilities

It is the responsibility of the Library Director or their designee to enforce this policy.

Initial Adoption Date: 5/22/2023

POLICY 3.19 PUBLIC PARTICIPATION AT BOARD MEETINGS

Need for this Policy

The Clifton Park-Halfmoon Public Library Board of Trustees values public input. Meetings of the Library Board are open to the public and members of the public have the right to attend and offer comments, subject to certain conditions and limitations.

All board members, library staff, and members of the public should speak one at a time when recognized by the presiding officer in a civil and courteous manner. All attendees will refrain from abusive language and behavior which will disrupt the public meeting.

Public Participation

A period for public comment is included at each regular meeting of the Board, not to exceed 30 minutes. Additional time may be granted at the discretion of the presiding officer. During this period, the Board will actively listen and consider each speaker's comments, and will not respond at the meeting. The Board will take such comments under advisement. The Board may refer such comments to a committee or add them to a Board meeting agenda for future consideration.

Members of the public will:

- Be required to sign in on the appropriate form to determine the order of speaking.
- Be requested to state their name, address, group or organization affiliation (if any), and identify the agenda item and/or Clifton Park-Halfmoon Public Library matter on which they will comment.
- Be granted 3 minutes to speak during the period for public comment

Recording and Broadcasting Public Portions of Board Meetings

The Library Board meeting may be photographed or filmed by the Library or members of the public and these recordings may be shared. The presiding officer may designate a location for recording equipment and restrict the movements of individuals who are using the recording equipment. The presiding officer may take other steps necessary to preserve the decorum and order of the meeting to facilitate the conduct of library business.

Initial Adoption Date: 8/21/2023

Modified Date	Description of Modification
9/18/2023	Specified the length of public comment period and the ability for the presiding officer to extend the time period; minor wording changes

POLICY 3.20 RECONSIDERATION POLICY AND PROCEDURES

Need for this Policy

The purpose of the policy is to provide a process by which an individual resident of the Clifton Park-Halfmoon Public Library Tax District may request the review of Library resources, including but not limited to materials for loan, programs and events, displays and exhibits, and a range of electronic resources.

Policy

The Clifton Park-Halfmoon Public Library (Library) welcomes and encourages input from members of the public regarding library resources. The Library will accept requests to review or reconsider library resources from individual residents of the Clifton Park-Halfmoon Public Library Tax District. Groups or organizations may not submit a request for reconsideration of library resources. Multiple requests for reconsideration by the same person, for the same resource, will not be considered in a twelve (12) month period. Requests to review or reconsider resources will be considered within the context of Library policies, including but not limited to the Materials Selection Policy, Programming Policy, the principles outlined in the American Library Association's Library Bill of Rights, Freedom to Read statement, Freedom to View statement, and interpretations of the Library Bill of Rights.

Procedure

When a patron requests a review or reconsideration of library resources, a "Request for Reconsideration of Library Resources" will consist of the following procedure:

1. A patron who expresses concern will be referred to the staff member designated to respond to questions regarding library resources who will provide a verbal response to the patron.
2. The patron will be advised that if they are not satisfied with the response provided, they may choose to initiate a formal review by completing and submitting a "Request for Reconsideration of Library Resources" form. One form per item/resource must be submitted. Forms will only be accepted from an individual who has spoken with the designated staff member per step 1 above.
3. Completed "Request for Reconsideration of Library Resources" forms will be referred to the Library Director, the Board of Trustees, and legal counsel.
4. A standing committee will be convened to consider the request. The standing committee is comprised of library administrative staff members, a member of the board of trustees and the staff member who originally selected the material, program or other resource.
5. No change in service, program, policy or collection will occur during the review process.
6. The Library Director will review the recommendation of the committee and make a final determination. The Library Director will notify the patron and the Board of Trustees of the decision.

7. If the patron wishes to appeal the Director's decision, a request must be made in writing to the Library Board of Trustees who will evaluate whether or not the Reconsideration Policy and Procedures were followed. If the Reconsideration Policy and Procedures were not followed, then the matter will be returned to the committee with direction to follow the policy and procedures.

Initial Adoption Date: 9/18/2023

POLICY 3.21 SENSORY ROOM POLICY

Need for this Policy

The Sensory Room is designed for, but not limited to, users who are sensitive to typical sensory input. The purpose of the space is to provide an environment that develops the senses, encourages communication and social interactions, relieves stress and anxiety, and produces a feeling of calm and well-being. Individuals of all ages and abilities are welcome to participate within the space, but it is not meant to be a general play area. When the room is not in use it will be available as a walk in study room on a limited basis.

Policy

The Sensory Space may be used in accordance and consistent with Policy 3.6 Use of Program Rooms by the Public, with the following modifications:

1. The Sensory Space is available by reservation for use as a sensory space, or for walk-in use as a sensory space or study room during normal business hours. Walk-in use is "first come- first served" and requires a valid library card to check out the room. Reservations must be made on the library website through our online room reservation system. Room use will be limited to one hour per reservation/checkout.

2. The individual reserving and assuming responsibility for the room must be:
    a. at least 18 years of age
    b. a resident of the Clifton Park-Halfmoon Library District
    c. a Clifton Park-Halfmoon library card holder in good standing
    d. Present at the meeting/event for which the room has been reserved

3. The Sensory Room may be reserved by an individual or group no more than a total of 12 times per year. This also includes other room reservations for a total of 12.

4. Reservations for the Sensory Room will be for individuals, families, or small groups with a maximum capacity of 6 individuals. Use of the room will be limited to only the individuals who reserve the room for that time slot.

5. Parent/Caregiver supervision is required for all attendees 14 and younger.

6. Food and drinks are prohibited, except for dietary and medical needs.

7. Items used in the Sensory Space are only to be used inside the space, and are not available for checkout.

8. Patrons agree to take precautions to avoid causing unnecessary mess or damage in the Sensory Room and to clean up after use. Library staff should be informed immediately if any of the Sensory Room's contents are broken or missing, or if any accidents or incidents occur.

9. Patrons assume all risks inherent to the use of the Sensory Room.

10. Permission to use a Room does not constitute endorsement by the Library. Programs/meetings are not sponsored or promoted by the library.

11. Patrons using the Sensory Room will adhere to the Library's Code of Conduct. Misuse of the Sensory Room will result in loss of room use privileges.

Responsibility

It is the responsibility of the Director and his/her designee to interpret and apply this policy.

Initial Adoption Date: 6/17/2024

POLICY 3.22 SECURITY CAMERA POLICY

Need for this policy:

A policy is needed to define the scope and purpose of video surveillance at the Clifton Park-Halfmoon Public Library.

Purpose of Security Cameras

The Library's security camera system will be used for the protection and safety of library visitors, employees, assets, and property; to deter public endangerment, vandalism, and mischief in unsupervised areas; for identifying persons breaking the law or violating the Library's Rules of Conduct or other policies; and for investigating accidents or injuries on Library property. Cameras do not record audio.

Public Notice

Signage will be posted at library entrances, informing the public that security cameras are in use.

Camera Locations

Cameras may be installed in locations where individuals do not have a reasonable expectation of privacy such as entrances, near book and media collections, public seating areas, public computer areas and areas prone to theft or misconduct, including outdoor spaces. Cameras will not be installed in locations where staff and patrons would have a reasonable expectation of privacy, such as restrooms, nor are they positioned to identify a person's reading, viewing, or listening activities in the Library.

Monitoring

Cameras are not monitored continuously. Library employees and members of the public should continue to take appropriate precautions for their safety and for the safety of their personal property. The Library is not responsible for the loss of property or personal injury.

Access to Security Camera Recordings

Access to real time or archived security camera recordings is limited to the Director and Assistant Directors or their designees. Information technology staff may also use the Library's security cameras to aid in the operation of the Library and ensure proper operation of the system. Other staff members may be given authorization to access the images on a limited basis.

Security camera recordings are not considered confidential library user records (external recordings not depicting access to the Library) and may be shared with a third party at the discretion of the Director or designated employee.

Security camera images of individuals who have been restricted from Library premises may be shared with library staff for purposes of enforcement and awareness; such images may not be reproduced or further shared without permission from the Director.

Confidentiality and privacy issues prohibit the general public from viewing security camera footage that contains patron information.

Data Storage

Recorded video footage will be retained for a limited period determined by the storage capacity. As new footage is recorded, the oldest footage will be deleted.

Security camera recording used to identify those responsible for library policy violations, or for other specific purposes identified by this policy, will be retained for at least three years.

Responsibility

It is the responsibility of the Director or his/her designee to enforce this policy.

Initial Adoption Date 12/16/2024

POLICY 3.23 EQUITY, DIVERSITY, AND INCLUSION POLICY

Need for this Policy

An Equity, Diversity, and Inclusion (EDI) Policy is needed to ensure that all members of our community are welcomed, respected, and empowered to benefit from the Library's resources, programs, and opportunities.

Policy

The Clifton Park-Halfmoon Public Library values equitable access to information and resources and the pursuit of intellectual freedom for all patrons. In support of these principles, the Library welcomes all members of the community and seeks to provide a safe and inclusive space for all patrons, regardless of, e.g., race or color, religion, sexual orientation, actual or perceived gender identity expression, disability, age, national or ethnic origin, military status, status as a victim of domestic violence, or socio-economic status.

The Clifton Park-Halfmoon Public Library upholds the rights of individuals to utilize its facilities without fear of harassment, intimidation, or retaliation.

Initial Adoption Date: 11/17/2025

POLICY 3.24 LIBRARY PARTNERSHIPS POLICY

Need for this Policy

Public libraries increasingly collaborate with community organizations, educational institutions, local businesses, and government agencies to expand services, share resources, and better meet community needs. As partnerships grow more diverse and complex, a formal Partnership Policy is essential to ensure consistency, transparency, and alignment with the Library's mission and strategic plan.

Policy

A partnership is defined as a mutually beneficial collaboration between the Library and an external organization, individual, business, or community group. While the Library and the other entity may not have identical goals, the goals should be complementary and not contradictory.

The purpose of such partnerships is to create new opportunities that further the missions of the Library and its partner(s).

Partnerships are approved by the Library Director or designee and can range from a one-time collaboration to a long term arrangement.

Certain guidelines apply in deciding the specific nature and conditions of acceptable partnerships. These include:

- All partnerships must be consistent with the Library's mission, vision and strategic plan. They should not drive the Library's agenda or priorities.
- All partnerships must be consistent with the Library's policy of equal access to service. Partnerships must not give unfair advantage to, or create discriminations against, any sectors of the community.
- Partnership decisions shall be made consistent with all other policies of the Clifton Park-Halfmoon Public Library.
- To create new partnership relationship, the Library and the potential partner will prepare a set of responsibilities that will outline each party's activities that form the partnership.

Responsibilities

It is the responsibility of the Library Director to inform the Library Board of Trustees of major partnership activities and initiatives. When long term or major commitments involving staff time, library space or financial obligations are involved, Library Board approval may be required before finalizing agreements.

Initial Adoption Date: 11/17/2025

POLICY 3.25 PARKING LOT POLICY

Need for this Policy:

A policy is needed to clarify policy and procedure regarding the Library's parking lot.

Policy:

The Clifton Park-Halfmoon Public Library's parking lot is intended for use by Library staff, patrons, volunteers, contractors, and vendors. Members of the public are welcome to use the parking while visiting the Library or utilizing Library resources. The Library's parking lot is reserved for the sole and exclusive use of Library patrons and staff during operating hours, unless prior approval is obtained from the Library Director. Vehicle parking in the Library parking lot during operating hours by persons other than Library visitors and staff is prohibited.

Vehicles parked in the Library parking lot must park within the demarcated parking spaces, and may not obstruct or impede the use of the parking lot or flow of traffic. If a complaint is received regarding a vehicle's position or condition, the Library Director or designee will address the issue and the driver will need to rectify the issue immediately. Vehicles that present a hazard or safety risk, violate this or any other Library policy, appear to be abandoned, or interfere with the normal operation of the Library will be immediately removed from the Library parking lot at the owner's expense.

Electric Vehicle Charging:

The Library provides four electric vehicle (EV) charging stations for use by Library patrons and others to charge electric vehicles. The EV charging stations are available for use 24 hours per day, and members of the pubic are welcome to utilize the parking lot for this purpose outside of Library operating hours.

Overnight Parking:

The Library provides wireless internet to the parking lot at all times, regardless of operating hours. Members of the public are welcome to utilize the parking lot for this use and in other limited capacities outside of Library operating hours. However, the Library parking lot is not designed or intended to be used for overnight or long-term parking.

Vehicle Abandonment:

Due to vehicle accident, malfunction, or other unusual circumstances, occasionally vehicles are left in the Library parking lot until they can be repaired or towed. Drivers who need to temporarily leave their vehicle past Library operating hours are asked to provide Library staff with their contact information, vehicle description, and an estimated time of removal. Any vehicle left in the parking lot beyond Library operating hours without the consent of

Library staff shall be considered abandoned. The Library reserves the right to have any abandoned vehicle or vehicle left in the parking lot for more than 48 hours towed at the owner's expense.

Enforcement Procedures:

The Library Director or designee may have a vehicle parking in violation of this policy towed from the Library premises at the owner's expense.

Other Considerations:

The Library cannot guarantee the security of any personal property, including vehicles, which are left unattended by Library visitors.

Responsibilities:

It is the responsibility of the Library Director or designee to enforce this policy.

Initial Adoption Date: 11/16/2026

MATERIALS

POLICY 4.1 KEY AND BUILDING ACCESS

Need for this Policy:

To ensure the security of the library building and contents, a key and proximity card control policy is required.

Policy:

All keys and proximity cards are the property of the Clifton Park-Halfmoon Public Library.

Distribution of keys to the external staff entrance and circulation entrance doors is limited to:

A. Library Board President
B. Library Director
C. Building Facility Manager

Proximity cards and keys to internal doors are distributed to staff and service personnel on an as needed basis.

A list of key and proximity card holders is maintained and updated annually or whenever personnel assignments of key holders are changed.

Responsibility:

The Director or designee is responsible for issuing keys and proximity cards to authorized personnel and for maintaining a list of key and card holders.

Initial Adoption Date: 1/22/1985

Modified Date	Description of Modification
5/22/1986	
4/7/1999	
9/19/2005	
11/21/2016	Updated wording under Need for Policy; eliminated Treasurer and Chair of Buildings & Grounds Committee as key holders; added in details about proximity cards
4/25/2022	Reviewed; no changes

POLICY 4.2 MATERIALS SELECTION POLICY

Need for this Policy:

The Collection Development and Materials Selection Policy is necessary to provide a framework for the growth and development of collections in support of the Library's mission. The policy is needed to guide staff and inform the public about the principles on which selection is based.

Policy:

The Library's goal is to provide the community with materials that reflect a wide range of views, expressions, opinions and interests. The Library provides free access to materials in a variety of formats to all patrons. Library patrons make their own choices as to what they will use based on individual interests and concerns. Responsibility for a child's use of library materials lies with their parent or guardian.

The Library Board endorses and declares that the Library will adhere to the principles of intellectual freedom adopted by the American Library Association, enumerated in:

Library Bill of Rights
Freedom to Read
Freedom to View
Interpretations of the Library Bill of Rights

Scope of the Collection

The scope of the collection refers to the range and type of materials selected including the formats offered and the level of difficulty. The scope is as broad as possible to allow for free expression and free access to ideas. The Library's collections will focus on the general patron rather than the researcher. Materials of local significance or value may be digitized to expand access. The collection is not archival. No extraordinary efforts are made to retain or preserve last copies or out of print titles.

Objectives of Selection

Selection may be defined as the decision that must be made to add materials to the collection or to retain materials already in the collection. The primary objectives are:

- To maintain a well-balanced and broad collection of materials for information, reference and research. Emphasis will not be placed on scholarly works, but on materials which will be considered accessible to the general public.
- To provide materials which support educational, cultural and civic activities in the community.
- To collect materials of contemporary significance as well as permanent value.
- To provide materials for recreation and enlightenment.

Criteria for Selection

Resources are evaluated as a whole and not on the basis of a particular section or sections. A resource will not be excluded from the library's collection because it presents an aspect of life realistically or because of frankness of expression.

While a single standard cannot be applied, potential resources are judged by appropriate criteria. In some instances, these criteria include artistic or literary merit, scholarship or the value of the resource to the informational needs of the community. The Library's decision to acquire material does not constitute endorsement of the material's content.

General criteria for selecting library materials are listed below. An item need not meet all the criteria in order to be acceptable.

- Relevance to community needs
- Public demand, interest or need
- Contemporary significance, popular interest or permanent value
- Attention of critics and reviewers
- Prominence, authority and/or competence of author, creator or publisher
- Timeliness of material
- Relationship to present collections
- Statement of challenging, original or alternative point of view
- Accessibility for multiple users of electronic formats
- Availability and accessibility of the same resources in other Southern Adirondack Library System member libraries or through interlibrary loan.

Responsibility for Selection

The Director, or an employee designated by the Director, has authority and responsibility for the selection of library resources.

Budget

The materials budget is recommended by the Library Director and approved by the Board of Trustees annually.

Suggestions for Additions to the Collection

Purchase requests from CPH tax district residents are always considered for addition to the collection. Suggested materials are subject to the above selection criteria.

Collection Maintenance, Replacement and Weeding.

The process of removing items from the collection is an integral part of collection development. Materials that are worn, obsolete, unused, old editions or unnecessarily duplicated are removed in order to maintain the collection's usefulness, currency, relevance and condition. The Library Director and designated staff members are responsible for collection maintenance and for the disposition of withdrawn resources. Withdrawn items may be offered to the Friends of the Library for fundraising purposes, offered to other libraries or non-profit organizations, recycled or discarded.

Gifts

Gifts of books and other resources are accepted with the understanding that they may be used or disposed of at the Library's discretion. Gift materials are subject to the same selection criteria as purchased materials.

When a cash gift is given to the Library for the purchase of memorial books or other tributes, the selection will be made by the Library Director or designated staff with consideration given to the donor's wishes.

Responsibility:

It is the responsibility of the Director to maintain adequate procedures to implement this policy.

Initial Adoption Date: 3/13/1985

Modified Date	Description of Modification
2/15/1993	
4/7/1999	
9/19/2005	
12/18/2017	Expanded the policy to include details on scope, objectives, criteria, responsibility, budget, recommendations, collection maintenance, gifts, and request for reconsideration; removed Library Bill of Rights documents as attachments and referenced them in policy.
9/18/2023	Removed the section on Requests for Reconsideration of Materials to new Policy 3.20 reconsideration Policy and Procedures; made minor wording changes.
12/18/2023	Modified the responsibility for selection section to remove reference to "delegation" by Board of Trustees.
4/21/2025	Removed reference to specific mission statement.
10/18/2025	Changed his or her to their; specified that CPH tax district resident may make purchase requests for additions to the collection.

POLICY 4.3 CIRCULATION OF MATERIALS

Need for this Policy:

The Library needs a single policy to formalize the loan periods and amounts of Library material which may circulate.

Policy:

3 Day Loan Period
- Museum Passes
- Movie Express

7 Day Loan Period
- Magazines
- Newer movies
- Children's Holiday books
- Test prep books
- Finch robots
- Activities
- Video games
- Book Express books

14 Day Loan Period
- New and popular adult books
- Early literacy kits
- Older movies, television shows, etc.

28 Day Loan Period
- All other materials in the general collection including audiobooks, music, educational movies, Large Type books, Children's books, and software.

Reference books and materials do not circulate.

Materials, except those noted below, may be renewed three times if no other patron has a hold on them.
- 1 renewal – Video games
- No renewal – Book and Movie express, Activities, Finch robots, Museum passes

Accounts are limited to 99 items checked out at any given time, except items noted below:
- 3 item loan limit – Video games
- 2 item loan limit – Early literacy kits, Activities (board games, flashcards, etc.)
- 1 item loan limit – Finch Robots, Museum Passes

The Director may impose temporary changes to the loan period and to the amount of material borrowed

Responsibilities:

It is the responsibility of the Director to make recommendations to the Board for changes to this policy.

Initial Adoption Date: 1/22/1985

Modified Date	Description of Modification
5/22/1986	
12/17/1986	
6/11/1999	
9/19/2005	
11/21/2016	Updated list of 7 day loan items and 14 day loan items
11/16/2020	Updated items under each loan period; reversed order of loan periods.
6/12/2023	Increased number of renewals from two to three.

POLICY 4.4 LIBRARY CHARGES AND FEES

Need for this Policy:

This policy provides guidance for Library staff in the levying of fines and fees.

Policy:

Library materials are loaned free of charge, however overdue fines and fees are charged on some items to encourage patrons to return items by the due date and in good condition so that they can be used by others.

Overdue Fines

1. $5.00 per day for museum passes, hotspots, and any other specialty materials as determined by the director. $5.00 per hour for walk-in room checkout.
2. $0.00 per day for all other materials.

Fees

1. If an item is lost or damaged to the extent that it is unusable, a replacement fee is assessed according to the price indicated in the Library's records.
2. Patrons who return lost items after they have been paid for, are given a refund within 6 months of payment.

The Library shall have available to the public a list of overdue fines and fees.

A library card is considered to be "in good standing" when overdue fines are less than $20 and no replacement fee charges or collection agency fees are on the account.

A patron with a library card that is not "in good standing" will be blocked from using many library services including but not limited to room reservations, electronic resources, and databases.

Billing notices are sent to patrons when items are 30 days overdue.

For accounts with more than $100 in replacement costs, the Library may forward the account to its Collection Agency. If the account is referred to the Collection Agency, the patron must pay a $10 service fee in addition to the amount owed on the account.

Fines and fees may be reduced or waived by authorized staff if the situation warrants, as long as the charges were levied by the Clifton Park-Halfmoon Public Library.

Responsibilities:

The responsibility for establishing fees, charges, and determining procedures is delegated by the Board to the Director with the understanding that the Director will inform the Board prior to implementation of significant changes.

Initial Adoption Date: 1/22/1985

Modified Date	Description of Modification
5/22/1986	
12/17/1986	
4/7/1999	
9/19/2005	
11/21/2016	Removed reference to fee for reserving materials; updated wording; included fines and fee schedule
2/27/2017	Defined fine exempt groups
11/15/2021	Modified fee structure to match current practice
9/18/2023	Specified that the senior citizen fine exemption is for tax district residents only and deleted language that such exemptions are upon request.
8/19/2024	Fines removed from all but specialty items; billing notices changed to 14 days; increased collection agency limit to $100.
10/19/2024	Billing notices changed to 30 days.
4/21/2025	Defined “library card in good standing”; updated language to reflect current practice.

POLICY 4.5 COMPUTER AND INTERNET USE

Need for this Policy:

A policy is needed to ensure appropriate use of public computer and Internet resources.

As part of its mission to meet the needs of the community, the Library provides computers, which allow public access to a variety of electronic resources including the library catalog, databases, software and the Internet.

Policy:

To promote equitable access to computer and Internet resources, the Library utilizes software to manage computer reservations, time limits and printing. This system requires patrons to enter a valid library card number or visitor's pass number to access a computer. Clifton Park-Halfmoon Library tax district residents who wish to access Library computers on a regular basis are requested to obtain a library card. Visitors may obtain a daily visitor's pass.

In order to ensure the use of computer and Internet resources is consistent with the mission of the library, computer stations will be monitored for assistance and security.

All prospective users of Library computer and Internet resources must read and agree to abide by the Computer and Internet Use Policy.

The Library upholds and affirms the right of each individual to have access to constitutionally protected materials. Adults and children 15 years of age may have full access to the Internet. Persons under the age of 15 may have full access to the Internet if they obtain written permission from a parent or legal guardian.

The Library may impose reasonable restrictions and conditions on the use of technology available to patrons.

The Library may charge for some services such as printing.

The Library reserves the right to change computer hardware or software offered to the public at any time.

Library computer and Internet resources may be used only for lawful purposes. Examples of unacceptable purposes include but are not limited to:

- Attempting to alter or damage computer or network equipment, software configurations, or files belonging to the Library, other users or external networks
- Attempting unauthorized entry to the Library's computers or network or external networks
- Violation of copyright or communications laws
- Violation of software license agreements

- Transmission of speech not protected by the First Amendment, such as libel and obscenity

The Library strives to balance the rights of patrons to access different information resources with the rights of patrons and staff members to work in a public environment free from harassing sounds and visuals. Patrons are asked to remain sensitive to the fact that they are working in a public environment shared by people of all ages, with a variety of information interests and needs. In order to ensure an efficient, productive computing environment, the Library insists on the practice of cooperative computing. This includes:

- Respecting the privacy of other users
- Not using computer accounts, access codes, or network identification codes assigned to others

Viewing material of a generally inappropriate or offensive nature, including sexually explicit materials, is not allowed. Any patron viewing content inappropriate for a public building will be asked to leave for the day. If the misuse continues the patron will be banned from using the Internet at the Library.

Responsibility:

It is the responsibility of the Director and Library staff to enforce this policy.

Initial Adoption Date: 9/19/97

Modified Date	Description of Modification
9/20/2004	
9/19/2005	
8/20/2007	
5/14/2012	
10/20/2018	Lowered age from 18 to 15 when parental permission for Internet not required.
9/18/2023	Minor wording changes.

POLICY 4.6 WIRELESS INTERNET USE

Need for this Policy:

A policy is needed to ensure patrons' understanding of the Library's wireless Internet resources.

Policy:

Free wireless Internet access is available at the Library. Patrons who use electronic devices with wireless capabilities may be able to access a wireless connection from inside or around the perimeter of the Library. The Library's Computer and Internet Use Policy #4.5 applies to wireless access.

The Library's wireless network unencrypted. Data transmitted on unencrypted networks can be monitored or recorded, and connected devices may be vulnerable to security attacks. Patrons using the Library's network accept this risk and the Library accepts no responsibility for damage or loss resulting from use of its network.

Library staff is not able to provide technical assistance and no guarantee can be provided that you will be able to make a wireless connection. The Library assumes no responsibility for the safety of patron's equipment and/or configurations, security, or data files resulting from connection to the Library's network.

Responsibilities:

It is the responsibility of the Director and his/her staff to enforce this policy.

Initial Adoption Date: 5/14/12

Modified Date	Description of Modification
10/20/2018	Reviewed; no changes.
9/18/2023	Revision to wording about access to the wireless unencrypted network.

POLICY 4.7 TECHNOLOGY DEVICE LENDING POLICY

Need for this Policy:

A policy is needed to manage the loan of technology devices such as laptops, tablets, hotspots, and other electronic devices for patron use.

Policy:

Technology device equipment such as laptops, tablets, hotspots, and other technology devices can be loaned to library patrons age 15 years and older whose Library account is in good standing.

Patrons can check out devices at a Service Desk using their library card, and by doing so, the borrower agrees to abide by the Library's Computer and Internet Use Policy and the Library's Code of Conduct. By borrowing a device using a valid library card, the patron agrees to the following:

- They will not alter or install any software or hardware settings or configurations on the device, nor damage software, hardware or network services accessible through the device.
- They will not hold the Library responsible for any damage or loss of data or media due to any cause while using the device.
- They understand that the wireless network is public and that they should take appropriate caution with personal information while using library computer devices.
- Any use of the device for illegal purposes, unauthorized copying of copyright-protected materials in any format, or transmission of threatening, harassing, defamatory or obscene material is strictly prohibited.
- All devices except hotspots must remain in the Library building or on Library property.

Devices will be loaned out at the sole discretion of the Library and will be available on a first come-first served basis and cannot be reserved in advance.

Lost or damaged material fees for devices will be based on a reasonable assessment of the cost of replacement or repair of the equipment. The borrower will be responsible for any loss or damage and will be liable for an amount up to the full replacement cost if the equipment is damaged or stolen. Once a device is checked out to a patron, it becomes the responsibility of that patron.

Initial Adoption Date: 7/19/2010

Modified Date	Description of Modification
09/21/2015	Device agnostic; eliminated residency requirement; no forms; changed title from Laptop Lending to Computer Device Lending
5/24/2021	Updated to include lending of hotspots and Chromebooks for home use.
11/16/2026	Updated to reflect current practice

POLICY 4.8 SOCIAL MEDIA

Need for this Policy

The Library uses social media as an important enhancement to communication and information exchange between staff, Library patrons and the community.

This policy governs the use of the Library's social media accounts, publication of comments and staff responses.

Use of Library's Accounts

The Library social media offerings may include information regarding Library programs, services, collections, news and events as well as useful and entertaining information.

Positive interaction with community members will be promoted on the Library's social media accounts to foster an atmosphere of education and learning. The Library may repost and/or like content from community partners. The act of liking or following another page does not imply endorsement by the Library.

Publication of Comments

The Library invites comments, posts and messages, while recognizing and respecting differences of opinion and upholding the standards delineated in the Rules of Conduct for Library Users.

Comments expressed on the Library's social media accounts do not reflect the views or positions of the Library, its Trustees, or its employees.

The Library reserves the right to monitor content on the Library's social media sites and to remove any comments or postings that contain the following type of negative content:

- Commercial promotions or spam
- Duplicate posts from the same person
- Threatening language or personal attacks
- Private, personal information published without consent
- Obscene or libelous content
- Copyright infringement/plagiarized material
- Political advocacy
- Off-topic and/or disruptive posts
- Posts that violate laws or Library policies

If an individual repeatedly provides content that meets the above criteria, the Library may block them from posting any further information to the Library's social media sites, but only after said person has received one warning that they are violating Library policy. Any social media user who has been banned or had a message/content deleted may appeal this decision, in writing or email, to the Library Director.

Responsibilities:

Social media content is the responsibility of the Web & Digital Content Coordinator.

It is the responsibility of the Director to interpret and apply this policy.

Initial Adoption Date: 3/15/2021

Modified Date	Description of Modification
11/16/2026	Deleted definition of social media

POLICY 4.9 INTERLIBRARY LOAN POLICY

Need for this Policy

A policy is necessary to define materials that may be borrowed and loaned through Interlibrary Loan (ILL). The purpose of ILL is to borrow library materials not available at the Clifton Park-Halfmoon Public Library and to lend materials found at the Clifton Park-Halfmoon Public Library to other libraries.

Interlibrary Loan Borrowing

1. Patrons must be a CPH tax district resident and have a valid CPH library card in good standing.
2. Limits may be placed on the number of items requested at the same time by the same patron.
3. Only one copy per title may be requested.
4. A request for the same title may only be made once in a six-month period.
5. Patrons are responsible for fees incurred due to lost or damaged items.
6. Patrons are responsible for any fees assessed by lending institution.
7. CPH honors all conditions-of-use placed on materials by the lending library.
8. ILL requests will not be placed for items available at CPH.
9. ILL requests will not be placed for items available from libraries participating in the Joint Automation Project. These items are obtained through reciprocal borrowing.
10. The lending period for items borrowed through ILL is determined by the lending institution.
11. CPH will borrow/acquire:
    - Books
    - Photocopies of articles
    - Microfilm
    - Microfiche
12. CPH will not borrow/acquire:
    - Books with a publication date within the last 12 months.
    - Audiovisual materials such as audiobooks, music CDs, and DVDs
    - Textbooks
    - Books and articles required or recommended for college and university course work.

Interlibrary Loan Lending

1. CPH will loan materials to other libraries for use by their patrons.
2. Items will be loaned for 56 days. Renewals may be granted depending on local demand.
3. Limits may be placed on the number of items requested by individual libraries.
4. CPH will not lend:
    - Books with a publication date within the last 12 months.
    - Reference and other non-circulating materials.

- Audiovisual materials such as audiobooks, music CDs, and DVDs
- Textbooks
- Books and journals required or recommended for college and university course work
- Activities, Museum Passes, Hotspots
- Any other items at the Director's or his/her designee's discretion

5. The Clifton Park-Halfmoon Public Library will notify the requesting library if it is unable to fulfill a request.

Responsibility

It is the responsibility of the Director and his/her staff to enforce this policy.

Initial Adoption Date 12/16/2024

POLICY 4.10 LOCAL HISTORY COLLECTION MANAGEMENT POLICY

Need for this Policy

This policy is needed to establish the principles for management of the Local History Collection.

Mission

The Local History Collection of the Clifton Park-Halfmoon Public Library will house, preserve, and make accessible materials, primarily paper documents, that pertain to the history of the Town of Clifton Park.

Scope

The primary collecting emphasis of the collection is materials relating to all periods of the history of the Town of Clifton Park. Of lesser priority are general histories of the surrounding towns and cities and collections of books which feature the towns in some way. The History Collection also collects and maintains archival material pertaining to the history of the Clifton Park-Halfmoon Public Library, a clippings file, and a small collection of artifacts.

Collections

- Town of Clifton Park History Collection
  This collection has been on deposit with the Library from the Town since 2007. Decisions regarding additions to the collection are made by the Town Historian in collaboration with Library staff.

- Pre-Shenendehowa Schools Collection
  This collection has been on deposit with the Library from the Shenendehowa School District since 1999. Decisions regarding additions to the collection are made by Library staff. Decisions regarding deaccession are made in collaboration with the school district.

- Library Archives
  This collection is owned by the Library and documents the history of the Library.

- Vertical File
  This collection is owned by the Library and includes primarily photocopies of newspaper articles, as well as some brochures, pamphlets, maps, etc., related to the Town or residents.

Guidelines for Collection

Donors are directed to the Town of Clifton Park Historian (Town Historian) for acceptance of their donations.
Once the Town Historian, in collaboration with Library staff, has accepted a donation, the Library is responsible for:

1. Maintaining the materials, ensuring accepted practice for preservation and security, preparing the materials for research use through professional arrangement and cataloging, and supplying them to any interested researcher on an equal basis during regular business hours.

2. Ensuring that all material containing confidential information is restricted from use in accordance with the explicit instructions of the donor as long as the restriction is "reasonable" and affects all potential users equally. Restrictions on access to donated materials are strongly discouraged. In some cases, in order to protect individual privacy, clearly stated restrictions of limited duration can be imposed. The Library cannot accept materials that are restricted indefinitely or for which the restriction cannot be enforced equally or with reasonable effort.

3. Making decisions about preserving and preparing collections consistent with professional archival practices to best serve the material itself, researchers, and this organization. Materials that the Library wishes to remove from the collection will be discarded, offered to another institution, or returned to the donor, according to the donor's instructions and any relevant deposit agreements.

4. Securing legal documentation for every gift that makes clear the terms of the transfer and any instructions of the donor. The Library will accept a deed of gift that transfers title to this organization or another organization as covered under the terms of the existing deposit agreements.

Limitations

The Library cannot:

1. Accept donations without transfer of title or the clear intention to transfer title at a defined time.
2. Accept materials if the donor's ownership of such materials is uncertain.
3. Provide appraisals of the monetary value of gifts.
4. Accept liability for loss or damage of materials due to deterioration, fire, or other natural disasters.

The Library reserves the right to refuse items falling within the collection policy if it cannot reasonably assume that it will have the necessary resources, including staff, working equipment or proper storage space or facilities to address the records' special conservation and access requirements. Donations which necessitate extreme requirements such as special housing, unreasonable processing, excessive storage space, or any other inordinate demands on the Library's resources will not be accepted.

Donations will be accepted only if the Library believes it can make good use of the material. All deposits must be accompanied by a deed of gift signed by the owners and the Library.

Accessing the Physical Collections

The Local History Room is open to the public, for set hours during the week or by appointment. The Local History staff strives to make materials available to patrons to aid

them in their research. However, access is only allowed when a Library staff member is available to assist.

Budget

Items necessary for the preservation of materials pertaining to the Town of Clifton Park's History Collection are funded through the Town Historian's budget. The book collection, any items used to preserve the Library Archives, and the salary of and Library staff are funded by the Library.

Gift Policy

See Policy 8.2 Acceptance of Gifts to the Library

Maintenance

- Preservation: The Local History Room is a climate-controlled, secure space, with LED lighting. Wherever possible, items added to the collection are stored according to archival standards. Items in the backlog are kept in an organized manner, protected as well as possible to prevent degrading before being housed in archival materials.
- Cleaning: The room is dusted and vacuumed on a quarterly (January, April, July, October) basis with archival-appropriate tools.
- Deaccessioning: Due to limits of space, the Library may occasionally need to work with the Town to re-home material that is not of use to the public, to make room for material that is likely to be used for research. These decisions are made in partnership with the Town Historian. Items belonging to the Town are only deaccessioned by the Town Historian. Items from the Pre-Shenendehowa Schools Collection are not deaccessioned.

Retention

Following deposit and during the cataloguing process the Library will evaluate the collection and identify any materials not required for permanent preservation. Disposal will be arranged with the agreement of the depositor and in accordance with any existing deposit agreements. Unwanted items within donated collections will be disposed of in accordance with the stipulations in the Donation Agreement. These items are usually returned to the donor, transferred to another repository, or destroyed.

From time to time, the Library may reappraise the collection. At these times, deaccession of some materials may take place, according to our deaccessioning policy (see above).

Exhibits and Displays/Loaning of Materials

The Library may from time to time loan materials from the Historical collection under the terms of our Loan Agreement and any existing deposit agreements.

Exhibits of items from the Historical collection will typically be for a short duration and may feature pieces in the collection as well as items loaned to it. Materials for exhibit may be subject to restrictions in the existing deposit agreements.

Relation to other Institutions

These collections will be maintained in a spirit of cooperation with other local historical institutions, such as Brookside, the Saratoga County History Center and with the Town Historians of Clifton Park and Halfmoon.

Responsibility

It is the responsibility of the Director and his/her designee to enforce this policy.

Initial Adoption Date 12/16/2024

TRUSTEES

POLICY 5.1 ROLE OF THE BOARD OF TRUSTEES: DUTIES AND RESPONSIBILITIES

Need for this Policy:

This Policy sets forth the basic duties and responsibilities of the Board of Trustees.

Policy:

It is the responsibility of the Board to ensure that the Library is well managed, in a manner consistent with the law and with the policies that have been established. The Board will:

- Create and develop the mission of the library;
- Regularly plan and evaluate the library's mission and strategic vision based on community needs;
- Select, hire and regularly evaluate a qualified library director;
- Secure adequate funding for the library;
- Exercise fiduciary responsibility for the use of public and private funds;
- Adopt policies and rules regarding library governance and use;
- Maintain a facility that meets the library's and community's needs;
- Promote the library in the local community and in society in general;
- Conduct the business of the library in an open and ethical manner in compliance with all applicable laws and regulations and with respect for the institution, staff and public.
- Receive annual sexual harassment prevention training.
- Complete a minimum of two hours of New York State Library approved trustee education annually and submit the self-assurance form to the Director by December. The Director will maintain a record of trustee education activities.

Responsibilities:

It is the responsibility of the Board of Trustees to understand and implement this policy.

Initial Adoption Date: 5/1/1986

Modified Date	Description of Modification
6/11/1999	
9/19/2005	
12/19/2016	Created a broader set of board duties; changed the responsibility to Board of Trustees; changed title from "powers" to "responsibilities"
12/16/19	Added sexual harassment prevention training
11/21/2022	Added annual trustee training requirement.

POLICY 5.2 COMMITTEES OF THE BOARD OF TRUSTEES

Need for this Policy:

This policy is needed in order for the Board to operate effectively.

Policy:

1. Standing committees are:

   Building and Grounds
   Finance and Audit
   Legislative
   Long Range Planning
   Personnel
   Policy
   Public Relations

2. Matters brought to the Board that require investigation and consideration should be referred to committee for recommendation to the full Board.

3. Each Board member shall be assigned to two or more standing committees.

4. The Board may create ad hoc committees as necessary, consistent with Article V of the Bylaws.

5. Additionally, there shall be an Executive Committee composed of the President, the Vice-president and the Treasurer.

6. The purpose of the Executive Committee is to exercise general leadership activities in the intervals between Board meetings.

7. The Executive Committee or a majority thereof will meet at least once each calendar month.

8. The Executive Committee or a majority thereof shall meet with the Library Director at least once each calendar month. This requirement may be combined with the monthly meeting specified in 6, above.

Initial Adoption Date: 3/17/1990

Modified Date	Description of Modification
6/16/2003	
9/19/2005	
8/17/2009	Added Executive Committee and responsibilities
3/21/2011	Added Long Range Planning Committee to standing committees
6/15/2015	Changed Finance Committee to Finance and *Audit*
11/21/2022	Added item #4 and made other minor wording changes

POLICY 5.3 STANDING COMMITTEE FUNCTIONS AND RESPONSIBILITES

Need for this Policy:

A policy is required to define areas and limitations of responsibilities of each standing committee.

Policy:

The standing committee of the Board of Trustees and their functions and responsibilities are as follows:

A. Policy Committee

1. Prepare and revise library policy for submission to the Board for approval.
2. Prepare initial responses for the Board to those questions not covered by existing policy.
3. Adjust the library calendar of holidays and library hours in accord with Policy 5.4.
4. Review all policies on a scheduled basis to determine if any need to be updated.

B. Personnel Committee

1. Recommend salary structure for all staff, after reviewing input from the Director.
2. Review and approve organizational structure and job descriptions prepared by the Director.
3. Advise the Director on staffing issues and staff problems, when requested by the Director or the Board.
4. Evaluate the Director's performance and prepare a written report. The Chairman and President of the Board will meet with the Director for a formal discussion of evaluation.
5. Recommend resolution of, or answers to questions concerning employee relations matters: sick leave, vacation, compensatory time, benefits, etc.
6. Evaluate and recommend to the Board candidates for vacant positions on the Board.

C. Public Relations Committee

1. Develop an on-going plan for establishing positive public relations.

2. Develop proposals for any issue related to Board communications with the public.

3. Develop and implement Board approved plans for any board-approved public relations program.

D. Building and Grounds Committee

1. Ensure that the buildings and grounds are maintained in good condition with maintenance and repairs accomplished in a timely fashion.

2. Ensure the development of landscaping plans.

3. Review recommendations from the Director for capital equipment and furnishings.

4. Project future facility needs of the Library.

5. Develop plans and be responsible for alterations of and additions to the buildings and grounds.

E. Finance and Audit Committee

1. Receive and evaluate budget recommendations from various relevant sources including standing committees and the Director.

2. Formulate a proposed budget in accordance with Policy 7.1.

3. Formally recommend a proposed budget to the full Board for consideration and approval.

4. Oversee staff's implementation of the budget.

5. Project long-range financial needs.

6. Assist the Board and Treasurer in overseeing financial management, including investments, as needed.

7. Review the approved budget as needed but not less than at mid-year, and recommend adjustments as necessary.

8. Oversee the annual audit of the Library's financial statements.

F. Legislative Committee

1. Define legislative needs and goals and recommend them to the Board.

2. Inform Board of legislation pertinent to libraries.

3. Represent the Library in legislative hearings and issues at all levels.

4. Conduct direct discussions with legislative leadership and staff educating them to the needs of the Library.

5. Establish on-going contact and relationship with appropriate mentors of the executive and legislative departments.

6. Encourage legislative/lobbying activity by the Friends and other groups who share our goals.

7. Work with the public Relations Committee to educate the community on the impact of legislative action, or lack of it, at the local level.

G. Long Range Planning Committee

1. Identify long term changes and growth patterns in the Library District's service area, as a precursor to implementing Item 2, below.

2. Identify needs and desires of the Library District's population that could be met through Library services.

3. Identify potential limitations to implementing changes (i.e. finance, physical capacity, etc.).

4. Make recommendations to the Board as to what new services or activities should be pursued, and what changes to existing services should be made.

5. Provide guidance and assistance to the Board in implementing these changes, including as necessary, in-service training and Board retreats.

6. Identify contingencies that could have severe consequences for the Library and make recommendations to the Board regarding how to plan and prepare for them.

Responsibility:

It is the responsibility of each standing committee chairperson to ensure that committees perform the stated functions. Any modification or addition to these responsibilities will be at the discretion of the Board and executive leadership.

Initial Adoption Date: 3/17/1990

Modified Date	Description of Modification
6/16/2003	
9/19/2005	
3/21/2011	Added Long Range Planning Committee to standing committees
6/15/2015	Changed Finance Committee to Finance and *Audit* and added responsibilities
11/21/2022	Modified wording for great clarity.

POLICY 5.4 CALENDAR FOR BOARD OF TRUSTEES

Need for this Policy:

A calendar of regularly scheduled Board and Committee activities shall be prepared, reviewed annually, and affixed hereto.

Policy:

An ongoing calendar shall be maintained by the Policy Committee, structured as follows:

DATE/ ITEM	RESPONSIBILITY
JANUARY	
Submit committee preferences	Board
Organizational Meeting	
Elect new officers to the Board	Board
Administer Oath of Office to Trustees	Counsel
Appoint Counsel, Clerk, and Board Secretary	Board
Set date for the Annual Budget Vote and Trustee Election	Board
Review and approve Board Calendar	Board
Sign Conflicts of Interest statements	Board, Director and Admin. Staff
Assign monthly claims review responsibilities	Board
Designation of depositories	Board
Resolution to allow electronic transfers	Board
Resolution to change authorized users on financial accounts	Board
Approve Board meeting schedule	Board
Trustee Training and Education (as necessary)	Board
Make Board committee assignments	President
Send letter to Saratoga County Board of Elections requesting support for Annual Budget Vote and Trustee Election	President
Set committee goals	Committee Chairpersons
Update Library operations calendar	Policy Committee
Prepare NY State Annual Report	Director
FEBRUARY	
Approve investment plan for tax levies revenues	Director & Finance Chair
Approve the NY State Annual Report	Board
Review annual financial audit report	Board
FEBRUARY/MARCH	
Attend Library Advocacy Day	Legislative Committee
APRIL	
Make recommendations for budget by May 1 to Finance Committee	All Standing Committees & Director

MAY	
Attend annual SALS dinner meeting (optional)	Board
Develop next year's budget	Finance Committee & Director
JUNE	
Conduct mid-year evaluation of Director	Personnel Chair & President
Approve budget for next year	Board
Recruit candidates for Board	Board
JULY	
Review & make adjustments as required to current budget	Finance Committee & Director
Appoint election coordinator	Director
Announce date for election after Labor Day	President
AUGUST	
Accept completed petitions for Trustee candidates	Director
Hold joint meeting with FOL Board	Board
Prepare communication plan to encourage voting	Public Relations Committee
SEPTEMBER	
Complete plans for vote by District residents on election of Trustees and budget referendum	President
OCTOBER	
Present draft Board meeting schedule for next year	Director
Annual Board Retreat	Board
NOVEMBER	
Set Board goals for next year	Board
Complete Board self-evaluation	Board
Appoint Ad Hoc Nominating Committee to recommend Officers of the Board for next year	President
Report on status of completion of trustee education	Board
Policy Committee reviews Annual Calendar	Policy Committee
DECEMBER	
Present slate of Officers	Nominating Committee
Accept floor nominations for Officers of the Board	Board
Conduct year-end evaluation of Director	Personnel Chair & President
Prepare annual committee summaries and suggest next year's goals / activities	Committee Chairs
Complete mandatory trustee education and submit trustee training self-assurance form to Director	Board

Responsibilities:

The Policy Committee will review calendar annually and transmit suggested calendar to the Board in January of each year. The Board President is responsible for monitoring the timely completion of the stated tasks.

Initial Adoption Date: 3/28/1990

Modified Date	Description of Modification
1/4/1994	
5/4/2001	
9/19/2005	
4/18/2008	
12/16/2016	
12/18/2017	Reviewed, no changes
12/17/2018	Added send letter to BOE; revised the date of election announcement; added Annual Board Retreat
12/16/2019	Added audit; minor revisions
1/3/2022	Minor revisions
11/21/2022	Added need to submit trustee training form.
12/18/2023	Removed assign monthly FOL Board Meeting attendance.
11/17/2025	Modified the trustee training requirement; changed update Fidelity account to update financial accounts

POLICY 5.5 CRITERIA FOR HOLDING EXECUTIVE SESSIONS BY THE BOARD OF TRUSTEES

Need for this Policy:

The Board requires means of consistently determining the need for meeting in executive session.

Policy:

It is the policy of the Board that its regularly scheduled meetings shall be open to the general public.

As an exception to this general rule, the Board may meet in executive session only for the reasons referenced in New York State Public Officers Law.

The Board may request the presence of staff or other appropriate resource persons at specific executive sessions.

Responsibilities:

The Board President is responsible for determining that business be conducted in executive session. The determination is subject to the agenda approval process which begins each meeting.

Initial Adoption Date: 3/18/1985

Modified Date	Description of Modification
9/19/05	
12/19/16	Reviewed; no changes
11/15/2021	Reviewed; no changes
11/16/2026	Added that executive session takes place ONLY for the reasons in NY State Public Officers Law

POLICY 5.6 THE INTERIM APPOINTMENT OF A TRUSTEE IN EVENT OF VACANCY ON THE BOARD OF TRUSTEES

Need for this Policy:

A policy is necessary to assure that the Board operates at its full complement of members when a vacancy occurs during a trustee's term of office

Policy:

A. The Personnel Committee is responsible for soliciting, interviewing and recommending a candidate to the Board to fill a Trustee vacancy in a timely manner.

B. The Board shall appoint a qualified person as interim trustee until the electorate votes to fill the position.

C. The appointment to fill the vacancy shall be through December 31 following the next regularly scheduled election.

Responsibilities:

The Board is responsible for appointing a candidate to fill the vacancy.

Initial Adoption Date: 6/16/1986

Modified Date	Description of Modification
4/13/1992	
6/10/1999	
9/19/2005	
12/19/2016	Changed title to remove "election and"; re-ordered the wording and removed redundant wording.
11/15/2021	Reviewed; no changes

POLICY 5.7 INDEMNIFICATION OF TRUSTEES AND EMPLOYEES

Need for this Policy:

A policy statement is needed to clarify the indemnification of trustees and employees of the Library.

Policy:

The Library will, to the extent permitted by the Not-For-Profit Corporation Law and the Public Officers Law, indemnify any Library trustee or employee who is made a party to any action or proceeding by reason of acting as trustee or employee of the Library, against judgments, fines, amounts paid in settlement and reasonable expenses, including attorney fees.

Responsibilities:

The Board President is responsible for implementing this policy.

Initial Adoption Date: 10/29/1997

Modified Date	Description of Modification
9/19/2005	
12/19/2016	Reviewed; no changes
11/15/2021	Reviewed; no changes
11/16/2026	Reviewed; no changes

POLICY 5.8 TRUSTEE EDUCATION

Need for this Policy

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

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

Administration

Each year Trustees are required to complete two hours of continuing education during their term on the Library Board.

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

1. Certificates of completion issued by one or more approved providers; or
2. A signed self-assurance of completion. Such assurance shall identify the approved;
    a. trustee education providers;
    b. a description of the format and content of the completed instruction activities;
    c. the date and time such member began and completed each instruction activity.

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

Should a Trustee fail to submit evidence of completion by the above date, the Trustee will be suspended from duty until evidence of completion is filed. Should a Trustee in suspension fail to provide evidence of completion within 90 days, they will be assumed to have resigned from the board.

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

Approved Providers

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

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

Pre-approved providers:

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

Allowable Formats:

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

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

Costs of Continuing Education

Modest and reasonable costs incurred by a Trustee in complying with the trustee education requirements may be reimbursed by the Library. All continuing education requesting reimbursement must be pre-approved by the Library Board.

Responsibility

It is the responsibility of the Board President to ensure trustees complete the required annual education.

Approved 3/16/2026

DIRECTOR

POLICY 6.1 POWERS AND DUTIES OF LIBRARY DIRECTOR

Need for this policy:

This policy specifies the responsibilities of the Library Director in relationship to the Board of Trustees.

Policy:

The Director has the responsibility for all aspects of the library's operation in accordance with the mission and strategic vision of the library as determined by the Board of Trustees. These responsibilities include but are not limited to:

- Determining the annual priorities and goals of the Library in conjunction with the Board.
- Determining staffing needs, hiring, supervising, and appraising staff.
- Setting the overall programs and services of the Library.
- Proposing and monitoring annual budgets.
- Overseeing the care and maintenance of library facilities.
- Coordinating beneficial partnerships and associations with other libraries and library groups, community organizations, and schools.
- Providing the Board with necessary information, data and support for its activities.

Responsibilities:

The Director provides the professional expertise on Library matters and keeps the Trustees fully informed .

Initial Adoption Date: 5/1/1986

Modified Date	Description of Modification
12/12/1994	
9/19/2005	
2/27/2017	Expanded list of duties under policy
11/21/2022	Reviewed; no changes

POLICY 6.2 ANNUAL EVALUATION OF THE LIBRARY DIRECTOR AND DETERMINATION OF DIRECTOR'S COMPENSATION

Need for this Policy:

The evaluation of the Director provides an annual opportunity for the Board and Director to define the success of the previous year and to establish goals for the coming year. The evaluation will be considered in the determination of the Director's compensation.

Policy:

Evaluation:

The Personnel Committee will lead the Board's evaluation of the Performance of the Director.

An initial evaluation of a new Director will be conducted six months after start of employment. Thereafter, evaluations will be held, at a minimum, annually. In addition to providing an appraisal of past performance, the evaluation process should include goal-setting for the future evaluation period. The Director will participate in this goal-setting.

The Director will have an opportunity to place comments on the record with regard to the evaluation.

The Personnel committee will report the results of the evaluation to the Board.

Compensation:

Concurrent with preparation of the budget, the Personnel Committee in consultation with the Finance Committee will prepare a proposal for compensation of the Director for the forthcoming calendar year.

The proposal must be approved by the Board before the proposal is made to the Director.

The Personnel Committee Chairperson with the President of the Board will present the offer to the Director.

Responsibilities:

The Personnel Committee is responsible for leading the Board's evaluation of the Director and recommendation of the Director's compensation.

The Board is responsible for approving the proposal for compensation of the Director.

Initial Adoption Date: 3/13/1985

Modified Date	Description of Modification
12/24/1994	
04/07/1999	
09/19/2005	
12/27/2017	Policy reviewed; no changes
11/21/2022	Reviewed; no changes

FISCAL

POLICY 7.1 GENERALLY ACCEPTED ACCOUNTING PRINCIPLES

Need for this Policy:

A statement is needed to establish the accounting principles of the Library.

Policy:

The Library follows the Generally Accepted Accounting Principles GAAP), as applied to governmental units, and accounting guidelines set forth by the New York State Comptroller.

Responsibilities:

The Director, Business Manager, and the Treasurer, as well as the auditing firm chosen by the Board are responsible for ensuring the Library is following generally accepted accounting principles and complies with the guidelines set forth by the New York State Comptroller.

Initial Adoption Date: 9/19/2005

Modified Date	Description of Modification
11/20/17	Removed reference to Financial Management Guide; updated position titles
12/18/2023	Reviewed, no changes.

POLICY 7.2 BUDGET DEVELOPMENT REVIEW and ADJUSTMENT

Need for this Policy:

Methods for budget development and review and adjustments are necessary to ensure the budget is prepared, reviewed and adjusted in a timely fashion and that the lines of responsibility are established.

Policy:

1. Budget Development

    a. All standing committees shall meet by April in order to submit by May recommendations for next year's budget. The Director will combine them with the operational needs and submit a tentative budget to the Finance and Audit Committee for approval and/or modification. The Finance and Audit Committee will prepare a proposed budget that will be submitted to the Board by its June meeting for final approval and subsequent presentation for public vote.

    b. Budget Development Responsibilities:

        (1) The Director shall prepare the budget recommendations with input from all Board Committees.

        (2) The Finance and Audit Committee, with the Treasurer of the Board as chairperson, is responsible for proposing all budgets to the Board.

        (3) The Board is responsible for submitting the budget to the voters for approval.

2. Budget Review and Adjustments

    a. The Finance and Audit Committee, working with the Director, shall review the current year's budget no later than in June, forecast the year-end performance, and make suggested adjustments for approval by the Board.

    b. Whenever there is a needed change in one or more budgetary line items of $5000 or more, the Finance and Audit Committee, working with the Director, shall make suggested adjustments for approval by the Board.

    c. Budget Review and Adjustments Responsibilities

        (1) The Director shall advise the chairperson of the Finance and Audit Committee whenever there is a needed change in one or more budgetary line items of $5000 or more.

        (2) The Finance and Audit Committee, with the Treasurer of the Board as chairperson, is responsible for proposing all budget adjustments to the Board.

(3) The Board is responsible for approving all adjustments to the budget.

Initial Adoption Date: 3/13/85

Modified Date	Description of Modification
12/17/86	
7/18/94	
5/4/01	
9/19/05	
11/21/11	Revised to add in budget adjustments
2/27/2023	Revised title of Finance and Audit Committee

POLICY 7.3 CHECK SIGNING PROCEDURES

Need for this Policy:

A policy is needed to achieve a system of internal fiscal control and stipulate counter-signature requirements.

Policy:

Disbursement checks written for $20,000 or more will require the signature of the President and Treasurer of the Board. In the event either the President or Treasurer is not available, the Vice-President may sign in the place of one of them.

Responsibilities:

The Director and Business Manager will ensure that two signatures appear on all disbursement checks which are written for $20,000 or more.

Initial Adoption Date: 9/19/2005

Modified Date	Description of Modification
11/20/2017	Changed position title
2/27/2023	Reviewed, made minor wording change
12/18/2023	Increased the requirement for two signatures on checks to $20,000 and added the Vice-President as a signatory in the event the President or Treasurer is not available. Specified that the Director and Business Manager will ensure two signatures on checks of $20K or more.

POLICY 7.4 FINANCING TRAVEL AND DUES FOR STAFF AND TRUSTEES

Need for this Policy:

Guidance is required to provide appropriate payment for professionals, staff, and trustees who attend conferences for Continuing Education programs on the Library's behalf, and reimburse employees and volunteers for travel expenses incurred while on Library business. These guidelines are consistent with the Employee Handbook.

Policy:

Librarians pay for any memberships they choose to hold in any organization.

The Library, in its sole discretion, may reimburse part or all of the cost of meetings and conferences for staff members and trustees, including registration fees, travel, lodging and meals. Attendance at professional conferences or other continuing education activities by library staff must be pre-approved by the appropriate department head and the Library Director.

Expenses that generally will be reimbursed include the following:

- Mileage for use of personal vehicles, only when less expansive transportation is not available. Reimbursement is at the current maximum rate allowed by the IRS, for the most direct route, plus tolls and parking.
- Standard accommodation costs for hotels, motels, or similar lodgings. Non-profit, government or group rates should be requested whenever possible.
- Meals at the current U.S. General Services Administration meal rate found at https://www.gsa.gov/travel/plan-book/per-diem-rates. If a meal is included with conference registration, the reimbursement will not include that meal.
- Airfare or train fare for travel in coach or economy class or the lowest available fare
- Car rental fees, for compact or economy. Authorization for reimbursement of a rental vehicle must be obtained prior to the start of travel.
- Shuttle or airport bus service fees; costs of public transportation for other ground travel.
- Tips and gratuities, not to exceed 20%.

None of the following expenses will be reimbursed:

- Travel insurance
- Alcoholic beverages
- Laundry, valet or other room services such as pay per/for view movies
- Entertainment whether of library employees or others
- Other items not essential to the conduct of library business

Employees should submit a travel expense report to the Business Manager and attach original copies of receipts and bills for all expenses.

Any exception to the maximum travel rates should be approved by the Library Director before the expense is incurred.

Responsibilities:

The Director shall determine which Continuing Education conferences would be most beneficial to the Library as well as which staff members may attend said conferences;

The Director will authorize reimbursement for travel expenses for Library business;

The Board will determine which Board members will attend meetings and conferences and what Board Member expenses will be authorized for reimbursement.

Initial Adoption Date: 3/13/85

Modified Date	Description of Modification
5/22/1986	
10/17/1994	
9/19/2005	
12/16/2019	Added detail regarding approval process; listing of travel expenses typically reimbursable.
11/18/2024	Changed meal reimbursement to current GSA rate; submission of expense report to Business Manager.

POLICY 7.5 ANTIFRAUD PROGRAMS AND CONTROLS

Need for this policy:

AICPA Auditing Standards recommend that organizations should have antifraud programs and controls.

Policy:

1. Fraud is defined as a willful or deliberate act with the intention of obtaining an unauthorized benefit, such as money or property, by deception or other unethical means.

2. All fraudulent acts or related misconduct are included under this policy and include, but are not limited to, such activities as:
    a. Embezzlement, theft, misappropriation or other financial irregularities
    b. Forgery or alteration of documents (checks, time sheets, contractor agreements, purchase orders, other financial documents, electronic files, etc.)
    c. Improprieties in the handling of reporting of financial transactions
    d. Misappropriation of funds, securities, supplies, inventory or any other asset (such as furniture, fixtures, equipment, materials), including assets of the Library, our patrons, suppliers, or others with whom we have a business relationship
    e. Authorizing or receiving payment for goods not received or services not performed
    f. Authorizing or receiving payments for hours not worked or expenses not accrued and documented
    g. Profiteering as a result of insider knowledge of Library activities
    h. Involvement in any transaction, or having an interest in a party involved in a transaction with the Library, without the prior approval of the Director or the Board

3. Fraud and related misconduct will not be tolerated. Employees found to have participated in such conduct may be subject to disciplinary action, up to and including termination as well as possible criminal conviction. Trustees found to have participated in such conduct may be subject to removal from the Library Board as well as possible criminal conviction.

4. All employees, vendors, contractors, and other third parties are to report suspected instances of any such misconduct to any one of the following: The Library Director, the Board President, and the Board Attorney. Such reports may be made anonymously.

5. Any reprisal against any employee or other reporting individual because that individual, in good faith, reported a violation is strictly forbidden.

6. When fraud or related misconduct is reported, an appropriate investigation and all necessary action will be undertaken. All investigations of alleged wrongdoing will be conducted in accordance with applicable laws, and Library policies and procedures.

a. All Trustees and employees necessary to the investigation will cooperate fully in the investigation.
b. Trustees and employees should direct all inquiries from any individual who is believed to be involved in fraud or related misconduct, his or her representative, or his or her attorney, and all inquiries from the media to the Board's attorney.
c. Neither the existence nor the results of investigations or other follow up activity will be disclosed or discussed with anyone other than the Trustees or those persons having a legitimate need to know in order to perform their duties and responsibilities effectively.
d. The Board's attorney will be notified and involved in the investigation whenever appropriate.
e. Once the investigation is completed, and the results of the investigation reported to the Board of Trustees, the Trustees and/or Library Director may take one or both of the following steps:
    i. Consult with the Board's attorney relative to appropriate further action
    ii. Take appropriate action and steps to minimize reoccurrence

7. If and when fraud and/or fiscal misconduct is identified, corrective and/or punitive measures may be taken by the Board after hearing the recommendation of the Board's Attorney.

8. All current vendors and suppliers are to be annually provided with a notice prohibiting gifts having a value of seventy-five dollars or more as stated in policy 2.4 to any of the Library's employees or Board members. Such notice shall include the name and phone number of the Library Director to be contacted if they have been solicited for gifts by any of the Library's employees or trustees.

9. The Director, Assistant Directors, and Business Officer shall <u>each</u> annually sign a statement attesting to the fact that they currently have no conflict of interest and that they will avoid potential conflicts of interest.

10. Prior to actual employment, background checks including limited credit checks shall be made on any new employees who will hold the title of Director, Assistant Director, or Business Officer, and others as appropriate to the position.

<u>Responsibilities</u>:

It shall be shall be the responsibility of the Director to ensure:
-The Antifraud policy is reviewed annually with employees.
-The distribution to all vendors and suppliers of the notice prohibiting gifts

Initial Adoption Date: 11/17/08

Modified Date	Description of Modification
06/20/2022	Modified employees that require background checks with limited credit check; changed the policy review from November to annually.

POLICY 7.6 INVESTMENTS

Need for this policy:

This policy is needed to maximize the security of the Library's funds.

General:

1. The members of the Clifton Park-Halfmoon Public Library (CPHPL) Board of Trustees are the fiscal body of the Library. The members serve without compensation.

2. This document will govern the investment activities of the CPHPL. It is the policy of the Library to invest funds in a manner that will maximize the security of the principal while satisfying cash flow demands using approved methods that will provide the highest possible return. All investments will conform to applicable laws and regulations of New York State.

Policy:

1. The Primary Objectives of the Library's financial investments are, in priority order:

    a. Preservation of Capital - The preservation of capital is the foremost objective of the investment program. At no time should the safety of the portfolio's principal investments be impaired or jeopardized. All investments shall be undertaken in a manner that first seeks to preserve capital and secondly attempts to fulfill other investment objectives

    b. Liquidity – The Library's investment portfolio is to remain sufficiently liquid to enable the Library to meet those operating requirements that might be reasonably anticipated

    c. Return on Investments (Yield) – The Library's investments should generate the highest available return without sacrificing the first two objectives

    d. Judgment and Care - Investments shall be made, under circumstances then prevailing, in such a manner as persons of prudence, discretion, and intelligence might exercise in the management of their own affairs.

2. Delegation of Authority

    a. Management responsibility for the Library's investment program is hereby delegated to the Treasurer, who is the Library's chief fiscal officer. The Treasurer shall be responsible for the implementation of the investment program and the establishment of investment procedures consistent with this policy

    b. No person may engage in an investment transaction except as provided under the terms of this Policy and the procedures established by the Treasurer.

3. Prohibited Investments – The fiscal officer may not purchase securities on margin or open a securities margin account for the investment of Library funds.

4. Permitted Investments – As authorized by General Municipal Law, Section 11, the Library Board authorizes the Treasurer to direct the investment of monies no 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 deposit.
    - Obligations of the United States of America.
    - Obligations guaranteed by agencies of the United States of America.
    - Obligations of the State of New York.
    - Cooperative investment programs established in accordance with Article 5G of the General Municipal Law, as amended, and Article 3A of the General Municipal Law (Chapter 623 of the Laws of 1998).
    - Certificates of Participation (COPs) issued pursuant to General Municipal Law §109-b.

5. Internal control - The Treasurer is responsible for establishing and maintaining internal control to insure that the assets of the Library are protected from loss, theft, or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met.

The internal controls shall address the following points:

a. Separation of transaction records from the accounting data

b. Custodial safekeeping

c. Written confirmation of telephone transactions for investments and wire transfers

6. Maturity of Investments – No investment shall have a maturity date of more than two years from its date of purchase by the Library unless an investment is matched to a specific obligation of the Library.

7. Diversification of Investments – It is the policy of the Library to consider diversifying its deposits and investments by financial institution, by investment instrument, and by maturity scheduling in accordance with Section 1 of this policy.

8. Deposit Requirements - The Library's Board of Trustees shall designate its public depositories at the Board's organizational meeting, but may be changed by subsequent vote of the Board. Any eligible financial institution that has offices within the State of New York may become a public depository of the funds of the Library.

9. Delegation of Authority

a. Management responsibility for the Library's investment program is delegated to the Treasurer who is considered the Library's chief financial officer. In the absence of the Treasurer, the Board President is authorized by the Board of Trustees to act in his/her stead

b. The Treasurer shall be responsible for the implementation of the investment program and the establishment of investment procedures consistent with this Policy.

No person may engage in an investment transaction except as provided under the terms of this Policy and the procedures established by the Treasurer.

10. Electronic Transfer of Library Funds

    a. The following type of transactions may be conducted by electronic transfer between financial institutions in order to expedite the transfer of funds as well as maximize interest earnings:

        (1) All investment transfers for certificates of deposit and savings accounts authorized by the fiscal officer of the Library

        (2) Payroll for Library employees

        (3) To satisfy long-term bond or debt obligations when required by a depository trust company

    b. The fiscal officer will maintain appropriate documentation of the transactions so these may be audited as required by statute. The Treasurer's signature will be on the letter of authorization for transfers which will be forwarded to the bank.

11. Gifts of Stock

    a. The fiscal officer may not purchase securities for the investment of Library Funds

    b. When the Library receives gifts of stock certificates:

        (1) When gift stock is transferred from the donor's broker to the Library's broker, the Library will automatically at transfer become the owner of record

        (2) The fiscal officer will determine when the stock will be sold for cash.

12. Ethics and Conflicts of Interest – Those involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the Library investment program, or that could impair their ability to make impartial decisions.

13. Liability - When investments are made in accordance with this Policy, no Library Trustee with investment authority shall be held liable for a loss resulting from default or insolvency of a depository of Library funds.

14. Investment Advisors, Qualified Brokers and Dealers, and Financial Institutions – All brokers, dealers, and other financial institutions that transact investment business with the CPHPL or give advice regarding its investments, must receive, read, and comprehend the Policy and agree to comply with it before providing any services or transacting any business with the Library. This is to be evidenced by a signed statement of receipt of the policy by those identified above.

15. Reporting – The Treasurer shall provide the Board of Trustees with monthly reports which clearly provide the following information regarding the investment portfolio:

    a. Types of investments

b. Depository institutions

c. Principal balances

d. Rates of return

e. Maturities

This report is in addition to other reports which are to include a reconciliation of bank balances to fund balances, a cash position report, and a report that compares estimated and actual receipts with expenditures for each fund.

16. Investment Policy Adoption

a. The Library's investment Policy shall be adopted by resolution of the Library's Board of Trustees

b. The Policy shall be reviewed no less than annually by the Finance Committee of the Board of Trustees and any modification made to it must be approved by the Board of Trustees of the CPHPL.

Adopted: 09/21/2009

Modified Date	Description of Modification
10/19/2024	Section 6 – Diversification of Investments modified to be more general; Section 7 – Deposit Requirements modified to include that the designation of depositories is done at the Organizational Meeting and may be changed by subsequent vote of the Board; Section 4 – Permitted Investments (new) – list of permitted investments.

POLICY 7.7 AUDIT

Need for This Policy:

To ensure external oversight of the management of the Library's fiscal procedures

Policy:

1. Each year the Library will have a full audit of its financial activities performed by a certified public accountant individual or firm authorized to do business in the State of New York. The annual audit will be overseen and reviewed by the Finance and Audit Committee of the Board of Trustees.

2. It shall be the practice of the Library to have such audit performed by the same auditing firm or individual for no more than five consecutive years.

Initial Adoption Date: 10/19/2009

Modified Date	Description of Modification
6/15/2015	Added specific note of Finance and Audit Committee responsibilities.
2/27/2023	Reviewed and deleted sentence under item 2 indicating that changing auditors every 5 years would begin in 2010

POLICY 7.8 FIXED ASSETT CAPITALIZATION POLICY

Need for this policy:

This policy is required to establish a uniform capitalization policy that complies with federal and state financial reporting requirements.

Policy:

Fixed assets are items of tangible property, both real and personal, having an acquisition value of $5,000 or more and an estimated useful life of two years or more.

Capitalization Defined

"Capital Expenditures" are defined as expenditures for the acquisition cost of capital assets (land, buildings, equipment), or expenditures to make improvements to existing capital assets that materially increase the asset's value or useful life. The acquisition cost of a capital asset includes all of the costs necessary to place the asset in service for its intended use. In general, this should include, but not necessarily be limited to, the net invoice price of the asset including the cost of any attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it was acquired. Also included in the acquisition cost are freight, transit insurance and installation charges. Management should exercise good judgment and consistent treatment with regard to what costs should be included.

For donated assets, the fair market value at the date of the gift will be used as the acquisition cost.

All capitalized assets must be Library owned.

Repairs and maintenance which do not materially add to the useful life of the asset or increase the asset's value should be expensed, not capitalized.

Capital Asset Classifications

1. Land: All purchases or donations of Land will be capitalized regardless of value. The acquisition costs of Land should include the purchase price, closing costs, all costs incurred in preparing the Land for its intended use and improvements to the Land that have indefinite lives and are permanent in nature. Land is not depreciated.

2. Land Improvements: Improvements to Land with limited lives such as fencing and gates, driveways, paving, parking lots, yard lighting and landscaping should be recorded as Land improvements. Land improvements in excess of $5,000 should be capitalized. Land Improvements should be recorded as a separate asset from Land.

3. Buildings: All structures used for operating purposes including all permanently attached fixtures, machinery, and other components that cannot be removed without damage, such as boilers, air conditioners, wiring, and lighting fixtures. If a building is acquired by purchase, the capitalized cost should include the purchase price plus other expenses incurred at the time of acquisition. A purchase of both land and buildings requires that

the cost be allocated between the assets. If a building is constructed, the capitalized cost should include, but not be limited to material, labor, building permit fees, title costs, architectural, engineering and legal fees.

4. Building Improvements: All alterations, renovations and repairs to existing structures in excess of $5,000 that increase the value of the property, make it more useful, or increase its useful life. This includes additions, roof replacements, and replacement of central air conditioning or heating systems or other major renovations. Work to maintain the facility in its existing condition, such as painting or repairs, should be expensed.

5. Infrastructure: Long-lived capital assets that normally are stationary in nature and normally can be preserved for a significantly greater number of years than most capital assets.

6. Furniture and Equipment: Any moveable, nonexpendable personal property, not permanently affixed to a building, with a life expectancy of more than two years and an acquisition cost of $5,000 or more per single unit. A single unit is defined as a piece of equipment/furniture that when assembled functions as a stand-alone unit. This includes capital equipment, capital furniture & fixtures, computers, and vehicles.

7. Library Books and Other Materials: The value of books, art collections, and library materials are considered to be inexhaustible collections and are therefore not capitalized.

8. Computer Equipment: Having a useful life of two years or more and an acquisition cost of $5,000 per unit.

9. Construction in Progress: Construction in progress should be capitalized at the end of each fiscal year. Construction in progress is not depreciated. When the construction is complete and the asset placed into service, the construction in progress total is transferred to the respective asset account such as Building Improvement, and depreciation then begins in accordance with the guidelines below.

Depreciation Guidelines

All depreciable assets will be depreciated using the straight-line method, with half-year convention. The straight-line method allocates an equal amount of the net cost of the asset to each accounting period in the asset's useful life. All depreciable property will have a 0% salvage value. The following useful lives will be used for depreciation purposes:

Site improvements 15 years
Building and structures 39 years
Machinery and equipment 7 years
Furnishings and Accessories 7 years
Vehicles 7 years
Computer equipment 3 years

Physical Inventory

A physical inventory of capital assets must be taken and the results reconciled with the library's financial records at a minimum of once every two years.

At the close of the inventory process, adjusting journal entries will be done where applicable for assets which have been taken out of service, or otherwise disposed.

Disposition

Capital assets which are obsolete, worn out, or no longer meet the requirements of a department will be disposed of according to the Surplus Books, Furniture and Equipment Policy 7.10.

Responsibility:

It is the responsibility of the Director and his/her staff to enforce this policy.

Initial Adoption Date: 02/27/2012

Modified Date	Description of Modification/Notes
	Also located as Appendix A in Purchasing Manual
11/18/2024	Reviewed; no changes

POLICY 7.9 SURPLUS BOOKS, FURNITURE AND EQUIPMENT POLICY

Need for this policy:
A standard method of disposal is required for books, non-print materials, furniture and equipment no longer required by the Clifton Park-Halfmoon Public Library.

Policy:
When any such item is no longer functional or useful, it will be removed from inventory and disposed of as follows:

1. Surplus inventory items that may have unusual, historic or artistic value will be brought to the attention of the Board of Trustees for determination of value and disposition. Such determination may include the services of a professional appraiser or outside expert opinion.
2. Books and non-print materials other than equipment, furniture or fixtures no longer deemed appropriate for the collection may be donated to the Friends of the Clifton Park-Halfmoon Public Library.
3. Equipment, furniture or other fixtures no longer of use to the library may be donated to other libraries, schools or non-profit organizations.
4. Equipment may be sold to a technology recycling company if no libraries, schools or other non-profit organizations express an interest in accepting such as a donation.
5. If there are no non-profit organizations that will accept the donation, equipment may be processed by a technology equipment disposal firm.
6. The Director or Business Manager is authorized to accept trade-in allowances of any item of equipment, furniture or other fixtures being replaced or upgraded for which a trade-in allowance is offered.
7. In the event surplus equipment, furniture, or fixtures is/are deemed not to have unusual, historic or artistic value and is/are not disposed of through donations or sale as described above, staff members may be permitted to acquire said materials with the approval of the Director.
8. Documentation of the method of disposal of items covered by this policy will be maintained for a period of five years.

Responsibility:
It is the responsibility of the Director and his/her staff to enforce this policy.

Initial Adoption Date: 02/27/12

Modified Date	Description of Modification/Notes
	Also located as Appendix B in Purchasing Manual
11/16/2020	Wording change from will to may in item #2; removed reference to at no cost in item #4; policy 7.9 now only referenced in Purchasing Manual
11/18/2024	Removed trustees and immediate family members from #7

POLICY 7.10 FUND BALANCE POLICY

Need for this Policy:

The Governmental Accounting Standards Board (GASB) adopted Statement Number 54 which changes the reporting requirements for fund balances on the balance sheets of Governmental Funds. Statement 54 requires the use of five new classifications: nonspendable, restricted, committed, assigned and unassigned.

Policy:

The Board of Trustees has the authority to set up a restricted or committed fund balance by a formal action of the Board. Amendments or modifications to the restricted / committed fund balance must be approved by formal action of the Board of Trustees. Restricted / committed fund balances do not lapse at year end. The formal action required to restrict or commit fund balances shall be by board resolution or majority vote.

The Board of Trustees has the authority to assign fund balances for a specific purpose.

For the purpose of fund balance classification, expenditures are to be spent from restricted fund balances first and then unrestricted. Expenditures incurred in the unrestricted fund balance shall be reduced first from the committed fund balance, then from the assigned fund balance and lastly, the unassigned fund balance.

Approved: 2/27/2012

Modified Date	Description of Modification
10/19/2024	Reviewed; no changes.

OTHER

POLICY 8.1 COOPERATION WITH OTHER LIBRARIES AND SCHOOLS

Need for this Policy:

A formal statement is useful to encourage cooperation among institutions, libraries and services to benefit the general public.

Policy:

The Library will cooperate with other libraries and organizations that provide resources and services for the people of the community. The Library should act as a point of entry into national and regional networks of libraries and information resources and play a strong coordinating and leadership role in responding to local needs.

Responsibility:

The Board should encourage cooperative and reciprocal efforts to share resources and services with other libraries and schools.

The Director is responsible for determining the feasibility of, and for implementing, cooperative proposals.

Initial Adoption Date: 3/15/1985.

Modified Date	Description of Modification
5/22/1986	
9/19/2005	
9/19/2016	Reviewed; no changes
8/21/2023	Reviewed: no changes

POLICY 8.2 ACCEPTANCE OF GIFTS TO THE LIBRARY

Need for this Policy:

A consistent policy regarding the acceptance of gifts to the Library is vital to the understanding and relationship between the Library and the public it serves.

Policy:

When a donor wishes to give the Library books, A/V materials, art objects, or other objects, it is with the understanding that the Library will decide which items will be accepted, which items will be used by the Library, and which will be given away. The prospective donor shall be notified that, although the gift is accepted, it may not become a part of the Library's collection.

The Library keeps no record of the final disposition of these gifts, nor will the Library certify the value of any of these gifts.

If the gift is accepted, a note of acknowledgement will be provided to each donor thanking the donor for the gift received, but will not state the monetary value of the gift.

An individual or organization can give commemorative books and may request a book title or a subject category. All donations are recorded and the donor is sent an acknowledgement letter telling which items were purchased. A book plate will acknowledge the person honored.

The Library recognizes that various groups or individuals may wish to make monetary contributions to the Library. Gifts to the Library will be acknowledged with a letter thanking the donor(s). Donors wishing to have some other form of recognition will be asked to present their requests to the Board. The Board will evaluate such requests and make a decision on a case by case basis.

Responsibilities:

The Director will be responsible for acceptance, acknowledgement, and record keeping of all donations.

Initial Adoption Date: 3/13/1985

Modified Date	Description of Modification
04/07/1999	
09/19/2005	
09/18/2006	
02/26/2018	Minor wording changes
8/21/2023	Inserted period after away in first paragraph, and removed “sold by the Friends”