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Ethics Policy

Town of Collins Public Library

Town of Collins Public Library (the Library) a branch of the Buffalo and Erie County Public Library (B&ECPL)

The Collins Public Library is dependent on the trust of its community to successfully achieve its mission. Therefore, it is crucial that all Board members and Key Employees, as defined in the Bylaws, conduct business on behalf of the Collins Public Library with the highest level of integrity, avoiding any impropriety or the appearance of impropriety.

Guiding Principles:

- Board members and Key Employees shall uphold the integrity of the Buffalo & Erie County Public Library and shall perform their duties impartially and diligently.
- Board members and Key Employees shall not engage in discrimination of any kind including that based on gender, race, color, national origin, ancestry, religion, creed, age, disability, familial status, marital status, pregnancy, sexual orientation, gender identity, military status, genetic predisposition, arrest or conviction status, domestic violence victim status, or any other basis protected by federal, state or local law.
- Board members and Key Employees shall protect and uphold library patrons' right to privacy in their use of the library's resources.
- Board members and Key Employees shall not knowingly act in any way that would reasonably be expected to create an impression among the public that they are engaged in conduct that violates their trust as Board members or Key Employees.
- Board members and Key Employees shall not use or attempt to use their position with the Collins Public Library to obtain unwarranted privileges or advantages for themselves or others.
- Board members and Key Employees shall not be swayed by partisan interests, public pressure, or fear of criticism.
- Board members and Key Employees shall not denigrate the organization or fellow Board members or Key Employees in any public arena.
- Board members shall distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the Board even if they personally disagree.
- A Board member shall respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.
- Board members shall be prepared to support to the fullest, the efforts of librarians in resisting censorship of library materials by special interest groups or individuals.
- Board members who accept appointment to a library board are expected to perform all the functions of library Board members.

- Board members and Key Employees shall act in accordance with the Conflict of Interest Policy adopted and amended by the Board.

Compliance: If any Board member appears to be in conflict of the "Guiding Principles" above, he or she will be asked to meet with the Governance Committee to discuss the issue. The Governance Committee will make a recommendation to the full Board based on the findings. Key Employees who are or appear to be in conflict with the "Guiding Principles" will be asked to meet with the Governance Committee, in consultation with the Library Director as appropriate, who will make a determination as to discipline or termination based on his or her findings.

Adopted by the Town of Collins Public Library Board of Trustees at a Public Meeting August 31st, 2017 (supersedes any priory Ethics Policies). Amended 12/3/2020.



Freedom of Information Law (FOIL) Policy Town of Collins Public Library

This policy follows the policy set forth by the Buffalo and Erie County Public Library System, and is for application to the Town of Collins Public Library.

I. Purpose and Scope

This Policy provides information about how members of the public can access records of the Buffalo & Erie County Public Library. This Policy applies the Town of Collins Public Library.

The Town of Collins Public Library (Library), a branch of the Buffalo & Erie County Public Library (B&ECPL) will furnish to the public the information and records required to be disclosed by the New York State Freedom of Information Law (Article 6, Sections 84-90, of the Public Officers Law), and other applicable laws. FOIL allows members of the public the right to access government records, with certain exceptions. The full text of the FOIL law, guidance issued by the New York State Committee on Open Government, and other information about the law can be found on the Committee's website, <http://www.dos.ny.gov/coog/index.html>.

II. Designation of Records Access Officers

A. The Library shall designate an appropriate employee or employees as "Records Access Officers" for the Town of Collins Public Library, which shall be the director.

B. The records access officer(s) are responsible for insuring that the Town of Collins Public Library appropriately responds to public requests for access to Library records. The designation of records access officers shall not be construed to prohibit other Library officials, including those who may have been authorized to make records or information available to the public in the past, from continuing to do so.

III. Requests for Public Access to Town of Collins Public Library Records

A. All requests for records must be in writing, either in letter format or using the Town of Collins Public Library's FOIL Application form. Requests can be:

- Mailed to the Records Access Officer(s) at the following address:
Town of Collins Public Library
FOIL Records Access Officer
PO Box 470, Collins, NY 14034;
- Faxed to (716) 532-6210; or
- Emailed to col@buffalolib.org please include in the subject line "FOIL Request"

B. All requests for requests for access to records must include contact information of the requestor, including a telephone number and mailing address.

C. All requests must include a detailed description of the records that are being sought including, but not limited to, dates, titles, file designations, or any other information that will assist the Library in locating the requested records

- IV. Town of Collins Public Library Response to Requests for Public Records
 - A. Within five (5) business days of the receipt of a compliant written request, Town of Collins Public Library will:
 - 1. Make the record available to the requestor;
 - 2. Furnish a written acknowledgement of the receipt of the request and a statement of the approximate date when the information will be made available, not more than twenty (20) days; or
 - 3. Deny access in writing, and state the basis for denying access.
 - B. A denial of access to any record will be sent in writing, and will summarize the reason for the denial, and provide information on how to appeal such denial.
 - C. If the Library does not respond to a request in accordance with Section IV.A, the request should be considered to have been denied.
- V. Appealing a Denial of Access
 - A. All appeals of a denial of a request for a Town of Collins Public Library record must be submitted in writing within 30 days of the denied request, either in letter format or using Town of Collins Public Library FOIL Appeal Form. An appeal may be
 - 1. Mailed to PO Box 470, Collins, NY 14034
 - 2. Faxed to (716) 532-6210
 - 3. Emailed to col@buffalolib.org
 - B. The Town of Collins Public Library's FOIL Appeals Officers shall be a subset of the Town of Collins Public Library Board of Trustees.
 - C. An appeal must include the date of the original FOIL request, a detailed description of the records that are being sought including but not limited to dates, titles, file designations, or any other information that will help the Library to find the requested records, and the reason provided for the denial.
 - D. The Town of Collins Public Library FOIL Appeals Officers will independently review the withheld records and the basis for withholding them. The Town of Collins Public Library FOIL Appeals Officers will respond in writing to the appealing party within ten (10) business days after the appeal is perfected with their determination as to whether the requested records were properly withheld or must be released.
 - E. Copies of all appeals and the determinations will be sent by the Library to the Committee on Open Government pursuant to Section 89(4)(a) of the Public Officers Law.
- VI. Fees
 - A. The Library reserves the right to charge the requestor for costs in accordance with Sections 87(1)(b)(iii) and 87(1)(b) and (c) of the Public Officers law, up to \$0.25 per page, and/or the cost of the time it took the employee to prepare the information.
 - B. There shall be no fee charged for merely inspecting or searching for records.

*Adopted by the Board of Trustees via resolution 12/15/2016
Reviewed with no changes 12/12/2019.*



**FREEDOM OF INFORMATION LAW (FOIL)
APPLICATION FOR PUBLIC ACCESS TO RECORDS**

This Form is for application to the Town of Collins Public Library.

MAIL TO:

FOIL Records Access Officer
Town of Collins Public Library
2341 Main Street
PO Box 470
Collins, NY 14034

I hereby apply to (1) inspect (☐) OR (2) obtain a copy of (☐) the following record:

Signature

Date

Print Name

(☐)

Telephone

Representing

e-mail

Mailing Address

FOR AGENCY USE ONLY

Approved (☐)

Denied (for the reason(s) checked below)

(☐) Confidential Disclosure

(☐) Part of investigatory files

(☐) Unwarranted invasion of personal privacy

(☐) Record of which the B&ECPL is legal custodian cannot be found

(☐) Record is not maintained by the B&ECPL

(☐) Exempted by statute other than the Freedom of Information Act

(☐) Other (Specify) _____



FREEDOM OF INFORMATION LAW (FOIL) APPEAL REQUEST FORM

This Form is for application to the Town of Collins Public Library.

MAIL TO:

Director/FOIL Appeals Officer
Town of Collins Public Library
2341 Main Street
PO Box 470
Collins, NY 14034

I hereby appeal:

Signature

Date

() _____

Print Name

Telephone

Representing

e-mail

Mailing Address

Date of Original Request: _____

Records Requested: _____

Reason Provided for Denial: _____

FOR AGENCY USE ONLY

Denial Upheld ()

Signature: _____

Denial Reversed ()

Title: _____



Public Relations Policy

Town of Collins Public Library

Town of Collins Public Library (the Library) a member of the Buffalo and Erie County Public Library System (B&ECPL)

Media Contact

- The library staff will be responsible for press releases and public notification for library programs.
- Contacts with the media will be arranged by the library director. Children's programming and services will be arranged by the children's coordinator after consultation with the director.
- Contacts made by the media with the library will be directed to the library director or to his/her designee.
- The Library will obtain and retain Photo Release forms for photos **of patrons** being used in any media distribution.
- Letters to the editor designed to speak for the library in an official capacity will not be submitted by library staff without prior approval of the library director.

Branch Website

- The Library will maintain its B&ECPL branch website with hours, information, and closings, board documents, as well as upcoming programs.
- The branch calendar for the B&ECPL site will be updated with library event, information, and closings as they become scheduled.

Social Media

- The Library will maintain a Facebook page and other social media, and keep it updated with pertinent information.
- Upcoming events will be posted to social media, as well as information that would be useful to followers such as library services, closings, photos, programming, and event outcomes.
- The Library will maintain its Google Business page and regularly monitor it along with any other pages deemed important.
- The Library will have a YouTube Page or other social media for online programming, meetings, or events, and regularly monitor it.

Emergency Situations

- In an emergency situation, official statements to the public and media will be made by the library board president, the library director, or one of their designees.
- If it is necessary for the library staff to provide the public with information, library administration (the director and board members) will inform staff what is to be said.

Adopted by the Board of Trustees September 15, 2016. Amended 12/3/2020.



Town of Collins Public Library Emergency Closing Codes and Procedures - Public

Emergency or weather related closings:

Not necessarily when the schools close

Talk to library caretaker about conditions

If it is nice in Collins and the Director is stuck in a driving ban, we can only open if staff can get in

Text/Call President of the Board to let her know about closing

Update intranet calendar remotely: <http://intranet.buffalolib.org/statistics/becpl-calendar> and enter all pertinent information. (Need card & Pin numbers to log in)

Call Technology Help Desk (Network) at _____, **or** Leave voicemail with the following info:

Library Name:

Date and time of closing:

Reason for closing:

Expected duration of closing (if known):

Status of Electrical power and network connection:

In addition to leaving voice mail, if library is closed for serious or extreme reason contact

Central Library Security : _____ Business Hours _____ Nights and Holidays

Update Facebook, Google Business, LED Sign, etc.

Call Town Clerk's office to let them know so Town doesn't have to plow

Director or a designee will call all affected staff to let them know of the closing.

Same notification procedures need to be done when facility is reopened.

Also Notify:

Radio:

AM **WBEN News Radio 930 AM**

FM **WBFO 88.7 FM**

WKSE 98.5 FM (Kiss), WTSS 102.5 FM (Star), WLKK 107.7 FM

Same parent Co. as WBEN – do not need to duplicate

TV: WGRZ-TV 2

WIVB-TV 4

WKBW-TV 7

Adopted by the Board of Trustees 12/7/2017. Amended 12/6/2018, 12/12/2019. Amended 12/3/2020.



Credit Card Policy Town of Collins Public Library

This policy facilitates library purchases and established guidelines for the use of credit cards issued by the library. This policy provides internal controls to ensure that employees comply with all applicable laws.

Credit cards may be issued to staff for the purchase of goods or services for the official business of the Library as determined by the Director and the Board of Trustees. This is decided on a case by case basis. All employees issued a credit card must sign an acknowledgement form recognizing their responsibility to comply with the Library policy regarding credit cards.

The Library Board must approve the credit card application. Each credit card bears the cardholder's name, but is the property of the Library and will be issued under the name of the Library, and must be returned to the employee's supervisor upon termination of employment with the library. The cardholder is responsible for the activity on the card.

Library credit cards shall have spending limits determined by the Director and the Board of Trustees. Effort should be made to select a card with no membership fee or service charge if at all possible.

A list of staff members with credit cards and their credit limit will be maintained.

The cardholder is responsible for ensuring that:
charges are authorized within his/her approved budget,
sufficient funds are available within that budget, and that
sufficient credit is available.

Use of the credit card should be limited to purchases from companies, stores, and vendors that do not invoice or accept purchase orders; orders placed over the Internet; and other purposes approved by the Library Director. A reasonable tip or gratuity is allowed when service is provided.

For all credit card purchases made, the cardholder must submit documentation in the form of receipts detailing the goods or services purchased, the cost of those goods or services, and the date of purchase. All documentation of approved credit card transactions must be forwarded to the Director for submission with the monthly bill.

Each staff member issued a Library credit card is responsible for its protection and custody and shall immediately notify the issuing bank, then the Director if the credit card is lost, stolen or used by unauthorized persons. Written documentation of the event should follow the report as soon as possible detailing the date and circumstances of the theft or loss.

All credit cards shall be returned immediately upon request or termination of employment to the Director. The Library may suspend or cancel cardholder privileges at any time for any reason.

No personal expenditures are allowed by staff members with the Library credit cards, even if the intent is to repay the Library at a future time. A Library credit card may not be used for cash withdrawal or cash advance.

Any misuse of a Library credit card shall result in no less than the credit card in question being revoked. Any disciplinary measures for misuse of Library credit will be at the discretion of the Director in consultation with the Library Board as appropriate.

The bookkeeper is responsible for balancing the receipts with the monthly statement and reporting any discrepancies to the library director or Library Board.

Before being issued a library credit card, employees must complete and sign the acknowledgement form stating that they understand and will comply with the library's credit card policy.

CREDIT ACCOUNTS

At the discretion of the Library Director, the Library may maintain credit accounts at local businesses or other vendors (for example: Ace Hardware, Sam's Club, Amazon.com). Only staff members authorized by the Library Director may charge goods and services for official Library business to these accounts. No personal use of these credit accounts is permitted. All purchases must be authorized by the Director. For all purchases made on these accounts, the staff member making the purchase shall submit documentation in the form of a receipt to the appropriate individual within 24 hours of making the purchase.

All employees authorized to use these credit accounts must sign an acknowledgement form recognizing their responsibility to comply with the Library policy regarding credit accounts.

The Director will maintain a list of all business accounts and the staff members who are authorized to use them.

Adopted by the Board of Trustees: September 15, 2016. Reviewed with no changes 12/3/2020.

TOWN OF COLLINS PUBLIC LIBRARY Credit Card Policy Employee Acknowledgement

I hereby acknowledge that I have received a copy of the Town of Collins Public Library's Credit Card Policy and the protocols for its use. I have read the policy and protocols and clarified with my supervisor any questions regarding its provisions. I agree to comply with all the requirements contained therein and understand that appropriate disciplinary action will be taken if I am found in violation of the policy and that the library will require restitution if the credit card is used improperly.

Employee: _____

Signed: _____ Date: _____

Director: Abigail Barten-McGowan

Signed: _____ Date: _____

Board of Trustees Approval:

Signed: _____ Date: _____



Disposal of Obsolete or Surplus Property Policy Town of Collins Public Library

Purpose:

The purpose of the policy is to ensure that obsolete or surplus property is disposed of to obtain the best possible price and in a way that makes it accessible to all on an equal basis.

Procedure:

1. Material in fair or better condition deemed to be no longer needed by the library from the collection will be removed from the collection and donated to the Friends of the Collins Public Library for their annual Book Sale. The prices for books will be reviewed periodically and adjusted as deemed necessary upon recommendation of the Director to the Friends of the Collins Public Library. Any excess books left after the Book Sale will be donated to a non-profit or charitable organization or disposed of.

When patrons donate books or other materials, these may be added to the collection, or given to the Friends of the Collins Public Library for sale at the book sale as well, at the discretion of the Director.

2. Any property deemed to be in poor or bad condition may be destroyed and thrown away.

3. A list of other property deemed obsolete (computers, furniture, equipment etc.) including base bid recommend sale prices will be presented to the Board of Trustees by the Director to be certified by the Board. Property purchased with funds from the County and marked with a county property sticker will follow Erie County's guidelines for disposal. For property purchased with private funds, an attempt should be made to see if other non-profit agencies in the community could use the equipment. In the event that a sale is held, notice of the sale will be given to the public either through the newspaper or through the newsletter.

4. The sale will be conducted in such manner the following manner:

- From 9:30 – 10:30 a.m. the items will be available for inspection.
- Each item will be numbered and assigned a base bidding price.
- Forms will be distributed to each potential bidder with the item number and the base bid price.
- Bidders will fill out the form with the bid price(s) by the item(s) they are interested in, sign the form, and place the form in a sealed envelope.
- Bids will be received from 9:30 a.m. until 10:30 a.m. at which time they will be opened and read in public.
- The highest bidder will be awarded the item.
- All payments must be made in cash. A receipt will be given.

5. The sale may also be conducted as follows:

- Prices for items comparable to those being offered will be obtained from the internet.
- Items will be priced in relation to those found.
- A record of the prices from the internet and the sale prices will be kept for proof of compliance.
- Tickets will be given to each person as they enter the sale. As each ticket number is

chosen, the patron with the matching number will be able to choose one item (or one computer system) to purchase. If there are still items left when everyone has had an opportunity to choose an item, new tickets will be distributed and the process will continue.

6. All sales are final.
7. In case of dispute, the decision of the Director will be final.

Adopted by the Board of Trustees: September 15, 2016



Financial Routine Town of Collins Public Library

Cash Register:

Each member of the staff will be trained for the cash register when they have shown their trustworthiness and when there is need. Each staff member will be assigned their own number to sign in to the register so they can enter monies. See the Procedures Manual at the desk for Cash Register Opening and Cash Register Closing.

Fine and Fee payment:

When a patron comes to the desk to pay a fine or fee, the staff will be clear about the amount owed, and answer any questions the patron has about what the fees are for. If there are additional questions, they should be directed to the director. The staff member will confirm with the patron the account information and how much they want paid. They will mark the amount paid in SIRSI and make sure the receipt prints. They will then put the amount in the cash register, and make the proper change. They will then return the change to the patron along with the receipt from the checkout printer. The receipt will be the proof that the fine was paid. The receipt in the cash register is the record of cash received for the library's records.

If there is not proper change in the register, the staff should see the Director or a Clerk for change.

Cash Handling:

Each morning the receipts from the previous day will be counted, change for the new day established, and the amounts entered into the book keeping spreadsheet. The cash and receipts will be kept in separate envelopes for each day and kept in a secure locked location. The receipts will be counted and signed off on by two staff members.

Bank Deposit:

At least twice monthly, the money from the daily receipts will be re-counted, compared to the daily receipt totals as well as the book keeping spreadsheet, and each checked for accuracy. Then the money will be prepared for a bank deposit. The money for fines, etc. go into the Operating fund account. Any other checks, donations, etc. will also be deposited into the proper Fund Account at this time. A deposit sheet will be filled out, and a copy put with the financial records for the treasurer, and another copy kept on file in the library.

Adopted by the Board of Trustees 12/15/2016, reviewed 12/6/2018. Reviewed 12/6/2020.



Fixed Assets Capitalization Policy Town of Collins Public Library

For items owned by the Town of Collins Public Library:

Property and equipment are stated at cost, or in the case of donated assets, at the estimated fair market value as of the date the donation is received. Amounts over \$5,000.00 that have a useful lifespan exceeding one (1) year are capitalized. Individual items which, together with other similar items, constitute a set may be considered as one (1) item. Expenditures for maintenance, repairs and renewals under \$5,000.00 are charged to operations as they are incurred. Additional and major renewals are capitalized.

An inventory of these assets is maintained and updated on a continual basis in a Capital Assets Log. An inventory schedule is prepared annually.

The Board of Trustees approves a Capital Assets Log and a Depreciation Schedule at the close of each fiscal year.

Adopted by the Board of Trustees: September 15, 2016

Amended February 7, 2019.



Fund Balance and Reserve Funds

Town of Collins Public Library

The Town of Collins Public Library (ToCPL) may have more than one accounting fund.

The *operating fund* is the account from which the library's day-to-day income and expenses are received and disbursed and is usually the account through which almost all receipts pass. This is the primary fund for the library's annual budget.

The *private fund* is a separate account established for donations and moneys specifically for the use of ToCPL. Some of these funds may have been designated for specific use at their donation.

The *capital fund* is a separate account established for special one-time, unusual, and usually high-cost activities such as construction, renovation, or major equipment purchases.

The *endowment fund* is a separate account whose purpose is to generate supplemental revenue for the library. Often such funds are designated for specific purposes.

Library Boards may establish other special purpose funds for accounting and planning purposes. Monies may be transferred into and out of such funds only with formal board approval at an open meeting. It is common for the library to maintain an *undesignated fund*, or *fund balance* to meet the cash flow requirements of the organization.

Having acquired funds from local government, community taxpayers, or other sources, the board has an obligation to spend the money! Although a reserve fund is prudent and appropriate, the library should not hoard excessive amounts of money as a hedge against the proverbial rainy day. There should be justification, based in reality, for all reserve funds. Local governments, voters, and donors do not give or appropriate money to the library so the board can put it away in a safe place. They are buying service from the library.

Each fund must be defined in the library's Reserve Funds Policy, identified in the library's annual audit and its purpose understood by every trustee. There is no limit to such reserve funds in law or regulation, but recent State Comptroller's audits have questioned extraordinary reserves (i.e. in excess of the library's annual budget).

Funds in excess of regularly needed operating costs in the unrestricted or private accounts may be kept in a Money Market and/or Certificate of Deposit fund from which they can be liquidated if needed, but will have a higher rate of interest return.

The Collins Public Library will retain up to 9 months' worth of operating funds in its accounts as a precaution.

Adopted by the Board of Trustees 12/15/2016. Amended 12/3/2020.



Gift and Donor Recognition Policy Town of Collins Public Library

I. General Statement of Policy

A. The Town of Collins Public Library (Library) actively encourages and welcomes gifts and contributions which will help the Library better serve the needs of the community. All donations and gifts to the Library are subject to New York State applicable laws as well as the Library's existing policies and guidelines.

The purpose of a formal recognition program is to thank donors, encourage others to give, and build healthy, long-term relationships between the Library and its donors. Every effort will be made to ensure that recognition is timely, meaningful to the donor, appropriate, and equitable.

B. Monetary gifts as well as library and other materials in good condition may be donated to the Library.

C. All gifts (designated and undesignated) are subject to the terms of this policy. Undesignated gifts will be utilized at the discretion of the Town of Collins Public Library Board of Trustees (Board) or its designee in accordance with this policy and/or the B&ECPL Collection Development Policy.

D. The Library will make every effort to honor the wishes of donors. Gifts on which a donor places restrictions or special conditions will be allowed only if those restrictions or conditions are accepted by the Board or its designee.

II. Gifts

A. Monetary gifts in any amount including but not limited to onetime or recurring financial donations, bequests, memorials, stock options, and legacy gifts are accepted year-round.

B. Gifts of traditional library materials will be accepted with the understanding that the Library reserves the right to add items to the collection, distribute to other libraries, sell, donate, or discard them. Any items added to the collection will be evaluated and judged according to the selection standards in the B&ECPL Collection Development Policy.

C. Personal property, real property, antiques, and all other gifts will be accepted at the discretion of the Library Director or their designee. The Director may enlist the feedback of the Board depending on the item or offer.

D. An acknowledgement letter will be sent to the donor provided contact information is given. The Library will not appraise or estimate the value of gift donations. The responsibility for such appraisal lies with the donor.

E. The Library may consider individual plaques, paving stones, or equivalent acknowledgement for substantial donations at the discretion of the Board and the owner of the building. Donations may also be designated for such items at the time of donation. The Library reserves the right to name or re-name designated facilities (with proper permissions), resources, or collections if the terms of a donation are not honored, if the term (duration) of a donation expires, or if the Board determines that continued association does not support the mission or image of the Library.

F. The Library shall maintain donor confidentiality when requested by the donor, subject to disclosure upon request for consent of the donor or pursuant to subpoena, court order, or where otherwise required by law.

*Adopted by the Board of Trustees 12-15-2016, Reviewed with no changes 12-06-2018.
Amended 12/3/2020.*



Investment Policy Town of Collins Public Library

I. SCOPE

This investment policy applies to all moneys and other financial resources available for deposit and investment by the Collins Public Library hereafter referred to as Library, on its own behalf or on behalf of any other entity or individual.

II. OBJECTIVES

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

- To conform with all applicable federal, State and other legal requirements (legality);
- To adequately safeguard principal (safety);
- To provide sufficient liquidity to meet all operating requirements (liquidity) and
- To obtain a reasonable rate of return (yield).

III. DELEGATION OF AUTHORITY

The Library board's responsibility for administration of the investment program is delegated to the treasurer who shall establish written procedures for the operation of the investment program consistent with these investment policies. Such procedures shall include internal controls to provide a satisfactory level of accountability based upon records incorporating the description and amounts of investments, the fund(s) for which they are held, the place(s) where kept, and other relevant information, including dates of sale or other dispositions and amounts realized. In addition, the internal control procedures shall describe the responsibilities and levels of authority for key individuals involved in the investment program.

IV. PRUDENCE

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

Investments shall be made with prudence, diligence, skill, judgment and care, under circumstances then prevailing, which knowledgeable and prudent persons acting in like capacity would use, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

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

V. DIVERSIFICATION

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

The Library board shall establish appropriate limits for the amount of investments which can be made with each financial institution or dealer, and shall evaluate this listing at least annually.

VI. INTERNAL CONTROLS

It is the policy of the Library for all moneys collected by any officer or employee of the Library to transfer those funds to the (chief fiscal officer) within 12 days of deposit, or within the time period specified in law, whichever is shorter.

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

VII. DESIGNATION OF DEPOSITARIES

The banks and trust companies that are authorized for the deposit of moneys, and the maximum amount which may be kept on deposit at any time, are:

Depository Name	Maximum Amount	Officer
<u>Community Bank N.A.</u> Summers	<u>FDIC Maximum</u>	<u>Treasurer - Becky Jo</u>
<u>M&T Bank</u> <u>Schell</u>	<u>FDIC Maximum</u>	<u>Secretary - Edith</u>
<u>Key Bank</u> Martindale	<u>FDIC Maximum</u>	<u>President — Holly</u>
<u> </u>	<u> </u>	<u> </u>

VIII. SECURING DEPOSITS AND INVESTMENTS

All deposits and investments at a bank or trust company, including all demand deposits, certificates of deposit and special time deposits (hereinafter, collectively, "deposits") made by officers of the Library that are in excess of the amount insured under the provisions of the Federal Deposit Insurance Act, including pursuant to a Deposit Placement Program in accordance with law, shall be secured by:

A pledge of a pro rata portion of a pool of eligible securities, having in the aggregate a market value at least equal to the aggregate amount of deposits from all such officers within the State at the bank or trust company.

IX. COLLATERALIZATION AND SAFEKEEPING

Eligible securities used for collateralizing deposits made by officers of the Library shall be held by (the depository *or* a third party) bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities (or the pro rata portion of a pool of eligible securities) are being pledged to secure such deposits together with agreed-upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon a default. It shall also provide the conditions under which the securities (or pro rata portion of a pool of eligible securities) held may be sold, presented for payment, substituted or released and the events of default which will enable the Library to exercise its rights against the pledged securities.

In the event that the pledged securities are not registered or inscribed in the name of the Library, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Library or the custodial bank or trust company. Whenever eligible securities delivered to the custodial bank or trust company are transferred by entries on the books of a federal reserve bank or other book-entry system operated by a federally regulated entity without physical delivery of the evidence of the obligations, then the records of the custodial bank or trust company shall be required to show, at all times, the interest of the Library in the securities (or the pro rata portion of a pool of eligible securities) as set forth in the security agreement.

The custodial agreement shall provide that pledged securities (or the pro rata portion of a pool of eligible securities) will be held by the custodial bank or trust company as agent of, and custodian for, the Library, will be kept separate and apart from the general assets of the custodial bank or trust company and will not be commingled with or become part of the backing of any other deposit or other bank liability. The agreement shall also describe how the custodian shall confirm the receipt, substitution or release of the collateral and it shall provide for the frequency of revaluation of collateral by the custodial bank or trust company and for the substitution of collateral when a change in the rating of a security causes ineligibility. The security and custodial agreements shall also include all other provisions necessary to provide the Library with a perfected security interest in the eligible securities and to otherwise secure the Library's interest in the collateral, and may contain other provisions that the Library board deems necessary.

X. PERMITTED INVESTMENTS

As provided by General Municipal Law Section 11, the Library Board of Trustees authorizes the Treasurer or other officer having custody of money to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- Special time deposit accounts in, or certificates of deposit issued by, a bank or trust company located and authorized to do business in the State of New York;
- Through a Deposit Placement Program, certificates of deposit in one or more “banking institutions”, as defined in Banking Law Section 9-r;
- Obligations of the United States of America;
- Obligations guaranteed by agencies of the United States of America, where the payment of principal and interest are guaranteed by the United States of America;
- Obligations of the State of New York; and
- With the approval of the State Comptroller, obligations issued pursuant to Local Finance Law Section 24.00 or 25.00 (i.e., Tax Anticipation Notes and Revenue Anticipation Notes) by any municipality, school district or district corporation in the State of New York other than the Library.

All investment obligations shall be payable or redeemable at the option of the Library within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable in any event at the option of the Library within two years of the date of purchase. Time deposit accounts and certificates of deposit shall be payable within such times as the proceeds will be needed to meet expenditures for which the moneys were obtained, and shall be secured as provided in Sections VIII and IX herein.

Except as may otherwise be provided in a contract with bondholders or note holders, any moneys of the

Library authorized to be invested may be commingled for investment purposes, provided that any investment of commingled moneys shall be payable or redeemable at the option of the Library within such time as the proceeds shall be needed to meet expenditures for which such moneys were obtained, or as otherwise specifically provided in General Municipal Law Section 11. The separate identity of the sources of these funds shall be maintained at all times and income received shall be credited on a pro rata basis to the fund or account from which the moneys were invested.

Any obligation that provides for the adjustment of its interest rate on set dates is deemed to be payable or redeemable on the date on which the principal amount can be recovered through demand by the holder.

XI. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

All financial institutions and dealers with which the Library transacts business shall be creditworthy, and have an appropriate level of experience, capitalization, size and other factors that make the financial institution or the dealer capable and qualified to transact business with the Library. The treasurer shall evaluate the financial position and maintain a listing of proposed depositaries, trading partners, and custodians. Recent Reports of Condition and Income (call reports) shall be obtained for proposed banks, and security dealers that are not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers.

The Library shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amounts of investments that can be made with each financial institution or dealer.

XII. PURCHASE OF INVESTMENTS

The treasurer is authorized to contract for the purchase of investments:

1. Directly, from an authorized trading partner
2. By participation in a cooperative investment agreement with other authorized municipal corporations pursuant to Article 5-G of the General Municipal Law and in accordance with Article 3-A of the General Municipal Law.

All purchased obligations, unless registered or inscribed in the name of the Library, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the Library by the bank or trust company.

Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law Section 10(3)(a). The agreement shall provide that securities held by the bank or trust company, as agent of, and custodian for, the Library, will be kept separate and apart from the general assets of the custodial bank or trust company and will not be commingled with or become part of the backing of any other deposit or other bank liability. The agreement shall also describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to secure the Library's perfected interest in the securities, and the agreement may also contain other provisions that the Library board deems necessary. The security and custodial agreements shall also include all other provisions necessary to provide the Library with a perfected interest in the securities.

The treasurer, where authorized, can direct the bank or trust company to register and hold the evidences of investments in the name of its nominee, or may deposit or authorize the bank or trust company to deposit, or arrange for the deposit of any such evidences of investments with a federal reserve bank or other book-entry transfer system operated by a federally regulated entity. The records of the bank or trust company shall show, at all times, the ownership of such evidences of investments, and they shall be, when held in the possession of the bank or trust company, at all times, kept separate from the assets of the bank or trust company. All evidences of investments delivered to a bank or trust company shall be held by the bank or trust company pursuant to a written custodial agreement as set forth in General Municipal Law Section 10(3)(a), and as described earlier in this section. When any such evidences of investments are so registered in the name of a nominee, the bank or trust company shall be absolutely liable for any loss occasioned by the acts of such nominee with respect to such evidences of investments.

XIII. COURIER SERVICE

The treasurer may, subject to the approval of the Library board by resolution, enter into a contract with a courier service for the purpose of causing the deposit of public funds with a bank or trust company. The courier service shall be required to obtain a surety bond for the full amount entrusted to the courier, payable to the Library and executed by an insurance company authorized to do business in the State of New York, with a claims-paying ability that is rated in the highest rating category by at least two nationally recognized statistical rating organizations, to insure against any loss of public deposits entrusted to the courier service for deposit or failure to deposit the full amount entrusted to the courier service.

The Library may agree with the depository bank or trust company that the bank or trust company will reimburse all or part of, but not more than, the actual cost incurred by the Library in transporting items for deposit through a courier service. Any such reimbursement agreement shall apply only to a specified deposit transaction, and may be subject to such terms, conditions and limitations as the bank or trust company deems necessary to ensure sound banking practices, including, but not limited to, any terms, conditions or limitations that may be required by the Department of Financial Services or other federal or State authority.

XIV. ANNUAL REVIEW AND AMENDMENTS

The *Library* shall review this investment policy annually, and it shall have the power to amend this policy at any time.

XV. DEFINITIONS

The terms “public funds,” “public deposits,” “bank,” “trust company,” “eligible securities,” “eligible surety bond,” and “eligible letter of credit” shall have the same meanings as set forth in General Municipal Law Section 10.

Adopted at a regular meeting of the ToCPL Library Board on 6/2/2016.

Amended 12/12/2019. Reviewed with no changes 12/3/2020.

Schedule A

Schedule of Eligible Securities for Collateralizing Deposits and Investments in Excess of FDIC Coverage (see Investment Policy, Section VIII)

“Eligible Securities” for Collateral	For purposes of determining aggregate “market value,” eligible securities shall be valued at these percentages of “market value”:
(i) Obligations issued, or fully insured or guaranteed as to the payment of principal and interest, by the United States of America, an agency thereof or a United States government-sponsored corporation.	100%
(ii) Obligations partially insured or guaranteed by any agency of the United States of America, at a proportion of the market value of the obligation that represents the amount of the insurance or guaranty.	100%
(iii) Obligations issued or fully insured or guaranteed by the State of New York, obligations issued by a municipal corporation, school district or district corporation of this State or obligations of any public benefit corporation which under a specific State statute may be accepted as security for deposit of public moneys.	100%

Chart Source: NY State Comptroller’s Office Publication, *Investing and Protecting Public Funds*, August 2014



Online Banking Town of Collins Public Library

The Town of Collins Public Library (Library) has not yet begun online banking.

If the Library decides to start using online banking services, the following will be observed:

The Library will search for a Bank using the same criteria they use for all of their other financial accounts and services.

The Bank will describe their online security measures.

Unique id's and passwords will be individually secured. Online banking will only take place on the employee's B&ECPL computer.

The Treasurer of the Board of Trustees will serve as the administrator for the accounts. The Director of the Library will be a sub-user on both accounts. Each employee with online access reviews accounts on a monthly basis for unusual activity.

Deposit accounts will be held at the Bank to be chosen. Internal account transfers, stopping payment on a check, and printing/viewing statements are authorized activities. Wire transfers and electronic payments to vendors are not allowed, except debits pre-approved by the board of Trustees.

If the credit card is viewable on the Bank's website, the administrator may view the statement and activity, add/remove cardholders, and change cardholder limits, if these options are available.

*Adopted by the Board of Trustees: September 15, 2016.
Reviewed with no changes 12/12/2019.*



Payment of Invoices Policy Town of Collins Public Library

Step 1:

When a bill or invoice is received, the Director or an appointed staff member will mark it received, initial, and date. Any additional paperwork or supporting documentation may be attached as back up, and copies made, and filed appropriately. A Payment Voucher will be filled out for each bill received.

Step 2:

The bill then needs to be reviewed by a Claims Auditor. The Board of Trustees will appoint three Claims Auditors. The Claims Auditors will be members of the Board of Trustees who do not have power over the bank account. One of the Claims Auditors must review and sign off on each bill or invoice received by the library before it can be paid. Payments allowed in advance of audit are listed below.

After the Claims Auditor reviews all aspects of the bill checking that it is for library use, that the amount is correct, that the charges are consistent with the products or services rendered, tax exempt status was honored, etc. Once the bill has been reviewed, they will initial and date the Payment Voucher.

Step 3:

The Payment Voucher then gets turned over to the Treasurer along with any other invoice, receipts, or information. A check will be written and sent by the Treasurer as soon as possible to avoid any fees or late charges. The Treasurer will complete the Payment Voucher with information about the check number, date, etc.

Payments allowed in advance of audit:

The governing board of a local government or school district generally may, by resolution, authorize payment in advance for public utility services, postage, freight, and express charges. However, these claims should be audited as soon as possible after payment and included on the next abstract as prepaid amounts. Public utility services generally include electric, gas, water, sewer, and telephone services.

In addition, the governing board may generally establish petty cash funds and authorize petty cash payments in advance of audit. Most petty cash payments will involve small amounts required for infrequent purchases. The amount of a petty cash fund may be limited by statute. The custodian of the petty cash fund should periodically request reimbursement for the fund by submitting all bills or receipts for purchases made from the petty cash fund. The person or body auditing claims should audit the reimbursement request in the same manner as other claims.

Adopted by the Board of Trustees 12-15-2016

Reviewed 12-07-2017. Amended 12-06-2018. Amended 12-12-2019.

Amended 12-3-2020

PAYMENT VOUCHER

☐ Reimbursement

Amount		Date of use	Date submitted
To:			
Address:		<input type="checkbox"/> Mail payment <input type="checkbox"/> Payment to library	
Use:			
Fund type:	Public	Private	Other: _____
Purchaser		Director	
Notes:		Signature	
Claims Auditor:	Printed Name	Signature	Date
Financial Officer payment	Date pd	Amt/Check #	Approved (Initial)

Please attach any invoices or receipts. Please make sure tax exempt has been used.

If purchases were made for multiple types of uses/multiple vendors, please list below.

Amount	Paid to	Used for	Fund

Codes:

Materials: print 12.6, electronic 12.7, other 12.8

Postage 12.21

Equipment 12.23

Building: Maint. & Repairs 12.13 (Public/PVT), equip contracts 12.22, other (water) 12.16 (& other PVT)

Capital Expenditures 12.11

Professional Consulting/Dues/mileage 12.22

Other Misc. Expenses 12.24

Office Supplies 12.18

Return to System 12.37

Amended 12/03/2020.

RETURN VOUCHER

☐ Reimbursement

Amount	\$	Date of intended use March 17, 2020	Originally submitted 3/??/2020
To:			
Address:		<input type="checkbox"/> Mail payment <input type="checkbox"/> Payment to library	
Use:			
Reason for return:			
Fund type:	Public	Private	Other: _____
Date of Return:	3/16/2020	Director	Abigail Barten-McGowan
Date Submitted:	5/1/2020	Signature	
Claims Auditor:	Printed Name	Signature	Date
Financial Officer payment	Date of check	Amt/Check #	Approved (Initial)
Notes: Check will remain on file at the library and be used for the next YA Art program in July.			

Please attach any invoices or receipts. Please make sure tax exempt has been used.

If purchases were made for multiple types of uses/multiple vendors, please list below.

PLEASE NOTE IF PARTIAL REFUND.

Amount	Paid to	Used for	Fund

Codes:

Materials: print 12.6, electronic 12.7, other 12.8

Postage 12.21

Equipment 12.23

Building: Maint. & Repairs 12.13 (Public/PVT), equip contracts 12.22, other (water) 12.16 (& other PVT)

Capital Expenditures 12.11

Professional Consulting/Dues/mileage 12.22

Other Misc. Expenses 12.24

Office Supplies 12.18

Return to System 12.37

Approved 6/7/2020. Reviewed no changes 12/3/2020.



PETTY CASH POLICIES AND PROCEDURES

Town of Collins Public Library

I. General Information

- The purpose of this policy is to establish procedures for petty cash funds and the custody of those funds.
- The Town of Collins Public Library (ToCPL) may establish a petty cash fund for a maximum of \$300; exceptions are allowed per the approval from the Chief Financial Officer/Treasurer or their designee.
- The ToCPL will close an authorized petty cash fund that is not operated in accordance with these procedures.
- The ToCPL will conduct random audits of selected funds once per year.
- The ToCPL will hold the petty cash custodian liable for misuse or mismanagement of funds.
- Petty cash funds must be kept in a locked safe, desk, or other secured area.
- Petty cash funds may not be used for personal use, loans or the payment of services, rentals, prizes, or awards. ***Payment of services, rentals, prizes, or awards must be made through Accounts Payable to facilitate 1099 reporting of taxable income.***

II. Establishing a Petty Cash Fund

To establish a petty cash fund, request permission from the ToCPL Board of Trustees with the requested amount to begin. The Board Treasurer may present the cash for the fund to be established, noting it in the Account Books.

The director/custodian requesting the establishment of a petty cash fund is responsible for:

- Ensuring the disbursements are in compliance with the mission, policies, and procedures of the Town of Collins Public Library;
- Ensuring the proper security of funds and prompt reporting of losses;
- Ensuring accountability is maintained for the fund;
- Ensuring the correct amount is promptly deposited with the Town of Collins Public Library Treasurer when the fund is terminated.

III. Increasing a Petty Cash Fund

The director/custodian may find that because a petty cash fund is replenished more frequently than once a month, the amount of the fund may need to increase, not to exceed a total fund amount of \$500.

To increase a fund, the department must submit a Payment Request for the amount of the increase. Upon approval of the Financial Committee the Treasurer will present the funds to Petty Cash Custodian.

IV. Decreasing or Closing a Petty Cash Fund

When a director/custodian decides that the petty cash fund should be decreased, the amount is returned and deposited with the ToCPL Treasurer. The deposit will be returned to the proper account. A copy of the cash receipt issued for this deposit and a memo from the authorized signer requesting the decrease will be given to the Treasurer.

V. Changing a Custodian

When a change in the petty cash custodian is required, the director or Treasurer must safeguard the fund and account for the fund's cash. The cash on hand must be counted, receipts reconciled, and the results of the reconciliation recorded on the Petty Cash Form by the director or Treasurer before relieving the current custodian. If the custodian does not complete this step, the director must reconcile the fund. When a new custodian is appointed, the new person should count the cash and reconcile the fund using the Petty Cash Form.

The director must complete the *Petty Cash Custodian Form* designating the new custodian. The form must be submitted along with the Petty Cash Form, the receipts for the funds used and a completed Payment Request to replenish the fund, to the Financial Committee for approval.

- VI. Managing a Petty Cash Fund

Petty cash funds are established for reimbursement of small out-of-pocket expenses incurred in the course of conducting ToCPL business. Petty cash funds promote efficiency and economy to the ToCPL by eliminating the preparation of checks for small amounts.

Generally, petty cash transactions will consist of emergency supplies, program related expenses, parking expenses, etc. Receipts must be obtained to support the disbursements.

It is the duty of the custodian to insure that the disbursement is appropriate and is an allowable expense.

All expenditures must be logged on the Petty Cash Form as the funds are issued. The recipient of the funds must sign the Petty Cash Form as the funds are issued. The Custodian must approve all expenditures. The date of the expenditure, the vendor used, the item purchased and the purpose for the purchase, and the amount paid out and received should be recorded on the Petty Cash Form.

As the custodian disburses the petty cash funds, the following procedures must be followed:

1. All expenditures must have original receipts. Copies of receipts are not allowed.
2. Receipts must have complete documentation.
 - a. *Vendor Name*

- b. *Date*
- c. *Item Purchased*
- d. *Purpose*

- VII. Replenishing the Petty Cash Fund

The fund is to be reimbursed when funds go under \$50 (unless for seasonal usage only). The expenditures logged on the Petty Cash Form are totaled and the cash on hand is also recorded on the envelope. *The total expenditures and cash on hand should equal the total petty cash fund.* The director must sign the Petty Cash F under Departmental Approval after reviewing all expenditures. The Treasurer may then replenish the Petty Cash fund from the proper account. All of the expenses are then listed, and accounted for in the proper expenditures field of the budget.

VIII. Reconciling Petty Cash Fund and Reporting Losses

The fund is to be reconciled at least monthly. Count the cash on hand and add up the receipts, the total should equal the authorized amount of the fund. If there is an overage or shortage was caused by carelessness on the part of the custodian, the project director will make a determination as to whether to replace the custodian.

Any shortages over \$50 as the result of theft, fraud, defalcation, or other irregularities should be reported to the director, and any of the following individuals; Chief Financial Officer of the Trustees/Treasurer, President of the Board of Trustees, Chief Operating Officer of the B&ECPL, and Chief Executive Officer of the B&ECPL no later than the first business day following the discovery. Losses will be investigated by the Chief Financial Officer/Treasurer and any recommendation made by the Chief Financial Officer/Treasurer must be implemented before the fund is replenished.

To return the fund to the original amount, complete a Payment Request and submit to the Treasurer.

IX. Safeguarding the Fund

The petty cash fund must be in the control of the custodian. Only the custodian should be allowed access to the fund.

The cash must be kept in the custodian's locked safe, drawer, file cabinet or other secure area.

X. Determining Excess Funds

It is the responsibility of the custodian to report to the department head that the petty cash fund is larger than needed. Since it is not often used, it may take several months for the fund to be depleted. If the fund does not get depleted after one year, the Treasurer and director may discuss if they wish to reduce the amount in the fund.

XI. Establishing a Fund in the Financial Records

Upon receipt of a completed and approved Petty Cash Form, the treasurer listing the vendor and amount, with "Petty Cash" indicated for the purchase.

XII. Reconciling Financial Records

At least once per fiscal year the Treasurer will obtain a listing of the custodians established in the Library. The list will contain the custodian's name, address, and the amount of the fund. The director will be made aware that all petty cash funds must be submitted for reimbursement at December 30 to ensure that expenditures are recorded in the proper fiscal year.

Adopted by the Board of Trustees: September 15, 2016.

Amended 12/12/2019.



Town of Collins Public Library

PROCUREMENT POLICIES AND PROCEDURES

AS REQUIRED UNDER GENERAL MUNICIPAL LAW SECTIONS 103 and 104-B.

STATEMENT OF PURPOSE

The purpose of these policies and procedures is to protect taxpayers by assuring that competition is sought in a reasonable, cost-effective manner for all Town of Collins Public Library (ToCPL) procurements where practicable and required by law. Goods and services that are not required by law to be procured pursuant to competitive bidding must be procured in a manner to assure the prudent and economical use of public moneys, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost and to "guard against favoritism, improvidence, extravagance, fraud and corruption" as required by New York State General Municipal Law (GML) §104-b.

The ToCPL at its discretion may utilize the services of the Buffalo & Erie County Public Library Public Library Business Office, following Buffalo & Erie County Public Library Procurement Policies, to undertake procurement on behalf of the ToCPL for some or all of the situations addressed in this policy. The policies and procedures below apply when the ToCPL itself undertakes a procurement activity.

PROCUREMENT PROCEDURES

(REF., GML §§ 103,104,104-b)

Bidding Procedures

When analyzing a request for acquisition of goods and services, an initial determination must be made as to whether a particular procurement is subject to competitive bidding. Some preliminary issues should be considered: Is the proposed procurement a purchase contract or a contract for public work? Is the amount requested above the applicable limit provided by law? Do any exceptions apply (e.g. state contract, sole source, and/or public emergency)?

Bidding Guidelines

GML §103 requires advertised bidding for procurements over \$20,000 for general commodities/services (Purchase Contract), and \$35,000 for public work. Although not defined in GML §103 the Office of the State Comptroller has expressed the opinion that the term "purchase contract" applies to the procurement of commodities (e.g. equipment, materials, supplies, and some services), while the term "contract for public work" encompasses contracts for services, labor and construction (see 1987 Opns St Comp No. 87-46, p 70: 1979 Opns St Comp No. 79-762, p160). If it is determined that competitive bidding (GML §103) is not applicable for an acquisition, documentation must justify how the decision was reached.

Procurements of commodities/services between \$5,000 and \$20,000 and contracts for public work between \$5,000 and \$35,000 are subject to the informal bid process. Procurements between \$1,000 and \$5,000 may be undertaken using verbal, telephone, fax, written, or single source quotations. Procurements under \$1,000 may be undertaken using the Library requisition for equipment and non-stock items process.

Consideration must be given to acquisitions made of the same or similar items over the course of the fiscal year where the aggregate value may exceed the competitive bidding threshold. Orders that may exceed \$5,000 over the course of the year must follow the informal bid process unless those purchases are made off current available County, State, Federal or other Municipal contracts or for other reasons bidding is not practical. Multiple purchase orders to one vendor will be allowed if that vendor has an existing Contract with the ToCPL/covering said purchases. All others need to comply with the applicable procedures herewith.

Formal Competitive Bid Process

On purchases of \$20,000 and greater for commodities/services, and contracts for public work greater than \$35,000, the formal sealed bid process must be used. Bid specifications are prepared by the requesting unit and the ToCPL Director. Each formal bid is advertised in a newspaper with a circulation of 50,000 or greater covering the ToCPL's chartered service area. In addition, all formal bids are advertised on the Internet and can be downloaded by interested parties and prospective bidders accordingly.

In determining the necessity for competitive bidding, the aggregate amount to be expended in a fiscal year for an item or commodity to be purchased, or for the same type or similar public work, must be considered. It is established that the purpose of the bidding statutes may not be frustrated or avoided by artificially splitting or breaking up contracts into lesser agreements, or entering into a series of agreements, for sums below the bidding limitations. As a general rule, items or work of the same or similar nature which are customarily provided by the same vendor or contractor should be treated as a single item for the purposes of determining whether the dollar threshold will be exceeded (see, e.g., 1992 Opns St Comp No. 92-46, p115).

Informal Bidding Process

Purchases of commodities and/or services between \$5,000 and \$20,000 and contracts for public work between \$5,000 and \$35,000 will be procured by the ToCPL Director using bids first obtained from three sources where practical. Deviations from this policy must be approved by the Director in writing, which shall become part of the purchase documentation. Purchase requisitions and/or inquiry bid files or items within this threshold will include a notation indicating the names of at least three vendors who were contacted, the name of the individuals quoting for the firm, the date contacted, and the prices quoted by the vendors. A contract award will be to the lowest responsible bidder. Informal bids may be sealed (written), facsimile (fax), or telephone quotes at the Director's discretion. Any exceptions to this process must be documented pursuant to the *Responsibilities/Exceptions* section of this policy.

Special Purchase Situations

In other instances where it is determined competitive bidding is not required, such as emergencies, sole source procurements, or professional services, written justification must be attached to the file. The following is a description of procedures for making these types of procurements.

Sole Source (No-Bid) Contracts: When circumstances are presented to the Director, which serves the public interest indicating valid reasons that a request can be met by only one qualified vendor, the Director may waive the bidding requirement. Goods and services, which may be procured from only one source, are defined as "sole source" items. It is important to note that there must be a single supplier of the item or service and there are no substantial equivalents. Sole source situations generally exist when an item is manufactured by only one firm, and a vendor has the exclusive franchise or distributorship for an item.

To initiate a sole source purchase, Director's staff must be confident that conditions exist in the

marketplace such that the requested goods or services are available from only one supplier and no substantial equivalents exist. In making these determinations, the Director will document the unique benefits to the ToCPL of the item or service as compared to other products available in the marketplace. (See, gen., 1988 Opns St Camp No. 88-35, p 65)

Even though there is only one source of supply, the Director's staff must still obtain a quotation for the vendor. Upon receipt of the properly executed quotation (written, fax, e-mail), the staff will then proceed to write the purchase order.

Since market conditions change over the years, a previously substantiated sole source may find new entrants to a formerly monopolized market. All sole sources should be verified. It can be a situation where the staff knows the marketplace has changed or it simply may be the need to verify the marketplace has not changed. It is understood that the mere likelihood that only one firm will bid is insufficient to justify sole source procurement. {1983 Opns St. Comp. No 83-124, p156}

Emergencies: GML 103(4), provides that purchases may be made without competitive bidding in the event that a public emergency arises due to an accident or other unforeseen occurrence. Emergencies do not include situations caused by a lack of planning on the part of the ToCPL unit. While it will be the ToCPL unit that requests an emergency purchase, the ToCPL Director with approval of the TPCL's legal counsel will determine if it qualifies as an actual emergency. ToCPL legal counsel will determine if the statutory criteria are met on a case-by-case basis. If approved, the ToCPL Director may issue an emergency declaration.

When circumstances support an emergency procurement, the requesting unit must submit the required written emergency declaration for the ToCPL Director or his/her designee. The requesting unit and/or Director's staff must then locate a source for the required goods or service. The goal must always be to obtain the lowest price from the vendor who can best meet the delivery requirements. If the item is included in a ToCPL and/or Buffalo & Erie County Public Library or Erie County contract listing, the contract vendor should be contacted first. Once the sources and price have been established, an emergency purchase order will be processed. It should be noted that in the event of a contract for services, the emergency contract will not exist for a term beyond the reasonable limits of the existence of the emergency situation. Similarly, in the case of an emergency involving the acquisition of commodities, the quantity acquired will be no more than needed to address the emergency situation at the time.

The procurement procedure will be the same as a routine informal or formal bid except that advertising and bidding is not required. The purchase order must state "Emergency purchase approved by (Director's Name), ToCPL Director." A copy of the ToCPL Director's written emergency declaration must be attached to the purchase order.

Professional Services: Professional, technical or consulting services are not the type of services which may properly be the subject of competition based solely on the compliance with the objective, uniform standards of the bid specification, pursuant to a bid being awarded to the lowest responsible bidder. The determination of whether the professional service exemption is applicable must be made on a case-by-case basis, examining the particular services needed. Generally professional services include, but are not limited to, the specialized expertise of interpreters, consultants, attorneys, engineers or architects.

Contracts for professional, technical or other consultant services having a value of \$20,000 or more are procured by the use of Requests for Proposals (RFP). The ToCPL Director's staff, subject to the review and approval of the Director, shall advertise the Request for Proposals (RFP), and designate a committee of three to review the proposals and choose a vendor. RFPs are

distributed to interested parties and are advertised on the Internet and can be downloaded by interested parties and prospective proposers accordingly. Though not required, the ToCPL may also advertise in trade publications. The review committee or staff designee will select a vendor from the responses received and create a proposal to submit to the ToCPL Director for review and recommendation to the ToCPL Board of Trustees, which upon review and by Resolution may provide approval to contract.

Contracts for legal counsel and professional, technical or other consultant services related to the ToCPL legal issues having a value of \$20,000 or more shall be subject to review by the ToCPL Director/Manager, who may utilize an RFP process or submit written justification for the contract which shall be reviewed by the ToCPL Board of Trustees, which upon review and by Resolution may provide approval to contract.

Contracts for professional, technical or other consultant services having a value of less than \$20,000 shall be subject to review and approval by the ToCPL Director, who may, within the limits of the appropriations provided therefore, contract for said services.

True Lease: Leases for real property shall not be considered a purchase or contract. True lease agreements are neither purchases nor contracts for public works and, thus, are not subject to competitive bidding under GML 103 (Exley v Village of Endicott, 21NY2d 426, 434 NYS2d992). Lease agreements require the ToCPL Director's authorization before any procurement activity can begin. Documentation for the leasing versus purchasing decision should be made and should include a cost benefit analysis. Final approval to authorize entering into a lease with an annual value of under \$20,000 shall be by the ToCPL Director. Final approval to authorize entering into a lease with an annual value of \$20,000 or more shall be by Resolution adopted by the ToCPL Board of Trustees. The competitive bidding statutes cannot be circumvented by casting an agreement which is truly a purchase or a contract for public work in terms of a lease.

Insurance: Insurance requirements for vendors are to be reviewed and approved by the ToCPL's legal counsel on a periodic basis. The purchase of insurance is to be conducted through the ToCPL Director or her/his designee in consultation with the ToCPL's legal counsel.

Second Hand Equipment acquired from other government agencies: The requesting ToCPL unit must have approval from the appropriate outside government official as well as budgetary approval from the Director before the purchase of surplus and second hand supplies, material or equipment is initiated. The ToCPL Director will verify that the purchase price is fair through market price comparisons via industry publications and other procurement sources. Competitive bidding is not required according to GML §103 (6) (21 Opns St comp, 1965, p 615).

Single Source Purchases (\$1,000 to \$5,000)

For purchases between \$1,000 and \$5,000, the ToCPL Director has the option to award a purchase order to a single source vendor, usually recommended by the requesting unit. It is the Director's responsibility to ensure that the purchase price is fair through price comparisons from available sources. If there is reason to believe that the price quote is not within an acceptable range for the product or products in question, the Director may request an informal quote or bid using the Informal Bidding Process.

Exempted from GML 103, 104-b

Procurements from Industries for the Blind or Industries for the Disabled (NYSID – See also State Finance Law, §162), New York State Correctional Industries (CORCRAFT – See also Correction Law, §§ 184,186), and Federal, State, or Local contracts are exempted from GML 103 competitive bidding and GML 104-b purchasing policies. Although General Municipal Law exempts these types of

purchases from the requirements of written or verbal quotations, use of the exemption must be documented with relevant information and/or copies of Federal, State or Local contracts.

Responsibilities/Exceptions

The Director is the responsible Purchasing Agent for the ToCPL. The Director and ToCPL staff are responsible for following the policies and procedures described herein and all relevant laws as they pertain to competitive bidding. (GML §104-b (2)(f)). If an award is made to a vendor other than the lowest price offered, written documentation stating the basis for such award and a justification that the award is in the best interest of the ToCPL, must be provided to and retained by the ToCPL Director.

Updating Policies and Procedures

The ToCPL Board of Trustees shall review this policy and procedures at least annually and shall solicit comments from the ToCPL Director (GML §104-b (3),(4)).

Unintentional Failure to Comply

The unintentional failure to comply with the provisions of GML 104-b shall not be grounds to void action taken or give rise to a cause of action against Town of Collins Public Library or any officer or employee thereof. (GML §104-b (5))

DOCUMENTATION PROCEDURES

QUOTES – MINIMUM INFORMATION REQUIREMENTS - At a minimum, all quotations should include the date, item description, name of the vendor and vendor's representative, vendor contact information.

VERBAL/TELEPHONE QUOTES - The information is recorded on the purchase order and becomes part of the purchasing document.

SINGLE SOURCE QUOTES - The Director, or his/her designee, will solicit one written, faxed, or verbal quotation. Written or faxed quotations are attached to the file copy of the purchase order. All verbal quotations will be documented on the purchase order in accordance with the above verbal/telephone quotes procedure.

WRITTEN QUOTES - When utilizing written quotes, where practicable a minimum of three quotations should be solicited and documented. "Request For Quotation" or "Informal Bid Request" forms will be used and attached to the file.

FAX QUOTES - Fax quotes may be accepted for any quotation under \$20,000 for commodities/services and under \$35,000 for contracts for public work.

PRICE VERIFICATION - Director's staff is required to verify New York State contract pricing when applicable and practical. If price lists are not available through NYS OGS, Director/Manager staff must receive pricing from the vendors and shall include some written affidavit of price validity.

BID LANGUAGE (Extensions/Alternate submissions) - When bids are to be used in multiple time periods and/or for multiple orders requiring the vendor to hold pricing, it is mandatory that language in the bid document states the intention to do the same. The language must be clear and

concise and should leave no doubt with respect to its intended use. The same holds true for the alternative bid submissions. The language must be clear and if the alternates are to be accepted, the Director should make every effort to notify all potential vendors of our acceptance of the same.

POST BID NEGOTIATIONS - Post bid negotiations are the responsibility of the Director or his/her designee. ToCPL units are not permitted to assume this responsibility.

REQUEST FOR PROPOSALS - RFPs are used for obtaining professional, technical and consulting services (which may or may not include legal services). The requesting ToCPL unit is responsible for submitting specifications to the ToCPL Director for review. If it is determined that the service is not biddable, the ToCPL Director may proceed in accordance with State and local laws. Evaluations are conducted in accordance with process described in the *Professional Services* section of this policy.

Approved 08/27/2015 per Resolution. This policy supersedes the procurement related stipulations of all previously adopted Board resolutions.

Amended 12/06/2018.

Reviewed with no changes 12/12/2019. Reviewed with no changes 12/3/2020.



Purchase Policy

Town of Collins Public Library

The Town of Collins Public Library establishes this purchase policy in order to comply with generally accepted auditing standards and cost containment.

The materials, equipment, supplies, and services to be purchased shall be of the quality and quantity required to serve the functions of the Library in a satisfactory manner.

1. Authority, Responsibility and Accountability

Only the Library Director, or another agent designated by the Board of Trustees, is responsible for purchases made on behalf of the Library. The Library Director may delegate purchases to staff members only within predetermined budgetary limits consistent with the library's operating budget and subject to the Director's oversight.

For all purchase decisions, the Library Director or another agent designated by the Board of Trustees shall have the final authority, and will be accountable to the Board of Trustees.

Consistent with the guidelines established by the Board of Trustees, the Library Director shall be responsible for establishing procedures for the proper and cost-effective documentation, approval and execution of payment for all purchases, invoices, and pre-payments.

2. Library Materials

Where possible, books, magazines, audiovisual (AV), and other such materials intended for patron use and using private funds will be purchased from vendors offering the best price and accepting the Library's tax-exempt status.

3. Contracts

The Library Director shall obtain the prior written approval of the Treasurer for any contract obligating the library to expenditures for goods or services to be provided more than twelve months after the date of the contract.

4. Purchase Amounts

The following schedule is related to capital or one-time purchases on non-library materials. For further information on amounts and processes, please refer to the Procurement Policy.

5. Insufficient Appropriations

Purchases for items for which insufficient funds have been appropriated—in operating budget lines or by some other means approved by the Board of Trustees—shall require approval of the Treasurer.

Any transfer of funds outside the limits established by the Board shall require prior approval by the Board of Trustees. The Board shall establish this limit as \$500. All transfers of funds shall be reported to the Treasurer on a monthly basis.

6. Purchasing Instruments

Prior to payment from library funds, all purchases shall be approved in writing by the Library Director. Upon receipt of the invoices, they will be reviewed for accuracy by the director. The invoice will be verified by the staff member who initiated the purchase, and any additional receipts or back up paperwork will be attached. The Director will also initial and mark the date received. A copy of any necessary information will be made and retained by the Director. Any invoices or information useful to Maintenance or another staff member will be copied and filed for their reference as well.

A Board Member who has been designated a Claims Auditor will examine the Payment Voucher and original receipts, date and sign that they were examined and approved.

The Library will make all due haste to get an invoice paid in a timely manner to avoid interest and/or late charges. All invoices will be brought to the treasurer for timely payment. The Treasurer will initial the invoice, and write the check. The check may either be sent by the Treasurer or brought to the Library to be given to the vendor. The invoice will be retained by the treasurer for reference through the end of the year. At year's end, the invoices will be stored with the rest of the year's documents and the ledger.

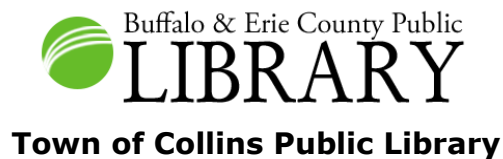
Formal consent from the Board of Trustees is required for any payment instrument (such as a debit card, buyer's account, or PayPal account) that draws on the library's funds without the prior approval of the signatories to the library's bank account over \$1,000. Such consent will be granted only in exceptional cases and documented in Board minutes. All purchases, regardless of amount, made under such accounts will be reviewed by the Library Director and Treasurer.

7. Emergencies

In the effect of an emergency requiring expense of more than \$5,000.00 to secure the immediate safety of the staff, public, or major library assets, the Library Director will: if possible, obtain three verbal quotes; and inform the Treasurer and the President in writing of the quotes obtained.

Adopted by the Board of Trustees 12/15/2016.

Amended 4/4/2019. Amended 12/3/2020.



Board of Trustees Application Process

Town of Collins Public Library (the Library) a branch of the Buffalo and Erie County Public Library (B&ECPL)

As stated in the bylaws, applicants should submit a letter of interest at the library. A file of letters of interest will be maintained until an opening on the board of Trustees is available. They will also be asked to fill out the Trustee Application.

When an opening does become available, the Board will review all of the applications on file, and invite applicants for a short interview at a meeting.

Once applicants have been interviewed, Board members will vote by ballot on whether the applicant should be suggested to the Collins Town Board to fill the empty Board position.

The Collins Town Board will be petitioned either with attendance of a Library Board Member or with a letter asking the applicant be considered.

The Collins Town Board may either approve or disapprove the request.

If approved, the Applicant then signs the Oath of Office at a suitable time, no more than 30 days after approval, and fills out the rest of the necessary paperwork.

Adopted by the ToCPL Board of Trustees at a regular meeting August 31, 2017.

Name: _____

Address: _____

Email: _____ Telephone: _____

Are you a current Buffalo and Erie County Public Library Card Holder in good standing?

How long have you been a resident of Erie County/Gowanda School District?

Highest Degree Obtained/Occupational Background

What interests you about serving on the Collins Library Board of Trustees?

What has been your prior experience with nonprofit membership organizations?

Have you served or are you currently serving on other nonprofit and/or for-profit boards? If so, which one(s) and what was or is your role?

What has been your experience with libraries?

What do you see at the library's role in the future?

Please indicate those areas in which your knowledge would be of benefit to the library board:

Finance	Personnel	Long Range Planning	Building Programs	Management
Technology	Public Relations	Energy Conservation	Legal	Governmental Relations
Other: _____				

Please provide two references who may be contacted on your qualifications for this position (may include current Trustees):

Name	Address	Phone	Relationship
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Please attach any additional information you would like to include.

I certify to the best of my knowledge that there is nothing prohibiting me from serving on this board.

Signature _____ Date _____

1. Why are you interested in serving on our Board of Trustees?
2. What makes the library and its mission meaningful to you?
3. What interests you most about our organization?
4. What are some of your prior board leadership experiences?
5. What skills, connections, resources, and expertise do you have to offer and are willing to use on the behalf of the organization?
6. What motivates you?
7. What are your expectations from the management of the nonprofits where you've served as a board member?



Nursing Mothers' Policy

Town of Collins Public Library

We, the Town of Collins Public Library, recognize the importance of breastfeeding and undertake to promote and support breastfeeding by providing the facilities and supports necessary to enable mothers in our workforce to combine breastfeeding with their work.

Facilities and supports include:

- The provision of breastfeeding or breast milk expression breaks. The timing of these breaks can be negotiated between the employed breastfeeding mother and her supervisor.
- For the purposes of breastfeeding or breast milk expression, access will be provided to a clean, private space with lockable door(s), comfortable chairs, a table, and a power point, as well as access to handwashing facilities and refrigerator.
- Access to breastfeeding resources. Employees who are pregnant or considering parenthood will have access to information about breastfeeding rights along with information on parental leave entitlements.

All employees will be made aware of this policy.

Notice to Employer

- B&ECPL Human Resources will provide written notification to employees going out on maternity leave, as required.
- An Employee should give at least 1 weeks' notice to allow for the cleaning and set up of the nursing/pumping area. The Employer also requests at least 1 weeks' notice to allow time to accommodate scheduling breaks.

Break Time

- At least 20 minutes should be provided for the break times, however, the employee can elect to take shorter break times if preferred.
- The employee should be allowed to work before or after their scheduled shift to make up any unpaid time as long as it is within regular business hours.
- If multiple employees have need, a schedule can be established to accommodate access.

Privacy/Location

- An area will be set up in the breakroom, inaccessible to the public. The room has 2 doors that lock, a chair, table, sink, and refrigerator. There is an additional location option in the storeroom.
- A sign will be provided for use that indicates the room is being used and requests privacy. It is the responsibility of the employee to ensure that doors to the room are locked and windows coverings are in place.
- The provided area will have a comfortable chair, table, and power outlets, as well as paper towels and a flashlight. There will also be storage for supplies.
- The area will be regularly cleaned by cleaning staff, but care should be taken to leave it as clean as possible, and notify the employer if additional cleaning is necessary.

Adopted by the Board of Trustees via Resolution 12/6/2018.



Town of Collins Public Library Whistleblower Policy

The Town of Collins Public Library is committed to upholding the highest standards of ethical, moral and legal business conduct, and transparency through open communication.

Accordingly, all trustees, officers, employees and volunteers are required to comply with applicable federal, state and local laws, and must faithfully implement and adhere to the Town of Collins Public Library's own policies and procedures in conducting their duties and responsibilities. This policy provides an avenue for all trustees, officers, employees and volunteers to report any suspected or actual conduct contrary to these standards without the fear of intimidation, harassment, discrimination or retaliation.

ARTICLE I Reporting Responsibility

Section 1.1. Duty to Report. It shall be the Town of Collins Public Library's policy that all trustees, officers, employees and volunteers of the Town of Collins Public Library have a responsibility to report known or suspected violations in accordance with this Whistleblower Policy. This includes reporting any action or suspected action taken by or within the Town of Collins Public Library that is illegal, fraudulent or in violation of any policy of the Town of Collins Public Library, which the reporter has either actual knowledge of or has a reasonable good faith belief that same occurred. Suspected or actual wrongful action(s) regarding Town of Collins Public Library finances and governance, include but are not limited to the following: (A) Incorrect financial reporting; (B) Unlawful activity; (C) Activities that are inconsistent with Town of Collins Public Library policies; and (D) Activities which otherwise amount to serious improper conduct.

ARTICLE II Procedure

Section 2.1. Oversight. The Governance Committee of the Board comprised solely of Independent Trustees, as defined in the Bylaws, shall oversee the adoption, implementation of, and compliance with this Whistleblower Policy.

Section 2.2. Compliance Officer. The Compliance Officer shall be the Chair of the Governance Committee. Should the Compliance Officer be the subject of the report, then the Governance Committee shall appoint another member of the Committee to perform the Compliance Officer's role regarding the allegations. The Compliance Officer shall be responsible for administering the Whistleblower Policy, overseeing an investigation, and reporting to the Governance Committee. The Compliance Officer shall report to the Board at least annually on compliance activity.

Section 2.3. Reporting Violations. All reports should be made using the Whistleblower Reporting Form, attached as Appendix A, which will be available on Town of Collins Public Library website. Trustees, officers, employees and volunteers should promptly report alleged violations to the Compliance Officer. If reporter deems it inappropriate to file the report with

the Compliance Officer, the report may be submitted to the President or Vice President of the Town of Collins Public Library Board of Trustees. Any such reports received by the President or Vice President of the Town of Collins Public Library Board of Trustees, or designee, including the completed Whistleblower Reporting Form shall be forwarded to the Governance Committee, subject to the restrictions of Section 2.2.

Section 2.4 Anonymous Reporting. With the exception of a person's report of his or her own violation, the reporter shall not be required to provide his or her name on said form. However, anonymous reports must include sufficient information, including but not limited to, the name of the person against whom the report is being made, the date of the incident, and a description of the incident, in order that an investigation can be conducted.

Section 2.5 Handling Reports. The Governance Committee shall provide the reporter a timely acknowledgement of receipt of the report, whether submitted in person or otherwise. All reports submitted will be placed on the agenda for the next scheduled meeting of the Governance Committee of the Town of Collins Public Library Board of Trustees. An appropriate investigation will be undertaken by the Governance Committee, or legal counsel or other designee if deemed appropriate by the Governance Committee. A report summarizing the findings will be given to the reporter within 10 business days of the Governance Committee's meeting, if a name is provided on the Whistleblower Reporting Form. If more than 10 business days from the date of the Governance Committee's meeting are needed to complete a thorough investigation, the reporter will be notified in writing of an estimated date when the investigation will be completed.

Section 2.6. Results of Investigation. If the investigation establishes that a violation of law, external regulation or Town of Collins Public Library policy has occurred, then the Governance Committee shall determine the appropriate action based upon law and Town of Collins Public Library policy and make a recommendation to the Board. Civil or criminal prosecution will be pursued when warranted. If the investigation establishes that no violation of law, external regulation or Town of Collins Public Library policy has occurred, then the Governance Committee shall report to the Board its findings and determination. The investigation is closed when the Compliance Officer has deemed the investigation is complete and the Governance Committee has approved a recommendation for a resolution and/or corrective action to the Board

Section 2.7. Documentation. The Compliance Officer shall document the investigation and explain the rationale for any recommended resolution and/or corrective action. All documentation relating to the investigation, including the Whistleblower Reporting Form, and the resolution and/or corrective action taken shall remain in the Town of Collins Public Library's Governance Committee records for at least five years.

Section 2.8. Confidentiality. All violations or suspected violations may be submitted on a confidential or anonymous basis. Reports will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation and prevent or correct suspected action(s). The Compliance Officer shall disclose information relating to a report with those who

have a need to know so that the Governance Committee can conduct an effective investigation and determine what action to take based on the results of any such investigation. In appropriate cases, the investigation documents will be shared with law enforcement personnel. Disclosure of reports to individuals not involved in the investigation shall be viewed as a serious disciplinary offense and may result in discipline, up to and including dismissal, termination or civil lawsuits.

Section 2.9. Protection against Retaliation. Any Town of Collins Public Library trustee, officer, employee or volunteer who reports a suspected or actual violation(s), in good faith shall not suffer intimidation, harassment, discrimination or other retaliation or, in the case of an employee, adverse employment action.

ARTICLE III Regulations

Section 3.1. Discipline for Retaliatory Conduct. Retaliation is a serious violation of this policy and should be reported immediately to the Chair of the Governance Committee of the Town of Collins Public Library Board of Trustees. Depending on the nature and seriousness of the offense, the Town of Collins Public Library will impose appropriate discipline against any trustee, officer or employee found to have engaged in any form of retaliatory conduct against an individual reporting suspected or actual wrongful action(s) in accordance with this policy, up to and including dismissal or termination, and referral to the New York State Board of Regents for possible removal of a Trustee, pursuant to New York State Education Law Section 226. Volunteers that engage in any such conduct will not be permitted to volunteer in Town of Collins Public Library activities.

Section 3.2. Good Faith Reporting. Any Town of Collins Public Library trustee, officer, employee or volunteer who files a report concerning a violation or suspected violation must do so in good faith and have reasonable grounds for believing the information in the report indicates a violation under this policy. The Town of Collins Public Library will impose appropriate discipline against any trustee, officer or employee found to have knowingly made a report/complaint in bad faith, up to and including dismissal or termination, and referral to the New York State Board of Regents for possible removal of a Trustee, pursuant to New York State Education Law section 226. This includes, but is not limited to, giving false information or making a report in retaliation. Volunteers that engage in any such conduct will not be permitted to volunteer in Town of Collins Public Library activities.

ARTICLE IV Applicability and Distribution of Policy

This policy shall apply to all trustees, officers, employees, and volunteers of the Town of Collins Public Library. A copy of this Whistleblower Policy shall be made available to all trustees, officers, employees and to volunteers who provide substantial services to the Town of Collins Public Library via the Town of Collins Public Library's website or at the Town of Collins Public Library in a conspicuous location accessible to employees and volunteers.

Approved via resolution by Town of Collins Public Library Board of Trustees at a regular meeting 12/12/2019.
Amended 12/3/2020.



Town of Collins Public Library

Appendix A

WHISTLEBLOWER REPORTING FORM

Date of Report: _____

REPORTER'S CONTACT INFORMATION: <i>Not required if being submitted anonymously.</i>	
Name	Position/Title
Dept./Location	Work #
Home Address	Home/Cell #
Best time to reach you	Email
Preferable method of communication:	

Person against whom the report of actual or suspected wrongful conduct is being made: <i>If more than one, please complete additional form(s).</i>	
Name	Position
Dept/Location (if applicable)	Phone # (if known)

Witness(es) to actual or suspected wrongful conduct: <i>Attach additional sheets if necessary.</i>	
Name	Position
Dept/Location (if applicable)	Phone # (if known)
Name	Position
Dept/Location (if applicable)	Phone # (if known)



Town of Collins Public Library

Description of known or suspected wrongful conduct: (Please be as specific as possible including who, what, where, when and how?) *Attach additional sheets of paper if necessary.*

Return completed form to:

Town of Collins Public Library Director, 2341 Main Street, PO Box 470, Collins, NY 14034, or
President of ToCPL Board of Trustees, 2341 Main Street, PO Box 470, Collins, NY 14034

The Town of Collins Public Library Whistleblower Policy and Reporting Form provides an avenue for all staff, board members and volunteers to report actual or suspected wrongful actions without fear of retaliation.



Town of Collins Public Library Bulletin Board Policy

1. The Library bulletin board is to be used for the posting of notices for:
 - a. Library business or activities, and
 - b. Public service items of educational or cultural interest to the community.
2. Members of the public are not allowed to post notices. Only authorized Library personnel may post notices on the Library bulletin board. Any notice to be considered for posting must be submitted to Library management for approval.
Notices posted without authorization will be removed.
3. The bulletin board is not to be used for advertising or for commercial notices.
4. All notices intended for posting on the Library bulletin board must contain the following:
 - a. name of sponsoring agency, and
 - b. address and telephone number of sponsoring agency or authorized representative
5. Notice size (physical dimensions) can be restricted if deemed necessary to maximize available space.
6. Notices may be removed after two weeks, when they are no longer timely, or when space is required for more current items.
7. The Library does not necessarily advocate or endorse the viewpoints of organizations permitted to post notices on the Library bulletin board. The Library accepts no responsibility for loss or damage to any item accepted for posting.

Failure to comply may result in denial of future posting privileges.

This policy is determined by the Library Board of Trustees and is subject to periodic review and/or revision at the discretion of the Board. Appeals may be submitted to the Board in writing.

Reviewed at a regular meeting 12/07/2017.



Town of Collins Public Library
Community Meeting Room Policy

For the purposes of this policy, Community Meeting Room covers the actual meeting room and any other Library property, inside and outside the building.

The Community Meeting room at the Town of Collins Public Library is intended

1. for activities conducted or sponsored by the Library, and
2. for organizations engaged in educational, cultural, intellectual or charitable activities of interest and/or benefit to the community.

All meetings must be open to the public.

No admission fee, other costs or required donation shall be charged.

No products, services, or memberships may be advertised, solicited, or sold. However, at the discretion of the Library Director, the following will be permissible at Library sponsored programs:

1. Fund raising to benefit the Library and/or sponsored by the Library Foundation, Friends of the Library or other Library-related groups.
2. The sale of books, media, and other items by authors or artists as part of a Library program.

Permission to use a meeting room does not constitute an endorsement by the Library of a program or point of view expressed. Except as a designation of location the name of the Library may not be used in any publicity relating to use of meeting rooms.

MEETING ROOM APPLICATION INFORMATION

Formal application for the use of a meeting room is made with library management. An individual responsible for the meeting must complete and sign an application form. Library management must approve any cancellations or change of meeting dates.

Programs planned by the Library take precedence over meetings of outside groups. The Library reserves the right to pre-empt the use of meeting space for Library purposes upon two (2) weeks notice to the organization requesting that space.

In fairness to the numerous groups of the community, reservations may be limited in frequency and are taken not more than two (2) months in advance. The Library will not accept reservations for a series of meetings, nor will it allow any group to designate the Library as its regular meeting place. Meetings are reserved on a first come, first served basis. The Library may charge fees for the use of its meeting room(s), for cleaning and/or security.

MEETING ROOM RULES OF USE

1. Meeting rooms are available for use only during the Library's normal hours and dates of operation:

Monday:	10 am – 8 pm
Tuesday:	10 am – 8 pm
Wednesday:	10 am – 5 pm
Thursday:	10 am – 8 pm
Friday:	10 am – 5 pm
Saturday:	11 am – 3 pm

2. Meetings must be conducted in such a way as not to disturb library operations. The applicant is responsible for managing orderly behavior of all attendees. Adult (over the age of 18) supervision is required for any group of minors. Applicants and program participants are expected to conform to the Library's **Rules of Conduct**, copies of which are available on request.

3. Smoking cigarettes, cigars, pipes, smokeless electronic cigarettes or using tobacco products, or consumption of alcoholic beverages are not permitted. No refreshments may be served without the approval of library management. Groups planning to use craft materials must receive special permission from Library management.

4. Programs should be planned so that meeting space will be vacated 15 minutes before closing time.

5. Meeting room must be left in orderly, uncluttered condition. Tables and chairs must be returned to the positions in which they were found.

6. No games of chance may be played.

7. The Library will provide no audio-visual equipment or operators.

8. The Library will provide no storage space and assumes no responsibility for equipment or personal articles belonging to applicants or their guests. Library personnel will not move or rearrange heavy equipment.

9. The applicant accepts liability for either damage to library facilities or loss of Library property.

10. All publicity is the responsibility of the applicant and must clearly identify the sponsoring organization. The location of the Library may be publicized, but the Library telephone number may not be placed on publicity, as the Library is not a source of information concerning the event. Neither the name nor the address of the Library may be used as the official address or headquarters of an organization. No deliveries are to be made unless the sponsor is present to accept them.

11. The applicant assumes responsibility for participant accommodations (e.g. assistive listening devices, etc.) and specific articles of compliance as required by the Americans with Disabilities Act. The Library does not discriminate on the basis of disability in any of its

programs and services, and organizations using the Library's meeting rooms are required to provide reasonable accommodations for persons with disabilities (e.g. assistive listening devices, interpreters, etc., when and if possible) as required by the Americans with Disabilities Act.

12. Library personnel must have free access to meeting rooms at all times. The Library retains the right to monitor all meetings conducted on the premises to ensure compliance with its regulations. Violation of any of the Library's rules shall be grounds for denial of future use of meeting space.

13. Maximum capacity of the Community Meeting Room is 95.

This policy is determined by the Library Board of Trustees and is subject to periodic review and/or revision at the discretion of the Board. Appeals may be submitted to the Board in writing.

Reviewed and amended 12/03/2015;

Reviewed and amended 5/10/2018;

Reviewed and amended 12/12/2019.



Town of Collins Public Library

2341 Main Street – PO Box 470 – Collins, NY 14034-0470

Phone: (716) 532-5129 Email: col@buffalolib.org

Meeting Room Application

Complete all sections below. Use back for additional information.

Organization Information

Organization Name: _____

Organization Address: _____

Purpose of Organization: _____

Applicant Information

Name & Title of Applicant: _____

Address: _____

Phone: _____ Best Time to Call: _____

Meeting Information

Date requested _____ Day of week _____ Time: from _____ to _____

Purpose of meeting: _____

Expected attendance: _____

Does your organization require any special accommodations? No Yes — use back to describe

I have read and understand the “Rules for Meeting Room Use” and agree to abide by them.

Name: _____ Date: _____

Organization: _____

Signature: _____

Library Use: Please initial each line you fill in.

Date received: _____

Decision: _____

Notified applicant:

Any after meeting notes:



Town of Collins Public Library **Health and Wellness Policy**

The Town of Collins Public Library is concerned with the health of our patrons.

- People are interested in choosing healthier foods, being physically active, staying tobacco- and drug- free, caring for our environment and supporting local products.
- What we eat and our level of physical activity can be positively influenced by healthy and supportive policies where we live, learn, work, and play.
- Foods such as vegetables, fruits, whole grains, lower fat milk products and leaner meats help to prevent chronic diseases.
- A library environment, supportive of healthy choices, helps to create and maintain healthy people and healthy communities.

Programming and Donation Guidelines

Effective January 1, 2018, library programs will adhere to the following guidelines:

- Include physical activity where possible
- When snacks are served, we will:
 1. Ensure food safety
 2. Avoid serving high-sugar content beverages (soda, Gatorade, etc.).
 3. Always provide water.
 4. Provide reasonable portions.
 5. Serve vegetables and fruits, local products when possible.
- Avoid the use of unhealthy food products as incentives/rewards (e.g., candy, pizza, ice cream)

Physical activity

Effective January 1, 2018, the Collins Public Library will offer programs and events to encourage nutrition, physical activity, and tobacco- and drug-free lifestyles. We will actively seek out grants to fund such programs and events, and support ideas and suggestions related to such programs and events.

Collection Development

Effective January 1, 2018, the Collins Public Library will, within the bounds of the current collection development policy, add books and other materials to the collection that will support the education of the community on the topics of nutrition, physical activity, tobacco-free and drug-free living, and overall wellness.

Adopted by the Board of Trustees 12/7/2017.



Town of Collins Public Library

Program Policy

The Town of Collins Public Library shall conduct programs, promotions, and publicity to fulfill its mission in the community.

Programming:

- Library-initiated programming is a library resource that provides information, education, and recreation to library users from infancy to adulthood, utilizing library staff, books, library and community resources, resource people, and displays and media presentations.
- Selection of library programs topics, speakers, courses, classes, and resource materials should be made by library staff on the basis of the interests and needs of library users and the community. Also taken into account are the likely level of interest, programs of other community organizations, appeal to a wider audience and new patrons, preparation time and costs involved, quality of presenters, opportunity for socialization, love and respect for books and reading, and educational experiences.
- The library will co-sponsor programs with other agencies, organizations, and educational institutions, as well as other resources when they are compatible with the Library's mission and goals to communicate with library users and promote further library use. Co-sponsored programs must include either participation by Library staff to plan and develop program content, provide logistical support, or include information about Library collections relevant to the program. Co-sponsorship and collaboration decisions are made on the basis of mutual needs and equitable benefits between the Library and potential partners.
- Presenters may be professionals or business people but the information presented must be generic in nature.
- Within the scope of the American Library Association's "Library Bill of Rights", it is the intention of the Board of Trustees to provide programs to the community that educate and enlighten its residents without prejudice to the full and free expression of ideas. Library programming should not exclude topics, books, speakers, media and other resources because they might be controversial.
- Acceptance of a program topic by the library does not constitute an endorsement by the library of the group's or individual's policies or beliefs. **The library does not conduct programming that is purely commercial or religious in nature.**

Attendance:

- All library programs shall be open to the general public, but some programs may be designed with specific audiences in mind, i.e., children's programs, and the library reserves the right to set age limits for all programs.
- Programs targeted toward specific audiences will be publicized as such.
- Registration may be required if space or materials are limited. A waiting list will be compiled and efforts will be made to confirm attendance prior to the event or program.
- The library reserves the right to cancel a program and rescheduling is at the discretion of the library.

Scheduling:

- In scheduling events, priority is given to library-initiated programming.
- Programs sponsored by outside groups are allowed and will be scheduled in accordance with the regulations set forth in the library policy "Town of Collins Public Library Community Meeting Room Policy."

Please reference the "**Town of Collins Public Library Community Meeting Room Policy**" for additional information.

Adopted by the Collins Public Library Board of Trustees 12/15/2016.

Reviewed with no changes 12/12/2019.



Town of Collins Public Library

Progression of Patron Discipline Policy

Below is the general progression of discipline steps that library staff may take against a patron. For a more serious offense, early warning steps may be skipped to proceed to more severe consequences.

1. Verbal warning: Let the patron know that their behavior is not in line with one of our policies. Refer them to the policy, and let them know where they can find it, whether on the Collins Public Library webpage, or on the B&ECPL website. This step may or may not be documented. Let them know the consequences of continuing such behavior could lead to suspension of library privileges or being removed from the building for a period.
2. Verbal warning with documentation: If it is a more serious violation, or a patron who has been given a verbal warning for this or another violation, the previous step will be taken, along with writing up what went on and adding it to our log. In the event it is a minor whose guardian is accompanying them, the guardian will be informed of the minor's behavior.
3. Written warning: In the event of an even more serious policy violation or on in which verbal warnings are not having an effect on behavior, a write up of the patron incident report will be filled out, and a letter will be sent via certified mail to the patron or their guardian. The letter will include the specific behavior(s) that have led to this point, and what policies it violates, and where the policies may be found. The consequences of further violations will be spelled out specifically, including any suspension of privileges and banning from library property and for how long.
4. Written suspension: If the behavior continues or is drastic enough to warrant going immediately to this step, the Board of Directors will review the situation as soon as possible, and decide on the full consequences for the patron. The Director will then inform the patron via certified mail of the outcome, any special stipulations for re-entry to the library, and all time periods for these consequences. The patron will be given the opportunity to appeal, and must respond within 30 days. The letter will also explain how to appeal. The appeal will be heard by the Director and a committee of the Board of Trustees, and their final decision will be delivered in writing.

Adopted by the ToCPL Board of Trustees at a Regular meeting 8/31/2017.



Rules of Conduct

This policy is for application to the Town of Collins Public Library

The Town of Collins Public Library (ToCPL) serves as a center for information, education and entertainment. Under Article 5, Section 262 of New York State Education Law, the Board of Trustees of the ToCPL has adopted the following rules to ensure an atmosphere conducive to appropriate use of the services and facilities of the Town of Collins Public Library. Library users are required to comply with these Rules and Regulations.

Patrons must follow all reasonable signage and direction from staff.

The following conduct is prohibited:

1. Engaging in disorderly conduct, fighting or challenging to fight, or using offensive words likely to provoke violence or using language that offends others, or using abusive language towards staff or patrons;
2. Disturbing other patrons, staff, or volunteers including but not limited to disruptive behavior such as any loud, unreasonable and/or bothersome noises created by persons or devices; interfering with staff or volunteers in the performance of their duties and persistent, unwelcome attention; obscene or threatening gestures such as staring at another person; or following another person on or around the premises;
3. Carrying weapons of any kind;
4. Possessing, distributing or consuming alcohol or illegal drugs or being under the influence of alcohol or drugs;
5. Engaging in sexual conduct and/or lewd behavior (e.g., exposure, offensive or inappropriate touching, or sexual harassment of other patrons, staff or volunteers);
6. Engaging in discriminatory conduct in violation of the B&ECPL Equal Employment Opportunity and Anti-Harassment Policy;
7. Damaging, destroying, or stealing any Library property or the property of another patron, staff or volunteer;
8. Bringing animals or pets into the library except those required to assist persons with disabilities or those involved in library programs;
9. Selling and/or soliciting; petitioning;
10. Distributing or posting materials/literature that have not been approved by the Library;
11. Vaping, smoking cigarettes, cigars, pipes, smokeless electronic cigarettes, or using tobacco products inside of the Library, or within one hundred (100) feet of any entrances, exits or outdoor areas of the ToCPL (in accordance with New York State Public Health Law Section 1399-O).

12. Eating or drinking in designated restricted areas;
13. Making unreasonable use of the restrooms including bathing and laundering;
14. Sleeping or lying down;
15. Use of "hover boards";
16. Photography or recording on Library premises without Library permission; and,
17. Absence of shirts and/or shoes or being otherwise attired so as to be disruptive to the Library environment.

The library retains the ability to put in place additional rules in emergency situations.

No children under six years of age may be left unattended in the library at any time. Library staff will not be responsible for children who have been left without adult supervision. Adult patrons who are not engaged in library activities that require materials from the children's area shall be asked to relocate to other areas of the library. The staff reserves the right to seek intervention of appropriate law enforcement or social services agencies, as required by individual circumstances.

People who violate these rules will be advised of their infraction(s). Failure to comply with the Library's established policies, rules and regulations or violations of local, state or federal law may result in immediate suspension of library privileges and, where necessary, civil liability and/or criminal prosecution.

Adopted by the Board of Trustees 12/15/2016.

Amended 12/7/2017. Reviewed 12/6/2018. Amended 12/12/2019.

Amended 12/3/2020.



Town of Collins Public Library

Tutoring Policy

The Town of Collins Public Library is dedicated to being an alternative, extension, and continuing education site for educational organizations within its service area. This tutoring policy applies to the tutoring of all students.

- Tutors are individuals who provide instruction to others either on a paid or volunteer basis. Tutors shall work with a maximum of two (2) students per tutor per session. The library is not to be used as classroom or office space, but as a safe and quiet workspace for students to receive instruction to be successful.
- Adherence to Library behavioral guidelines is expected of tutor groups. The library reserves the right to ask tutoring or study groups that become too loud or disruptive to leave the library. Unacceptable behavior includes, but is not limited to: engaging in loud or disruptive conversation or conduct, use of cell phones, monopolizing work areas. Adherence to the Library's Internet policy and guidelines is also expected.
- It is preferred that the parent remain in the Library while the child under 18 years of age is being tutored. If the guardian leaves, the child then is the responsibility of the tutor while on library property. The library assumes no responsibility for children left unattended.
- Students must be under the tutor's supervision at all times. It is the responsibility of tutors to establish communication with their students and not to instruct the students or their parents to contact the library regarding their work. The library staff cannot take/deliver messages to students or their tutors. Tutors must meet their students in the lobby.
- Library telephones are business phones for the use of the Library and should not be used on a regular basis by students or tutors.
- Public space in the library will be available for use by tutors on a first-come, first served basis. Areas appropriate for group study and tutors may not be available if being used by others or needed for library programs or activities. Reservations cannot be made for specific areas and there is no exclusive use of areas in the library. The Meeting room cannot be used by tutors or for group study.
- Library staff maintains the right to ask tutoring to cease if space being used is needed for other library purposes. The library is not obligated to accommodate any tutor on a regularly scheduled basis.
- Tutors and students must bring their own supplies, such as paper, pens, pencils, etc. Tutors may use library materials (i.e. library books) in accordance with library policies.
- Pursuant to the library's behavior policy, tutors may not solicit library patrons in the library.
- Paid tutors may not publish or distribute advertisements or letters indicating the library as their place of doing business or otherwise imply library sponsorship of their activities.

- All trash and recycling must be properly disposed of and all study areas must be clean after use.
- Tutors working with students at the end of the day are asked to leave the library fifteen minutes before closing time.

Noncompliance to the above guidelines will result in tutors and students being asked to leave the library.

Adopted by the Board of Trustees: 12/15/2016



**Town of Collins Public Library
LED Sign Use Policy**

1. The Library LED Sign is to be used for the posting of notices for:
 - c. Library business or activities, and
 - d. Public service items of educational or cultural interest to the community.
2. Members of the public are not allowed to post notices. Only authorized Library personnel may post notices on the Library LED Sign. Any notice to be considered for posting must be submitted to Library management for approval in writing using the LED Sign Application.
3. The LED sign is not to be used for advertising or for commercial notices.
4. Messages will be integrated with other messages from the library. The library reserves the right to prioritize library programming and those of our community partners, and limit the number and time period messages may be displayed by applicants.
5. The Library requests that the LED Sign Application be given to the library at least two weeks before the first requested date.
6. All notices intended for posting on the Library LED Sign must contain the following:
 - c. name of sponsoring agency, and
 - d. location of event
7. Notices may be removed in the event of an emergency when a more pressing matter needs to be displayed.
8. The Library does not necessarily advocate or endorse the viewpoints of organizations permitted to post notices on the Library LED Sign. The Library accepts no responsibility for loss or damage to any item accepted for posting.

Failure to comply may result in denial of future posting privileges.

This policy is determined by the Library Board of Trustees and is subject to periodic review and/or revision at the discretion of the Board. Appeals may be submitted to the Board in writing.

Adopted at regular meeting of the Town of Collins Public Library Board 12/12/2019.



Town of Collins Public Library

2341 Main Street – PO Box 470 – Collins, NY 14034-0470

Phone: (716) 532-5129 Email: col@buffalolib.org

LED Sign Application

Complete all sections below. Use back for additional information.

Please submit at least 2 weeks before first requested display date.

Organization Information

Organization Name: _____

Organization Address: _____

Purpose of Organization: _____

Applicant Information

Name & Title of Applicant: _____

Phone: _____ Best Time to Call: _____

LED Sign Message

Date(s) requested for display (limit 7 days maximum) _____

Preferred background and text colors: _____

Message to be displayed: (may be limited, needs to be approved)

I have read and understand the “LED Sign Use Policy” and agree to abide by the policy.

Name: _____ Date: _____

Organization: _____

Signature: _____

Library Use: Please date and initial each line you fill in.

Date received: _____ Decision: _____ Notified applicant: _____



Town of Collins Public Library

3D Printer Procedure

The Collins Public Library now offers 3D Printing. This exciting technology uses melted plastic to produce objects designed on a computer.

1. Library patrons must be “certified” before they can use the 3D Printer. Please call 532-5129 to request a one-on-one 3D Printer training appointment.
2. Those 13 or younger wishing to be trained must be trained along with a parent or guardian and a trained parent or guardian must be present when they want to set up a print job.
3. Once a library patron is “certified,” patrons may use the 3D Printer whenever a trained staff member is available to set up a print job.
4. To print, library patrons can use Thingiverse or have a design in .STL format.
5. The cost of printing is \$.05 per gram of material used and includes rafts and support structures. It can be paid by cash or check.
6. The que for 3D Printer jobs will be available on a first come, first serve basis.
7. Items may be printed during our posted printing hours.
8. Library patrons must stay and watch the first ten percent or ten minutes, whichever is greater) of their print job to make sure it is printing correctly.
9. Print color cannot be guaranteed and will vary, depending on availability, but print material is paintable.
10. Only library staff can remove 3D printed objects from the 3D Printers.
11. Finished objects may be picked up and paid for at the circulation desk. Each print job will be weighed to determine the final price.
12. Prints are handed over “as is.” If a model comes with rafts or support structures, the library patron is responsible for removing them.
13. One print job must be picked up and paid for before another job can begin.
14. Items not picked up within 4 weeks will become property of the Library.

The Library’s 3D Printers may only be used for lawful purposes. Printing weapons, sexually-explicit materials and other items that contravene the Library’s Rules of Conduct are not allowed.

*Adopted at a regular meeting via resolution 6/1/2017
Amended 12/12/2019.*



Town of Collins Public Library

Virtual Reality (VR) Health and Safety Acknowledgement

These VR Experiences are not for children under 13. If you are under 17, you need permission from a parent or guardian to go through the VR experience.

Some people may experience symptoms when experiencing virtual reality, including motion sickness, nausea, disorientation, visual abnormalities, or other discomfort. In rare cases more serious risks include seizures, injuries from failure of equipment, injuries from trips or falls, or injuries from others tripping or falling. Some VR Content may heighten or increase the likelihood of experiencing symptoms.

If you are susceptible to motion sickness, please advise the attendant before participating. If you experience any of these symptoms, stop immediately, advise the attendant, and do not engage in activities that require unimpaired balance and hand-eye coordination until you have fully recovered. Symptoms may become more apparent hours after use.

The headset may emit radio frequency interference that can affect the operation of nearby electronics, including pacemaker or other implanted medical devices. Consult your doctor before use.

Do not participate in or go through a VR experience if you have been consuming or are under the influence of alcohol.

I have read and understand this warning and acknowledge the risks described above. I, and any representatives, fully release the Collins Public Library and any of their representatives from liability.

This will remain on file. If a parent/legal guardian wishes to revoke VR permission, please fill out the revocation form.

If under 17, a parent or legal guardian must sign this Acknowledgement before a minor can engage in wearing the Virtual Reality Device.

Participant Name _____

Participant Signature: _____

If under 17: User Age: _____

Parent/Legal Guardian Name: _____

Parent/Legal Guardian Address: _____

Parent/Legal Guardian Signature: _____

Adopted 2017-06-01, review no changes 12/12/2019.