

OSWEGO PUBLIC LIBRARY MANUAL

LIBRARY POLICIES

1. ORGANIZATION

1.1 Mission Statement

The Mission of the Oswego Public Library is to be the learning center for the Greater Oswego area and the place people turn to for the discovery of ideas, the joy of reading and the power of information. Community needs drive our services. We believe that library services should be delivered in a welcoming, convenient and responsive manner.

Approved 10/3/06

1.1a Introduction

The Oswego City Library was incorporated by an act of the New York State Legislature in 1854. Its chartered area to serve was the City of Oswego. Based upon an agreement with the Oswego City School District in 1929, the Library served the Oswego City School District even though the still stated it was chartered to serve the City of Oswego. All finances for the library were based upon the City's population (currently at 19,793). On June 30, 1999 all connection with the Oswego City School District ceased other than services provided for the library's Circulation system & internet connections. Based upon a public referendum, the library became known as the Oswego S.D. Public Library. As of July 1, 1999, the Oswego S.D. Public Library is governed by elected Library Board of Trustees, Staff and Volunteers. Employees who were formerly employees of the School District were now employees of the Oswego S.D. Public Library Board of Trustees, Staff and Volunteers. All employees are now civil service employees.

1.1b Policies Functions

A modern public library collects the printed and audio-visual materials needed to conduct the individual and group life of its community. It organizes and makes them convenient and easy to use. It interprets and guides the use of materials to enable as many persons as possible to apply in their daily lives the record of what is known.

Provision of materials means more than occasional availability. It means a supply sufficient to make the library a dependable source for more people most of the time. In addition to books, the public library selects and provides pamphlets, documents and other non-book sources in printed form, films, tapes, discs and other non-print recordings of knowledge and opinion. The materials are provided to: facilitate informal self education to all people in the community; enrich and further develop the subjects on which individuals are undertaking in formal education; meet the

informational needs of all; support the educational, civic and cultural activities of groups and organizations; and encourage wholesome recreation and constructive use of leisure time.

1.2 Library Board By-Laws

ARTICLE I THE CORPORATION

1.1 Preamble: The Board of Trustees, Staff and Volunteers of the Oswego S. D. Public Library, a public municipal library, hereafter designated as "The Board", a corporation created by a charter granted to the University of the State of New York, dated 4/4/00, and a member of the North Country Library System and the Oswego County Library Association, hereby enacts the following By-laws:

1.2 Purpose: The purpose of the Oswego S.D. Public Library is to assemble, preserve, and provide printed, electronic and other materials that will meet the day-to-day educational, informational, cultural, and recreational interests and needs of the community in compliance with local, State, and Federal laws.

1.3 Revenues and Earnings: The revenues, if any, derived from the operation of the Library, and from appropriations and other sources, including but not limited to the City and County of Oswego, and the State of New York, and grants from public and private entities shall be applied:

- a. to the cost and expense of operating the Library;
- b. to the upkeep, maintenance, repair and replacement of the building and premises and any equipment thereon;
- c. if deemed advisable by the Board of Trustees, Staff and Volunteers, the acquisition of additional real and personal property for the use and purposes of the Library.

1.4 Specified Donations and Gifts: Any funds and real or personal property received with specific directions as to their use, may, in the discretion of the Board, be accepted, held, and used in conformity with such directions.

1.5 Unspecified Donations and Gifts: Any funds received for the benefit of the Library without specific directions as to their use, shall be held and used for the purposes as specified in §1.3 of the by-laws as the Board shall direct.

1.6 The Oswego SD Public Library shall be maintained as a tax exempt corporation [501-c(3)] under the applicable provisions of the Internal Revenue Code.

ARTICLE II
BOARD OF TRUSTEES, STAFF AND VOLUNTEERS

2.1 Powers: Except as otherwise provided by law, the Articles of Incorporation, as set forth in Chapter 266 of the Laws of 1854, as amended, or by these By-laws, the Board shall exercise the powers of the corporation, conduct its business affairs, control its property, and shall be responsible for evaluating the future library needs of the community and presenting a plan which will provide for the growth and improvement of the Library and library service. It shall enlist the aid of the library director and the librarian when necessary.

2.2 Board of Trustees, Staff and Volunteers: The Board shall consist of seven persons. Trustees, Staff and Volunteers shall be elected for a term of five years or until their successors are elected and qualified. No more than two shall be elected in any one year for full five year terms. In the event that positions are open for a full five year term and for less than a full five year term, the candidate receiving the highest number of votes shall fill the full five year term position. The election may take place at the same time as the annual School Board Election, or at such other time as determined by the Board of Trustees, Staff and Volunteers.

2.3 Members of the Board shall be residents of the Library District; to wit, the Enlarged Oswego School District.

2.4 Any Trustee may resign from the Board by a resignation in writing addressed to the Secretary or President. A successor Trustee will be appointed by the Board at a duly called or regular meeting, as soon as possible. The successor Trustee will be appointed until the next School Board Election, at which time, he/she may seek election for the remaining years of the term. Any other vacancy created by illness, death, or any other possible cause, shall be filled in the same manner. If any trustee shall fail to attend three consecutive meetings without excuse accepted as satisfactory by the Trustees, Staff and Volunteers, he or she shall be deemed to have resigned, and the vacancy shall be filled.

2.5 Meetings:

a. All meetings of the Board shall be held at the Library or at such other place in the City of Oswego, or Towns of Oswego, Minetto or Scriba, as the president may select.

b. Meetings shall be held at least monthly, at dates and times to be established by the Board at the beginning of the library year. The meetings shall be open to the public except under those circumstances found in the New York State Freedom of Information Law which permit executive sessions.

c. Four of the duly qualified members of the Board of Trustees, Staff and Volunteers shall constitute a quorum for the conduct of business. Unless otherwise required by law or these By-laws, the action of a majority of the Trustees, Staff and Volunteers present at a meeting at which a quorum is present shall be the act of the Board. Meetings shall be conducted pursuant to Roberts Rules of Order.

d. The order of business shall be as follows:

Roll Call

- ii. Review of minutes of previous meeting
- iii. Correspondence and communications
- iv Public comment period
- v. Financial report and approval of expenditure
- vi, Report of the Library Director
- vii. Report of Committees
- viii. Nominations and elections, if any
- ix. Unfinished business
- x. New business
- xi. Executive Session, if any
- xii Adjournment

ARTICLE III

OFFICERS

3.1 Titles: The officers of the corporation shall be a President, Vice-President, Recording Secretary, Public Relations/Corresponding Secretary and Fiscal Officer. All officers shall be elected for the terms and in the manner hereinafter provided. All officers shall be members of the Board.

The Treasurer shall be appointed by the Board Said Treasurer shall not be an elected member of the Board nor a voting member.

3.2 Terms: The officers of the corporation shall hold office for one year or until their successors are elected and qualified. No more than three consecutive terms may be served.

3.3 Elections and Vacancies: Officers of the corporation shall be elected by the Board at each annual meeting which shall be the first meeting in July. Any vacancy occurring in the ranks of the elected officers of the corporation during their terms of office may be filled by the Board of Trustees, Staff and Volunteers at any regular or special meeting, providing notice of the contemplated action be contained in the call for such special meeting.

3.4 Resignations and Removals: Any officer may resign at any time by giving written notice to the President or Secretary.

3.5 Duties of Officers:

a. President

The President shall be the chief corporation officer of the corporation and shall preside at the meetings of the Board. He or she shall appoint all committees and designate the chair thereof and shall be an ex-officio member of all committees. Appointments to all standing committees with the exception of the nominating committee shall be made at the annual meeting. He or she shall execute contracts and other written documents on behalf of the corporation in conformance with the policies established by the Board of Trustees, Staff and Volunteers and shall perform other duties as may be required of him or her by the Charter, By-laws, and as may be prescribed by the Board from time to time.

b. Vice-President

The Vice-President shall perform the duties of the President in case of the absence or disability of the President, and shall succeed to the office of the President upon the resignation or death of the President. In case both the President and Vice-President are absent from a meeting, any member may call the meeting to order, and the members present (there being a quorum) shall elect a Chairman pro tern. The Vice-President shall be authorized to sign checks for payment of funds as authorized by the Library Board of Trustees, Staff and Volunteers.

c.. Recording Secretary

The Recording Secretary shall have charge of the records of the Board and shall keep the minutes of its meetings. A copy of the minutes shall be kept in the Library and shall be available to the public.

d. Public Relations/Corresponding Secretary

The Public Relations/Corresponding Secretary shall notify members of all regular and special meetings of the Board at least five days in advance and shall have charge of the correspondence of the Board. The Public Relations/Corresponding Secretary shall assist the Library Director and Librarian in promoting library sponsored events, services and workshops and shall serve as a liaison between the Library and other community agencies and organizations.

e. Fiscal Officer

The Fiscal Officer shall provide oversight to the Treasurer, shall chair the Finance Committee, and shall be authorized to sign checks for payment of funds as authorized by the Library Board of Trustees, Staff and Volunteers.

f. Treasurer

The Treasurer, who shall be bonded, shall attend to the fiscal affairs of the Library. The Treasurer shall pay out funds by check signed by the Fiscal Officer or Treasurer, as authorized by the Board of Trustees, Staff and Volunteers, or, in case of the disability or absence of the Fiscal Officer or Treasurer, by the Vice-President. The Treasurer shall keep accurate records of all money received and disbursed and shall make a written report thereof to the Board on a monthly basis.

ARTICLE IV

COMMITTEES

4.1 The Board may consider and act on any matter before it with or without recommendations from a committee. The President shall appoint standing and ad hoc committees as described herein. Each committee chairperson shall be responsible for periodic meetings of the committee and shall have an opportunity to report at each regular meeting of the Board. A chairperson and committee members shall be assigned annually by the President. The President shall be a member, ex-officio, of all committees except nomination committee. Committees will be appointed as needed.

4.2 The following committees shall be standing committees:

a. The Finance Committee shall consist of the Fiscal Officer, Treasurer, Vice-President and the Library Administrator. It shall have general supervision of the policies and plans for the fiscal resources of the Library. It will be responsible for but not confined to:

- i. Preparing an annual budget for the Board's approval
- ii. Requesting and considering fiscal recommendations made by other committees
- iii. Making recommendations to the Board concerning insurance coverage of building and contents.
- iv. Obtaining a fiscal audit when requested by the Board of Trustees, Staff and

Volunteers.

b; The Buildings and Grounds Committee shall oversee the maintenance and upkeep of and the capital improvements to the Library building and grounds. It shall conduct periodic inspections of the building and make recommendations to the Board concerning repairs and alterations replacement or addition to the building and equipment, anticipated building and equipment expenses to be included in the annual budget, and other such matters as may be referred to it by the Board.

c. The Personnel Committee shall recruit, recommend, and present to the Board final candidates for the Library Director position. The Personnel Committee shall review recommendations from the Director for other library positions, and shall then inform the Board of its recommendation. It shall annually evaluate the performance of the Director and make recommendations for salary and benefits for all employees. It shall adjudicate, if necessary, any formal grievance brought to it by a staff member, reporting the matter and decision to the Board at its next meeting. It shall be responsible for writing job descriptions and Board policies with respect to personnel matters.

d. Policy Committee shall create policies for recommendation to the Board with respect to managing the Library. It shall be responsible for drafting and recommending long range plans and By-Law revisions to the Board when necessary.

e. Nominating Committee shall present to the Board of Trustees, Staff and Volunteers a slate of officers for election. Appointments to the nominating committee shall be made at the first meeting in June. Potential candidates for President of the Board of Trustees, Staff and Volunteers are ineligible to serve on the nominating committee.

f. Technology Committee shall oversee all electronic equipment and devices in the library, including but not limited to all digital and non-digital interfaces, and shall made

recommendations to the Board of Trustees, Staff and Volunteers regarding all technology issues.

4.3 Ad hoc committees may be created by the President or the Board of Trustees, Staff and Volunteers when deemed necessary, to look into some specific need of the Library, and report to the Board of Trustees, Staff and Volunteers with proper recommendations. When the need for a committee has ceased, it will be abolished.

The President will appoint all members of ad hoc committees and name the chair.

ARTICLE V

LIBRARY DIRECTOR

5.1 The Board shall appoint a qualified library director who shall be the executive and administrative officer of the Library and who shall be appointed as specified in New York State Law and Regulations.

5.2 The Director shall be held responsible for the proper performance of duties as spelled out in the job description provided by the Board.

5.3 It shall be the duty of the Director to submit a written report for all regularly scheduled meetings of the Board, and to be responsible for filing the annual report to the NYS Education Department.

ARTICLE VI

INDEMNIFICATION

The Oswego School District Public Library, having its principal office at 120 East Second Street, Oswego, New York 13126 in the County of Oswego, New York, from and after the date hereof shall hold harmless any and all Trustees, Staff and Volunteers, Officers, Directors, and Staff from any and all liability, claims demands or expenses by reason of acting as a Trustee, Officer, Director and Staff or otherwise by reason of any and all actions performed or omissions to acts by reason of being a Trustee, Officer, Director, and Staff or otherwise of the System. (See New

York State Education Law #720(a), paragraph 11.)

ARTICLE VII

FISCAL YEAR

The Fiscal year of the corporation is July 1 to midnight June 30. It may be changed by resolution of the Board.

ARTICLE VIII

AMENDMENT TO BY-LAWS

These by-laws may be amended at any regular or special meeting of the Board of Trustees, Staff and Volunteers by a two-thirds vote of those present, provided that written notice of the proposed amendment is given to the Trustees, Staff and Volunteers either by mail or personally not less than five days before such regular or special meeting.

Adopted April 20, 2004

1.3 System membership

The Board of Trustees, Staff and Volunteers recognizes that membership in the System will increase this library's potential and expand services available to its patrons. This library will take advantage of System services *as* needed.

As a member of a cooperative public library system, this library will:

1. Inform the System about any book which it may acquire other, than through the System and also inform the System about any books withdrawn from its collections.
2. Accept borrowers cards issued by any member library or by the System, to be honored on the same basis applicable to the card holders of the member library.
3. Lend books from its collection to other member libraries of the System on request transmitted through System headquarters, on the same basis as to its own card holders.
4. Receive from any borrower, materials borrowed from another member library for return by the System delivery facilities to the owning library.
5. Make every reasonable effort to secure continued support from local funds in an amount equal to or greater than the amounts presently received.

APPROVED BY BOARD OF TRUSTEES, STAFF AND VOLUNTEERS Feb' 7, 1994

1.3a Document of Understanding between the North Country Library System and its Member Libraries

Document of Understanding Between the North Country Library System and its Member Libraries

This document sets forth the major responsibilities of the North Country Library System (NCLS) and its member libraries. The member libraries have mutual expectations and require essential shared services in order to provide better service to the public. In general, libraries serve the public directly and NCLS serves the member libraries.

The Mission Statement for NCLS is: "To improve library service in the NCLS area by facilitating services that member libraries cannot offer themselves, or services that make sense to provide in a cooperative manner. NCLS will help our member libraries improve society through facilitating knowledge creation in their communities".

To facilitate a better cooperative approach to meeting our mutual expectations for service, the following are understood by both the member libraries and NCLS.

Core services are either required or essential, and are currently funded primarily by NY State.

1. NCLS will maintain and operate an online union catalog and a delivery service for the distribution of materials for the support of interlibrary loan service and other library materials as appropriate.
2. NCLS will arrange training for member libraries on professional library issues and issues of computer and communications technology to encourage and enable member libraries to take advantage of the evolving information environment.
3. NCLS will be available for consultation with member library board and staff members on professional library issues and issues pertaining to general management and funding.
4. NCLS will inform members of grant opportunities and will administer any grants received by NCLS for the benefit of members as well as provide support for appropriate programs.
5. NCLS will facilitate a means for the mutual exchange of ideas and plans for service, such as the Directors Organization, joint committees, and the NCLSALL Listserv.
6. NCLS will provide Outreach Services as mandated by the Commissioner of Education's Regulations.
7. NCLS will support library development, and provide guidance on national, state and regional issues.
8. NCLS will support the Central Library as detailed by the Commissioner of Education's Regulations.

Shared Services are jointly supported by NCLS and member libraries. These may require a fee or charge, which might require a separate agreement or document of charges and services. If a library chooses not to participate in a fee-based service then that library and its patrons will not have access to that service.

1. NCLS will provide centralized support for printing services, rotating large print collections, and advocacy for libraries in the region. NCLS will serve as a repository of professional material for the member libraries.
2. NCLS will provide access to and manage an integrated library system (ILS, currently SIRSI). NCLS will fully engage the member libraries in the decision making process for the ILS through the Joint Automation Board and JAB committees.
3. NCLS will communicate to the members changes in the capabilities and use of the ILS and provide training and guidance for its use.
4. NCLS will provide technological leadership and support services in order to keep the member libraries current with information technology.
5. NCLS will maintain and operate a delivery service for the exchange of interlibrary loan materials. Each member library will receive a minimum of one delivery per week.
6. NCLS will facilitate the growth of, and provide centralized support for, a regional digital/online library collection as agreed upon by the member libraries.

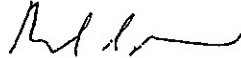
Member Library Requirements

1. Member libraries will maintain and contribute their up-to-date collection holdings to the union catalog.
2. Member libraries will provide borrowing privileges, as provided for in the NCLS Free Direct Access Plan, to patrons of other libraries in the four-county NCLS area.
3. Member libraries will provide, in a timely manner, the various reports required by New York State.
4. Member libraries will participate in the Inter-library Loan service within the NCLS area.
5. Member libraries will participate in planning the financial support for the cost of shared services.
6. The NCLS Plan of Service is a fundamental document for all member libraries. This is stated in the Commissioner of Education's Regulation 90.3 (2) "The plan of service defines the mutual commitments, responsibilities and obligations of the public library system and its member libraries in meeting the service needs of the area served and statewide library service goals".

Member Library Responsibilities/Expectations

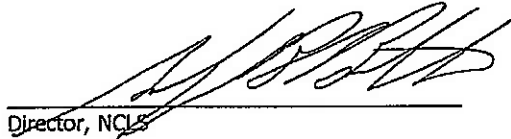
1. Member libraries are expected to have staff and Trustees maintain a subscription to NCLSALL and MLTRUSTEES Listservs, and participate in the election of Trustees to the NCLS Board.
2. Member libraries are expected to enable the participation of their Director, staff and Trustees in the Directors Organization, the Joint Automation Board and continuing education opportunities.
3. Member library Directors are expected to keep their Trustees informed about events and services available from NCLS and to keep NCLS informed of the services they desire.

By signing this document you are affirming membership in the NCLS with all benefits, privileges and responsibilities as outlined above.



President, XXX Library

5/6/2014
Date



Director, NCLS

5-19-14
Date

1.3B JOINT AUTOMATION BOARD (JAB) MEMO OF UNDERSTANDING

To: Members of the Joint Automation Board

From: The JAB Circulation and Cataloging Committees

Date: March 20, 2018

The Joint Automation Board (JAB) Circulation and Cataloging Committees would like to reinforce the obligations that are necessary to ensure the smooth and reliable delivery of automated services. We have listed some of the obligations inherent to NCLS in facilitating a cooperative automated system. Also listed are the responsibilities of the JAB members. The JAB Circulation Committee feels strongly that it is necessary to emphasize a commitment to these shared duties, and hopes that the JAB will vote to send this document to each member library.

Responsibilities of the Joint Automation Board and Committees

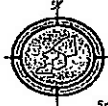
JAB creates and votes on the Bylaws and Circulation Standards for the libraries. The committees discuss issues and possible changes in procedure in the day to day use of the Circulation System, for the betterment of all libraries. These changes are then presented to the libraries at the next JAB meeting for a full discussion and possible vote to amend the Bylaws or Circulation Standards.

Responsibilities of each JAB Library

- 1) Purchase, install, and maintain at its own expense the equipment used in each individual library, including but not limited to necessary telecommunications equipment, workstations, barcode readers, and printers.
- 2) Consult with the appropriate NCLS staff before purchasing barcode labels, other equipment or any devices, including PCs, scanners, supplies, etc., to ensure compatibility with the computer system.
- 3) Make appropriate members of its staff available for training in the proper and efficient use of the computer system.
- 4) Take reasonable steps to prevent improper use of the SIRSI system.
- 5) Provide calendar and policy file changes to NCLS as requested.
- 6) Ensure that database maintenance standards are followed by staff.
- 7) Abide by the rules and procedures for the use of the circulation system as established by the JAB. A copy of the JAB Bylaws and agreed upon JAB guidelines is posted on the NCLS website.

Responsibilities of the North Country Library System Service Center

- 1) Maintain the servers, peripherals, and telecommunications equipment that support the central SIRSI system, web hosting and other automation services.
- 2) Provide skilled and trained NCLS staff to maintain, oversee, and develop all Automation Services.
- 3) House the central site hardware required for all supported automation services.
- 4) Assume the costs of electric power, heating, and cooling for central site hardware.
- 5) Insure all central site hardware.
- 6) Purchase, install, and maintain at the Service Center telecommunications equipment necessary to connect JAB members to the SIRSI computer system.
- 7) Perform regular maintenance tasks and enter into such maintenance contracts as needed for hardware and software to assure a reasonable level of reliability and responsiveness of the central site computer system.
- 8) Provide JAB members with notices and statistical reports on the use of the SIRSI system.
- 9) Provide training to library staff & volunteers, both initially and on an on-going basis, sufficient to allow them to make full use of the SIRSI system. Types and levels of training will be determined following appropriate consultation with the JAB.
- 10) Maintain daily and monthly back-up of all SIRSI transactions at a site other than the NCLS building.
- 11) Provide registration forms and NCLS Universal borrowers' cards for use by the JAB members.
- 12) Send bills for assessed fees.
- 13) Maintain the bibliographic database shared by all libraries. Oversee the security and integrity of the Circulation System.



NORTH COUNTRY LIBRARY SYSTEM

Serving 65 Libraries in Jefferson, Lewis, Oswego and St. Lawrence Counties

22072 County Route 190
Watertown, NY 13601
www.NCLSystem.org
(315) 782-5540

MEMO of UNDERSTANDING

The Board of Trustees of the Oswego Public Library
discussed the statement of responsibilities that was approved by the Joint
Automation Board at their January meeting. Our comments or questions are
attached or were directed to Susan Mitchell or Marcia Bulger at the NCLS Service
Center.

Cathy J. P.

Board President

4/3/2018

Date

Carol M. Feiler

Library Director

4/3/18

Date

1.4 Administrative Organization and Responsibilities

The Director is the administrative head of the library and is directly responsible to the Board of Trustees, Staff and Volunteers.. In that capacity the Director is in charge of all Oswego Public Library staff and is responsible for their assignments, training, development and maintenance of performance standards. The Director acts as a liaison between the staff and the Board. In the absence of the Director, the order of responsibilities shall be as follows:

Librarian; Clerk on Duty or Secretary/Account Clerk (see 1.4a)

Emergency Decisions:

If a situation occurs in the Library that requires an immediate response, and the Director or Librarian are not on site, the Library Clerk (in order of seniority) or Secretary/Account Clerk should contact the Director. If the Director is not reached, the Librarian should be contacted. If neither person is available, the Library Clerk or Secretary/Account Clerk should contact the President of the Board of Trustees, Staff and Volunteers or the Vice President of the Board of Trustees, Staff and Volunteers, in this order.

EMERGENCY NUMBERS ARE ATTACHED:

Denial of Annual Leave Requests

1. No one will be granted Annual Leave when another staff person is already scheduled for any part of the time, unless the work of the department can be covered so that there will be no interruption in service. Leaves of professional staff should be coordinated to avoid simultaneous absences.

The Library Director's leaves of over 3 weekdays should be submitted to the chair of the Personnel & Services Committee for approval. If the Chair is unavailable, the Board President may handle this.

Approved by the Board Sept. 20, 2005

1.5 Statement Regarding Conflicts of Interest

BACKGROUND

Policy of the Oswego School District Public Library outlines procedures to prevent the personal interests of a member of the Board of Trustees, Staff and Volunteers, officers, or staff members or their immediate family from interfering with the performance of his/her duties to the Library or resulting in personal, financial, professional or political gain on the part of such persons at the expense of the Library or the recipient of its programs or services.

Please review the full provisions of the Article included below, sign the following acknowledgment. A copy of the signed document should be returned to the Secretary for the Board of Trustees, Staff and Volunteers as soon as possible.

ACKNOWLEDGEMENT

I have read and understand the procedures outlined in Policy of the Oswego School District Public Library.

(Name — Please Print)

(Signature)

(Date)

Approved

May 4 2014

1.5a Conflict of Interest Procedures

Article I

Purpose

The purpose of the conflict of interest policy is to protect this tax-exempt organization's (Oswego S.D. Public Library) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Article II

Definitions

1. *Interested Person*

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

If a person is an interested person with respect to any entity in the health care system of which the organization is a part, he or she is an interested person with respect to all entities in the health care system.

2. *Financial Interest*

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
- b. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Article III

Procedures

1. *Duty to Disclose*

In connection with any actual or possible conflict of interest, an interested person must disclose

the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

- a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy

- a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV

Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the

transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article V

Compensation

- a. A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article VI

Annual Statements

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Article VII

Periodic Reviews

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Article VIII

Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

Approved 9/2/14

1.6 ETHICS STATEMENT FOR PUBLIC LIBRARY TRUSTEES, STAFF & VOLUNTEERS

Trustees, Staff and Volunteers in the capacity of trust upon them shall observe ethical standards with absolute truth, integrity and honor.

Trustees, Staff and Volunteers must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the situation.

It is incumbent upon any trustee, staff or volunteer to disqualify himself/herself immediately whenever the appearance or a conflict of interest exists.

Trustees, Staff and Volunteers must 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 trustee, staff or volunteer must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.

Trustees, Staff and Volunteers must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.

Trustees who accept library board responsibilities are expected to perform all of the functions of library Trustees.. - Adopted by the Board of Directors of the American Library Trustee Association, July, 1985,
Adopted by the Board of Directors of the Public Library Association, July, 1 985.
Amended by the Board of Directors of the American Library Trustee Association, July, 1988.Amended & approved as revised Board of Directors June 4, 2019

1.6A Code of Ethics of the American Library Association/Oswego Public Library

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library Trustees, Staff and Volunteers and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information- We have a special obligation to ensure the free flow of information and ideas to present and future generations. The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.

II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.

III. We protect each library .users right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed acquired or transmitted.

IV. We recognize and respect intellectual property rights.

V. We treat co-workers and other colleagues with respect, fairness and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.

VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.

VII. We strive for excellence in the profession by maintaining, and enhancing our own knowledge and skills, by encouraging the professional development of coworkers, and by fostering the aspirations of potential members of the profession

Adopted by the ALA Council June28, 1995

Adopted by the Oswego Board of Trustees, Staff and Volunteers Oct 1, 2002