
East Williston Public Library

Policy Guide

Revision as of 2/08/2025
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Internal Policies

East Williston Public Library

Personnel Policy

Updated and Approved 4/22/20

The Board will be guided by the Village policies and regulations which govern personnel matters when it sets forth policies applicable to the Library staff.

Appointments and Resignations

Applications for full-time and part-time positions shall be handled by the Director. In hiring personnel, there shall be no discrimination because of age, sex, race, creed, color, or national origin.

Regular staff members shall give two weeks' notice of intention to resign, except in unusual circumstance. Notice should be addressed and delivered to the Director(s).

Hours of Service to the Public

These hours shall be established by the Board and changed as conditions warrant. In setting the hours, the Board shall comply with Standard #7: Hours of the Minimum Public Library Standards in New York State. According to Standard #7, a library with population of 2,500-4,999 in its service area is to be open for a minimum of 25 hours per week, on a fixed schedule and a 52-week basis. In a week where a portion of the library's fixed schedule of minimum weekly hours open falls on a legal holiday, the library may fall below the minimum weekly hours open requirement for that particular week.

Work Week

The work week of the regular staff shall be 17.5 hours. The Director(s) establishes staff work schedules.

Vacation

Annual vacation with pay shall be granted to salaried employees working scheduled hours of the Library.

2 weeks after 1 year

3 weeks after 5 years

4 weeks after 10 years

"Use it or Lose it" – All accrued vacation and/or personal time not used by the end of the calendar year will be forfeited. If an employee is terminated or resigns their employment, all accrued vacation and or personal time not used will be forfeited.

No vacation allowance shall be given to temporary, substitute, or hourly wage personnel. Vacations should normally be taken within the calendar year in which granted.

Holidays falling in vacation period shall not be counted as part of the vacation allowance.

Sick Leave

Paid sick leave to salaried staff members will be granted as follows: Incidental sick leave at the discretion of the Director(s), long-term sick leave at the discretion of the Board. On-the-job injuries shall be reported promptly to the Village Clerk.

Illness or Death in Family

Paid leave to salaried employees in case of serious illness or death in the immediate family, shall not exceed four days without the approval of the Board. ("Immediate family" shall be construed to mean father, mother, brother, sister, husband, wife, child, or one living in the same household as a member of the family.)

Other Leave

If not detrimental to the service of the Library, a staff member may be granted, at the discretion of the Director(s), leave of absence without pay. Request for such a leave shall be made in writing.

Holiday Closings

The Library calendar of holiday closing will conform to the Village schedule of legal holidays. Salaried staff members shall receive full pay for all legal holidays on which the Library is closed.

Emergency Closings

Emergency closings may occur under two circumstances: 1) as shall be determined in the discretion of the Library Director; and (2) as shall be determined by a State, Village or other regulatory official.

1) Closings made at the discretion of the Library Director:

The Director shall have the discretion to determine what circumstances constitute an emergency in the absence of a directive from the State, Village or other regulatory authority and shall have the power to close the Library on an immediate basis as a result of such a determination for a time period not to exceed 10 days. The Board may meet in Special session as it deems necessary to modify such action.

In the event of an emergency closure as determined by the Director, if such a closing occurs on an employee's free day, holiday, vacation, or sick leave, additional free time is not granted. Hourly staff scheduled for work on the date the closure decision is made will be paid for their scheduled hours for that day, or for their scheduled hours for the subsequent day, if a decision is made to close the Library the evening prior.

2) Emergency closing and compensation as a result of an emergency declaration from the State, Village or other regulatory authority:

When the library temporarily closes due to an emergency declaration from the State, Village or other regulatory official and all or some employees are directed not to come in to work, upon a vote of the Board, compensation shall continue as follows:

- i. Salaried staff will be paid at their regular rate of pay during the duration of emergency closure;
- ii. For any closure that exceeds 10 business days, a special meeting will be held by the Board to determine any further compensation to be provided to part-time hourly staff. To be eligible for compensation during a time of emergency closure or reduced hours, part-time hourly employees must be ready, willing and able to work remotely on projects identified by library leadership during their regularly scheduled working hours, and must complete such duties as assigned.

Quarantine Leave

“Quarantine leave,” is paid time off during a time of quarantine (which can be imposed, or self-imposed), as this specific policy allows.

If a salaried or part-time hourly employee who is not personally ill is required to remain absent because of quarantine imposed by a governing authority, or if during an emergency declared by a State, Village or other regulatory official, an employee determines to self-quarantine and such employee presents a written statement of the attending physician or local health officer proving the necessity of such absence, then if the employee is a salaried employee that employee shall be granted leave with pay for the period of the required absence. Such pay shall cover the employee's routine hours. For a part-time hourly employee any compensation relative to the time of quarantine will be set as the Board may determine following a special meeting called within ten days of such event.

Prior to return to duty, such employee may be required to submit a written statement from either the local health officer having jurisdiction, or from a physician that return to duty will not jeopardize the health of other employees.

To be eligible for compensation during quarantine leave, employees must be ready, willing and able to work remotely on projects identified by library leadership during their regularly scheduled working hours, and must complete such duties as assigned.

Salary Adjustments

At any time or from time to time during the period of employment, the board of trustees, at their discretion, may review and make adjustments to the approved pay for salaried and part-time employees .

Holiday Schedule

The holidays listed below will be observed by the library. If a legal holiday falls on Saturday, it will be celebrated on the Friday preceding. If a legal holiday falls on Sunday, it will be celebrated on Monday following.

New Year's Day	Veteran's Day
Martin Luther King Day	Thanksgiving Day
President's Day	Friday Following Thanksgiving
Good Friday	Christmas Eve (1/2 Day)
Memorial Day	Christmas Day
Independence Day	New Year's Eve (1/2 Day)
Labor Day	
Columbus Day	
Election Day (full day for presidential & gubernatorial, ½ day on all other, and open during Village elections)	

Hiring of Library Director

The East Williston Public Library is a municipal library and as such falls under the New York State Civil Service law which dictates the hiring, promotions and firing of employees, including Library Directors.

Most librarians/ library directors fall in the competitive class of civil service employees. However, some public libraries such as East Williston Public Library employ part-time librarians. Positions in competitive titles may be filled on a part-time, non-competitive basis only if the part-time position has been approved as non-competitive by the local civil service agency.

If a part-time position is in the non-competitive class, an applicant who meets the minimum qualifications for the position may be appointed without competitive examination. Rules governing the limits on part-time appointments are determined by each local civil service agency. These rules vary so the rules of the applicable jurisdiction should be consulted for details.

When hiring a library director, the Board must work with the East Williston Village Clerk to ensure compliance with the local (Nassau County) Civil Service commission hiring process. Specifically, the Nassau County Civil Service commission has granted to the village the use of a non-competitive title listed as "Library Supervisor Part Time (code NNJ)". The process to hire under this title is as follows:

1. Village/ Library files form CS-4 with the Civil Service agency, to approve the position. The process takes approx. 4-6 weeks.
2. Once the position is approved by Civil Service and the Library Board has a candidate, the candidate must fill out form CSX-1 and submit it to the Village Office to be filed with Civil Service. This form aims to hire the candidate and he/she cannot be placed on the payroll until the form is approved and the third step below is undertaken. This step takes approx. 3-5 weeks.
3. After form CSX-1 is approved by Civil Service, thereby approving the candidate, the Village Clerk must file form CS-39M which places the candidate on the Village roster, enabling the processing of payroll.

For an overview of the matters affecting the hiring of the Library Director, please refer to the Handbook for Library Trustees of New York State – section "Civil Service 101 for Public Library Trustees" (also see link below) and A Librarian's Guide to Civil Service in New York State published online by the New York Library Association.

Civil Service 101 for Public Library Trustees:

<http://www.nysl.nysed.gov/libdev/trustees/handbook/cs101.htm>

A Librarian's Guide to Civil Service in New York State:

https://www.nyla.org/max/4DCGI/cms/review.html?Action=CMS_Document&DocID=2444&MenuKey=career

East Williston Public Library
Emergency/ Disaster Response Policy
Established 2/1/08; Updated and Approved 4/22/20, Updated 03/18/25

In the event of an emergency, our first concern is for the safety of the patrons and staff. Procedures may differ depending upon the type of emergency (e.g. gas, fire, electrical outage, major disaster, bomb threat).

The following steps may be taken:

- Assess the type and level of emergency.
- Notify relevant agency and personnel.
- Decide to remain open or to close the library.
- Alert patrons to an emergency closing.
- Evacuate the building.
- Assess the damage to the library, collection and equipment.
- Notify the Staff and Library Board.
- Inform the Nassau Library System and ALIS Staff.
- Inform the public of the situation.

Below is a contact list to be used depending on the type and severity of the emergency. Once the appropriate agency is contacted to assist with the emergency and the patrons and staff are safe, the Library Director should be contacted if not already on site. Depending on the type and severity of the emergency, the Library Director will contact the President of the Board of Trustees.

Agency/ Personnel to Contact in Emergency

Agency/ Person	Phone Number	Type of Emergency
Police/ Emergency	911	Fire, Health, General Safety
Fire Department	516-742-3300	Fire, Health, General Safety
National Grid	800-490-0045	Gas
PSEG	800-490-0075	Electrical
Jamie Cutinella, Library Director	516-521-2628	All
Nassau Library System	516-292-8920	All
Sabrina Scarantino, Board of Trustees President	516-850-5701	As needed
Village Office	516-746-0782	As needed

Additionally, below are some specific considerations related to the fire, health, and bomb threat emergencies.

Fire

If the fire can obviously be contained and extinguished quickly and safely by staff, the staff may proceed to do so. The fire extinguisher is tested annually and is located on the wall behind the circulation desk. However, if there is any doubt about whether the fire can be controlled, immediately contact the fire department and evacuate the building.

Health Emergency

Absent having had approved training, staff members should exercise caution when administering first aid. Do not move the injured person, in the absence of sufficient training allowing for a staff member to do so, or unless doing so in cooperation with emergency personnel or emergency responders.

Without specialized training, it is not advisable for staff to undertake more than keeping the sick or injured patron comfortable and protected from needless disturbance until medical help can be obtained. The 911 emergency number should be called immediately in the event of any serious problem. No medication, including aspirin, should ever be dispensed to the public.

The First Aid kit is located in the drawer behind the circulation desk.

Bomb Threat

1. Clear the building immediately upon becoming aware of a bomb threat.
2. Keep the caller on the line as long as possible.
3. Ask the caller to repeat the message and try to write down every word spoken by the person.
4. If the caller does not indicate the location of the bomb or the time of possible detonation, ASK FOR THIS INFORMATION.
5. Pay particular attention to peculiar background noises such as motors running, background music and any other sounds which may indicate the location from which the call is originating.
6. Listen closely to the voice (male, female), voice quality (calm, excited), accents and speech impediments.
7. Immediately after the caller hangs up, call 911.
8. Ensure the building has been cleared.
9. The police will handle the actual bomb search.

East Williston Public Library
Code of Ethics/ Conflict of Interest Policy

Established and Approved 4/22/20

(Largely based on the Bryant Library Code of Ethics and the Official Ethics Statement from United for Libraries)

In order to conduct themselves in accordance with the highest ethical standards, the Board of Trustees of the East Williston Public Library shall observe the following rules:

Each Trustee Shall:

- Avoid conflicts of interest or the appearance of such conflicts. Disclose any relationship s/he have or had with a person or entity, such as a potential vendor, with whom the Board considers doing business. If any member of the Board decides that an actual or potential conflict exists for him or her, the Trustee who disclosed the conflict shall not participate in discussion or vote on that particular issue.
- Refuse gifts of any kind that could create an appearance of an impropriety and/or suggest undue influence.
- Refuse remuneration or services from the Library.
- Work cooperatively with the other Trustees; accept formal decisions, positions and policies of the Board majority even if personally disagreed with in whole or in part.
- Not, in fulfilling their responsibilities, be swayed by partisan interests, public pressure or fear of criticism.
- Not disclose confidential information unless such disclosure is required pursuant to the Library's or Board's compliance with freedom of information, privacy or other applicable laws and regulations.
- Not engage in discrimination of any kind and shall uphold library patron's rights to privacy in the use of library resources.
- Comply with all applicable laws, rules and regulations that apply to them and ensure, with the Library Director, that the Library operates in accordance with all applicable laws and regulations.
- Represent the best interests of the Library and community residents, and do nothing to violate the public trust.
- Attend and actively participate in meetings, and devote the time and attention required to fulfill the responsibilities of trusteeship, including membership on Board committees and subcommittees.

Board of Trustees Shall:

- Transact Library business only at Board meetings for which appropriate notice has been made public in compliance with the Open Public Meetings Law. Please note the following, according to the 2018 Edition of Handbook for Library Trustees of New York State: Insofar as Board communication between meetings, the Committee of Open Government opines: "there is nothing in the Open Meetings Law that would preclude members of a public body from conferring individually, by telephone, via mail or email. However, a series of communications between individual members or telephone calls among the members which results in a collective decision, a meeting or vote held by means of a telephone conference, by mail, or email would in (our) opinion be inconsistent with law."
- Respect the differing roles of the Library Director and the Trustees and act accordingly.
- Observe the law and any applicable Board policies on responding to inquiries from the public, officials and the media.
- Seek legal and other professional counsel as needed, and utilize such counsel to guide decision-making, policy development or enforcement and actions.
- Support the American Library Association's Library Bill of Rights, and the efforts of the Library Director and staff to resist censorship of library materials by groups or individuals.

Enforcement:

- Any possible violations of the Code of Ethics/ Conflict of Interest Policy shall be dealt with in accord with the procedures found in the Library By-Laws Article II, B, (8).

East Williston Public Library
Purchasing Policy
Established and Approved 4/22/20
(Largely based on Putnam Valley Library Purchase Policy)

This policy is exclusive of library materials/programs which are at the discretion of the Director.

Purchases under \$500 are to be made at the discretion of the Library Director.

Purchases between \$500 and \$999.99 (e.g. furniture, equipment): The Director must consult the Finance Designee.

Purchases equal to or greater than \$1,000:

1. Library Director and/or Finance Designee creates Project Spec Sheet on work or purchase.
2. The Library Director and/or Finance Designee must make a concerted effort to obtain three written bids. If one of the bids is delayed due to the negligence of the vendor, the Library Director and/or Finance Designee should choose from the two bids obtained.
3. The Library Director and/or Finance Designee selects one of the 3 estimates, if available, based on quality, cost and availability (of contractor). The Library will conduct any bidding process in accord with the applicable competitive bidding laws of the State of New York and the procurement policy of the Village.
4. The Library Director and/or Finance Designee brings decision to the Board for approval of funds. The Project Spec Sheet will briefly reflect estimates received and choice made. If the lowest cost bidder was not the one selected, the reasoning will be explained here.
5. All estimates are filed in project folder.
6. The Board approves or disapproves.
7. If project is not approved, the Board will advise of the next steps.

Emergencies: In the event of an emergency over \$1,000, the Library Director will obtain three verbal quotes if possible. Either the Finance Designee or the President will approve the expense. Time permitting, the Project Spec Sheet will be completed as part of this approval. Otherwise, it will be completed subsequent to the emergency approval for record keeping.

**East Williston Public Library
Purchasing Policy: Project Specification Sheet**

Project/ Purchase Description

Why should the project be undertaken / purchase made?

Estimates Received

(Please attached all written quotes, or verbal quote notes in case of an emergency purchase.)

Estimate 1 Notes

Estimate 2 Notes

Estimate 3 Notes

Indicate Which Estimate was Selected and Why (including why low-cost bidder may not have been selected)

Board Approval on Date: _____

Finance Designee/ President Approval: Signature_____ **Date**_____
(Emergency Purchase)

East Williston Public Library

Credit Card Use Policy

Adopted 1/27/21, Amended 2/16/22, Reviewed 02/10/25

In an effort to simplify the reimbursement process for the library-related purchases made by the Library Co-Directors and staff and minimize the need to lay out funds, for subsequent reimbursement, from their personal accounts for expenses that benefit the Library and the East Williston community, the Village of East Williston, as the municipality that holds the library's tax funds and pays the library's invoices, has established a credit card for the Library's use.

All purchases made with a Library credit card are to be overseen by the Library Director and are to be made solely for the benefit of the Library and its programs. Those purchases must be made in accordance with the Purchasing Policy dated April 22, 2020. The Library Director will control and safeguard the credit card and will instruct the appropriate personnel on the use of the card and the requirements for its use. The credit card will be returned to the Library Director after use along with appropriate documentation to support all purchases.

No personal use of the credit card is allowed even if the user intended to, or actually did, reimburse the Library for such use.

East Williston Public Library
Minimum Fund Balance Policy
Adopted 6/22/22, Reviewed and Updated 02/10/25

(Largely based on the review of fund balance policies of Schaumburg Township District Library, North Shore Public Library, Oak Park Public Library, and Elia Area Public Library)

Fund Balance Overview

Fund balance is the difference between fund assets and liabilities reflected on the balance sheet or statement of net assets. Over any period, fund balance at the beginning of the period coupled with the net change in the Income Statement over the reporting period results in the end-of-period fund balance.

Generally accepted accounting principles provides for the following five types of fund balance:

- Non-spendable Fund Balance – represents those resources that cannot be used to liquidate current liabilities because the related assets are either not in spendable form (e.g. prepaids, inventory, and long-term receivables) or because the related assets are required to be maintained intact (e.g. the corpus of an endowment)
- Restricted Fund Balance – the portion of a fund that is subject to externally enforceable legal restrictions or restricted through ordinances adopted by the Library Board.
- Unrestricted Fund Balance – the total of the Committed, Assigned and Unassigned Fund Balances
 - A) Committed Fund Balance – amounts that are subject to a self-imposed limitation by formal action of the Board. Modification or removal of the limitation may only occur through formal action by the Board.
 - B) Assigned Fund Balance – amounts that the Board intends to use for a specific purpose.
 - C) Unassigned Fund Balance – amounts available for any purpose.

Given the small size of the East Williston Public Library (the “Library”), and the related operating budget, and limited opportunity for capital projects, at this time the entirety of the fund balance is classified as Unassigned. Any further references to fund balance in this document will be understood to mean the unassigned fund balance.

Minimum Fund Balance

Given that a reasonable, and stable, fund balance is recognized as an element of effective long-range planning, the Board of Trustees (the “Board”) of the Library wishes to establish a minimum fund balance policy. Minimum fund balance can help offset significant economic downturns or revenue shortfalls, stabilize and protect programs from cutbacks, and provide for unforeseen expenditures relating to emergencies or opportunities.

The Board wishes to maintain a fund balance of no less than \$25,000. We will occasionally adjust it.

Fund balance should only be used or depleted in the following situations:

- Revenue shortfalls result in an operating deficit;
- Unforeseen material expenditures arise which cannot be avoided or delayed; or
- Excess fund balance exists and the Board intentionally draws down on fund balance. This may occur in an instance when the annual fund transfer from the Village of East Williston general fund, combined with other sources of revenue, falls short of the library’s (budgeted) expenditures and it is unreasonable or not prudent to decrease the level of services, and related expenditures, provided to our patrons.

Excess fund balance may be accessed/ appropriated up to the minimum established level upon approval of a budget amendment resolution by the Board.

Amendments or modifications to the minimum fund balance must be approved by a formal resolution of the Board.

In the event that the fund balance drops below the established minimum level, the Board in collaboration with the Library Director(s) will develop a plan to replenish the fund balance to the established minimum level within two years.

The fund balance will be reviewed at least annually, including as part of the budgeting process and prior to the adoption of the budget.

Attached to this policy is a sample resolution that can be utilized by the Board in order to approve the appropriation of excess fund balance to fund the operating budget for a given fiscal year. Fund balance appropriated in such a way would be supplemental to other revenue sources (e.g. transfer from Village General Fund, state aid, NLS payments, fees and fines, gifts and donations).

East Williston Public Library

Gifting Policy

Updated and Approved 4/22/20

Books and other non-financial resources offered as gifts to the Library may be accepted at the discretion of the Library Director(s), provided no stipulations are attached thereto. Upon the request of the donor, an acknowledgement plate shall be noted with the name of the donor. Books and other non-financial resources offered as gifts to the Library with an attached stipulation shall be accepted only at the discretion of the Board. Additionally, financial gifts, for whatever purpose, shall be accepted only at the discretion of the Board.

East Williston Public Library
Confidentiality and Retention of Library Records Policy
Established and Approved 4/22/20

According to the New York State Civil Practice Law & Rules Section 4509, library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials, films or records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.

The records of the East Williston Public library will be retained and disposed in accordance with the Library Schedule MU-1 published by the State Education Department/ The University of the State of New York. The schedule is as follows:

1.[304]	Incorporation, chartering and registration records: RETENTION: PERMANENT
2.[305]	Accession records: RETENTION: 1 year after accessioning procedure becomes obsolete NOTE: Some libraries accession manuscripts, rare books and special collections, but not their general library holdings. In these cases, the accession records need to be retained only for the kinds of materials still accessioned.
3.[306]	Directory of public library system and member libraries, prepared by public library system (member library's copy): RETENTION: 0 after superseded or obsolete
4.[307]	Borrowing or loaning records , including interlibrary loan: RETENTION: 0 after no longer needed
5.[308]	Catalog of holdings
	a. Manuscript or published catalog: RETENTION: PERMANENT
	b. Continuously updated catalog: RETENTION: 0 after superseded or obsolete
6.[309]	Individual title purchase requisition which has been filled or found to be unfillable: RETENTION: 1 year
7.[310]	Records documenting selection of books and other library materials: RETENTION: 0 after no longer needed
8.[311]	Library material censorship and complaint records , including evaluations by staff, patrons' complaints and record of final decision: RETENTION: 6 years after last entry NOTE: Appraise these records for historical significance prior to disposition. Some library censorship records deal with serious constitutional issues and may have value for future research.

9.[312]	Patron's registration for use of rare, valuable or restricted non-circulating materials: RETENTION: 6 years
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RESOLUTION: RETENTION OF LIBRARY RECORDS

(To serve as an Amendment to the Confidentiality and Retention of Library Records Policy)

Agreed Upon on 12/14/2020, ratified on 1/27/21 retroactively to 12/14/21, Reviewed 2/10/25

WHEREAS, On April 22, 2020, the Board of Trustees of the East Williston Public Library (the “Library”) adopted the Confidentiality and Retention of Library Records Policy.

NOW THEREFORE,

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

BE IT FURTHER RESOLVED, that in accordance with Article 57-A:

- a) only those records will be disposed of that are described in Retention and Disposition Schedule for New York Local Government Records (LGS-1), after they have met the minimum retention periods described therein;
- b) electronic records shall be maintained in such a fashion as to comply with Title 8 NYCRR 185.8;
- c) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

BE IT FURTHER RESOLVED that the Library’s Confidentiality and Retention of Library Records Policy is hereby amended pursuant to this resolution so that the records of the East Williston Public library will be retained and disposed of in accordance with the Retention and Disposition Schedule for New York Local Government Records (LGS-1).

Dated: December 14, 2020

The vote on the foregoing was as follows:

In favor: Lauren Shannon, Sabrina Scarantino, Ajla McDonald

Against:

Section 185.8. Retention and preservation of electronic records

(a) A local government shall ensure that records retention requirements are incorporated into any plan and process for design, redesign, or substantial enhancement of an information system that stores electronic records.

(b) A local government shall ensure that electronic records are not rendered unusable because of changing technology before their retention and preservation requirements are met. In the case of archival electronic records, a local government, in consultation with the State Archives, must determine that the records will remain usable and accessible by ensuring that the records are retained in currently available file formats and by creating adequate documentation of the records and their systems as defined in subdivision (c) of this section.

(c) A local government shall develop and maintain up-to-date documentation about all permanent or archival electronic records sufficient to:

- (1) specify all technical characteristics necessary for reading and processing the records;
- (2) identify all defined inputs and outputs from the system;
- (3) define the contents of the files and records;
- (4) determine restrictions on access and use;
- (5) understand the purposes and functions of the system;
- (6) describe update cycles and/or conditions and rules for adding information to the system, changing information in the system, or deleting information; and
- (7) ensure the ongoing retention of records by the local government.

(d) A local government shall prepare and store in a secure off-site facility copies of archival electronic records in order to safeguard against loss.

(e) For electronic media that contain permanent or archival electronic records, a local government shall

institute maintenance procedures to:

- (1) verify that the media are free of permanent potentially damaging errors;
- (2) rewind under constant tension all tapes at least every two years;
- (3) annually test a three percent statistical sample of all units of media to identify any loss of data and to discover and correct the causes of data loss;
- (4) copy immediately onto new media any permanent or archival electronic records stored on media containing a significant number of errors or showing signs of physical degradation;
- (5) copy all permanent or archival electronic records onto new media before the media are expected to fail and always before the media are 10 years old; and
- (6) prepare external labels to identify each media unit, the name of the organizational unit responsible for the records, and the records title.

External Policies

East Williston Public Library
Books/ Materials Selection Policy
Updated and Approved 4/22/20

The Library should have a collection of print and electronic publications presenting the broadest scope of thought, limited only by the physical size of the Library. The selections shall be free of prejudice or individual preference.

The Library Director shall be responsible for the development of the collection while balancing guidance provided by this policy with the pool of available materials and cost constraints. In managing the collection, the Library Director may establish priorities that are in line with the demonstrated needs and interests of the community it serves.

Library materials that are old, infrequently circulated, physically deteriorated, and/ or have become obsolete will be subject to weeding in order to create space for updating the collection. During the weeding process, the library will not knowingly favor the opinion or preferences of any group or individual.

East Williston Public Library
Complaints and Restriction of Materials Policy
Updated and Approved 4/22/20, Reviewed and Updated 2/10/25

The East Williston Public Library has as part of this policy adopted The Library Bill of Rights, The Freedom to Read statement, and The Freedom to View statement put forth by the American Library Association.¹

All complaints and requests for any restriction of materials will be submitted in writing and signed by the complainant to the Library Director(s) who will then present it to the Board of Trustees. After weighing the issues at stake, the Board will submit a written decision to the Library Director who will then communicate it to the complainant.

In reviewing the complaint/ restriction request, the board will uphold our policy of keeping the library collection free of prejudice and individual preference. While any individual is free to reject any given material offered by the library, he/ she cannot impede the freedom of others to read or view it.

¹ The Library Bill of Rights and The Freedom to Read statement can be found at <https://www.ala.org/advocacy/intfreedom/librarybill>
The Freedom to View Statement can be found at <http://www.ala.org/advocacy/intfreedom/freedomviewstatement>.

East Williston Public Library

Meeting Space Policy

Established and Approved 4/22/20

The East Williston Public Library does not on its premises have a dedicated meeting space available for reservation and use by its patrons. As such, a Meeting Space Policy is deemed not applicable. Any inquiries regarding the use of meeting rooms available in the East Williston Village Hall are to be made directly with the Village Office.

East Williston Public Library

Proper Conduct Policy

Updated and Approved 4/22/20

The Board of Trustees of the East Williston Public Library recognizes that the users of the Library have the right to assume that visits to the facility will be free from harassment, physical discomfort and danger. The Library staff members have the same rights as patrons of the Library. It shall be the policy of the Board of Trustees of the Library to maintain in its facility a quiet and pleasant environment conducive to serious study as well as to casual use.

To assure the successful implementation of this policy, the Board of Trustees exercises its authority as outlined in NY State Education Law 262² and declares to all library users that it considers the following to be unacceptable behavior on library premises and, accordingly, such behavior may result in the loss of library privileges.

Prohibited Behaviors

The following acts which take place on the Library premises are violations of the Rules of Behavior of the Library:

- A. Any person who shall cause or threaten to cause physical harm to another person or their property.
- B. Any person who shall cause or threaten to cause damage to the Library facilities or the materials and/or articles therein, including, without limitation, books or other Library materials and articles, library computers, or furniture.
- C. Anyone using the internet for unlawful purposes or any activity which is determined to be offensive, libelous, or slanderous by the Library Staff. Transmitting and/or receiving obscene documents and/or pornography are violations of law and are not permitted under any circumstances.
- D. Anyone who disrupts Library functions or programs taking place on the Library premises.
- E. Anyone in the Library who has in his or her possession any one or more of the following: illegal drugs, alcoholic beverages, firearms or any other weapon.
- F. Any person wearing a mask or other device which hides his or her identity, excluding any covering worn for religious observances.
- G. Any person who has an unpleasant body odor so strong as to constitute a nuisance and/or infested or filthy clothing or personal effects.
- H. Anyone inappropriately dressed (shirts and shoes must be worn at all times).
- I. Anyone under the influence of drugs or alcohol.
- J. Animals are not permitted in the Library except to assist disabled persons, for authorized exhibits or for instructional presentations.

² Use of public and Indian libraries: Every library established under section two hundred fifty-five of this chapter shall be forever free to the inhabitants of the municipality or district or Indian reservation, which establishes it, subject always to rules of the library trustees who shall have authority to exclude any person who willfully violates such rules; and the trustees may, under such conditions as they think expedient, extend the privileges of the library to persons living outside such municipality or district or Indian reservation.

In addition to the above listed prohibited acts, the following activities occurring on the Library premises constitute violations of the Library Rules of Behavior:

- A. Use of cellular phones in a manner that is disruptive to library operation and programs is prohibited.
- B. Sleeping, loitering, cursing, panhandling, gambling, skateboarding, running or creating loud disturbances; preventing another person from using the library facility, following or stalking a person through the library; staring at a person with intent to annoy; making suggestive or lewd comments or conversations that could be perceived as inappropriate by another person.
- C. Smoking, spitting, littering. Eating and drinking is prohibited unless it is a staff meal or part of library programs.
- D. Harassment of employees or person lawfully on library premises. Harassment of employees or other persons, directed at them because of their race, color, national origin, religion, sexual orientation, age or disability.
- E. Electronic devices may not be used except with headphones, and then only as long as no ambient sound comes out of the headphones.
- F. Conducting meetings or other group activities without authorization of the Library.

Enforcement of Rules and Penalties for Violations

Enforcement Procedures

The Library Director, or in his or her absence, any Library employee shall be responsible for the enforcement of these rules and regulations. Any violation of these rules shall be immediately reported to the Director. In the Director's absence, any Library employee shall immediately inquire regarding the facts and circumstances of the alleged violation and may direct the violator to cease and desist from the violation and/or vacate the premises. If the violator refuses to obey such direction, the Library Director or Library employee is hereby authorized to make a complaint to the Nassau County Police Department and to sign any information or other required document necessary to charge the violator with the appropriate violation of the law. A report of the violation and the action taken shall be made by the Library Director to the Board of Trustees.

Penalties

In addition to the provision of the above paragraph, the Library Director is authorized, at his or her sole discretion, to take any one or more of the following actions with respect to any person or persons who have violated any of these rules or regulations:

- A. Persons who have qualified, or who are eligible to qualify, as borrowers of library books and materials may have their borrowing privileges suspended for a period not to exceed one year.
- B. Persons who are not eligible to qualify to become borrowers of books and materials may be subject to the revocation of their privileges to enter the Library premises for a period not to exceed one year.
- C. Persons who have committed a violation which:
 - a. Is egregious in nature or poses a threat to the safety of themselves or others on Library premises; is of a serious nature involving negative circumstances above and beyond the usual violation; or
 - b. They refuse to cease committing such violation thereby causing a complaint to be made to the Nassau County Police Department charging a violation of law; or

- c. Is not the first violation committed by such person whose privileges have been suspended in the past.

All cases set forth in the above paragraphs C (a), (b), and (c) shall be subject to permanent revocation of all privileges to enter the Library premises and/or to use any of the Library facilities.

Appeal Procedure

- A. Appeal by Library patrons and any other person to suspension of their borrowing privileges and/or other privileges to enter upon Library premises shall be made to the Board of Trustees.
- B. Each person shall have the right to submit a written notice of appeal to the Board of Trustees within thirty (30) days of any action of the Library Director suspending their borrowing privileges and/or their privilege to enter the Library premises. The Board of Trustees shall convene a hearing at the next regularly scheduled board meeting, as long as the notice from the appellant is received at least fifteen (15) days prior to the meeting date, otherwise the hearing shall be held at the meeting after the next regularly scheduled meeting. If the appellant does not appear at the hearing, the appellant waives the right to any further appeal.
- C. At the above-mentioned hearing, the aggrieved shall be afforded the opportunity to present evidence, testify and cross examine witnesses. Within thirty (30) days of such hearing, the Board of Trustees shall render a decision in writing, either restoring the aggrieved person's library privileges, confirming the Director's actions, or rendering a decision to adjust the time period of the suspension of their borrowing privileges and/or their privilege to enter Library premises. The written decision will explain the reasons for the Board's action.

East Williston Public Library

Unattended Children Policy

Updated and Approved 4/22/20

The East Williston Library welcomes children of all ages to use its facilities and services. To guarantee the safety and well-being of children in the library, the following policy regarding the use of the library by children and their parents or caregivers is adopted:

- Children, like all other library users, are required to abide by the library's rules and regulations regarding appropriate behavior in the library.
- Parents and caregivers are responsible for the conduct of their children in the library and must provide such supervision of their children as is appropriate.
- Any child ten years or younger must have a parent/guardian/caregiver with them at all times in all areas of the library.
- Parents and caregivers must be aware of library opening and closing times and make suitable arrangements to meet and/or transport their children.
- If a child is unaccompanied in the library at closing time, every effort will be made to assist the child in calling his/her parent or caregiver to arrange for transportation.
- In the event a parent or caregiver cannot be contacted, the library will call for police assistance.
- Under no conditions will library staff transport children home or to any other destination.

East Williston Public Library

Exhibit and Display Policy

Updated and Approved 4/22/20

Basic Policy Statement

The purpose of The East Williston Public Library's display is to increase public awareness of the Library's resources and to support its mission as an educational, informational, cultural, and recreational center for the community it serves. Displays are organized by the Library to further this mission. The Library reserves the right to determine what displays will be solicited and accepted. For the purposes of this policy, the term "display" includes wall exhibits, enclosed display cases and free-standing exhibits. Exhibits/displays using these facilities shall promote one or more of these purposes:

- a. to promote East Williston Library services, collections, or programs;
- b. to highlight current issues, events or other subjects of public interest;
- c. to display arts, crafts, photographs, writings or collections when they promote or complement the mission of The East Williston Library.

Guidelines for Displays

Cancellation: The East Williston Library reserves the right to cancel displays at any time for any reason.

Library Security: The East Williston Library is not responsible for the security of displayed items. All items are understood and acknowledged to be displayed at the exhibitor's risk.

Liability: The East Williston Library is relieved of all liability for mutilation or damage or loss of exhibit from any cause whatsoever. Should the exhibitor determine that the display warrants insurance coverage, it is the sole responsibility of the exhibitor to secure such insurance coverage.

Publicity: The East Williston Library must approve all public relations announcements and advertising prior to dissemination. The East Williston Library assumes no responsibility for publicizing exhibits.

East Williston Public Library
Computer Use and Internet Access Policy
Previous Update Approved January 2018
Updated and Approved 4/22/20

Policies and Rules of Use:

1. **ALL Patrons MUST show a form of identification (library card, driver's license, etc.) and sign in and out at the Computer User/ Internet Access Log.**
2. Internet Access may not be used for unlawful purposes or any activity which is determined to be offensive, libelous, or slanderous by the Library Staff. Transmitting and/or receiving obscene documents and/or pornography are violations of law and are not permitted under any circumstances.
3. Use of the Library's public equipment is on the first-come, first-serve basis and is limited to a 30-minute time period. If no one is waiting for the computer, 1 additional half-hour may be approved by the Library staff. **Maximum of 1 hour per day per person.**
4. The Library reserves the right to terminate an Internet session that disrupts Library services or that involves user behavior that violates the Library's policies.
5. Patrons may access subscription databases, the online catalog and various software programs when using the Library's computers. All computers have access to the Internet. Because the Internet is an unregulated electronic medium, the Library assumes no responsibility for its content, quality, accuracy or currency.
6. Patrons shall not make any attempt to gain access to restricted computer files or networks.
7. Damaging or modifying Library computer equipment or software, as well as installing or downloading any software is strictly prohibited.
8. The Library assumes no responsibility for damage to a patron's laptop from harmful downloads when using the Library's wireless network.
9. Patrons are financially responsible for any charges that they may incur through their use of the Internet.
10. Patrons may print documents to the (black & white only) copy machines for a fee of 10 cents per page. This is subject to change without notice.

East Williston Public Library
Public Participation at Library Board Meetings Policy
Adopted 2/23/10
Updated and Approved 4/22/20

The East Williston Public Library Board of Trustees encourages public comment at Board meetings. The Board permits members of the public to comment on agenda items. A period for public expression is also provided at each regular meeting of the Board. Individual presentations and comments shall be limited to no more than five (5) minutes unless the time is extended by the President with consent of the majority of the Board.

The public shall be recognized during the "Period for Public Expression" on the agenda and when members of the public wish to comment on particular agenda items during the course of the meeting. Persons wishing to speak will identify themselves, any organizations they may be representing at the meeting and, where applicable, the agenda topic they wish to discuss. Comments should be kept as brief as possible and relate to public library matters. Members of the Board of Trustees are not obligated to respond to questions or comments from the public, but may do so at their own discretion.

The Board President is responsible for the orderly conduct of the meeting and shall rule on such matters as: the time to be allowed for public expression; the appropriateness of the subject being presented; and the "timeliness" of such presentation.

Undue interruption or other interference with the orderly conduct of Board business cannot be allowed. Defamatory or abusive remarks are always out of order. The presiding officer may terminate the speaker's privilege of address if, after being called to order, he or she persists in improper conduct or remarks.

At a public meeting of the Board, no persons shall verbally initiate charges or complaints against individual employees of the library. All such charges and/ or complaints shall be presented to the Library Director in writing, signed by the complainant. All such charges, if properly presented, shall be handled by the Library Director for investigation and report.

East Williston Public Library
Borrowing Policy
Updated and Approved 4/22/20, Updated 2/10/25

Books

- Overdue status and fines are established automatically through the ALIS (Automated Library Information System).
- Most books can be borrowed for 21 days at a time, while certain materials have a 14-day checkout period.
- Following COVID, the EWPL no longer charges late fees.

DVDs

New DVD

- Only East Williston Residents may borrow new DVDs.
- 3-day loan period
- No renewals
- \$2.00 fine per day overdue

Regular DVDs

- 7-day loan period
- \$1.00 fine per day overdue

Museum Passes

- The passes may be borrowed for 1 day and cannot be renewed.
- There is a \$10 late fee per day.
- Patrons may reserve multiple museum passes in a given month, but may only reserve a specific museum pass once per month.