

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System about any book which it may acquire other, than through the System and also inform the System about any books withdrawn from its collections.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 the board February 7, 1994

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

1.3b Joint Automation Board (JAB) Memo of Understanding

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 September 20, 2005

1.4a Contact numbers for emergencies in order of Responsibility

Edward Elsner, Director 561-6828 (cell)

Library Clerks are in order of seniority -- person scheduled that day

Mary Ann Donahue (Library Clerk)

Laurie Sheridan (Library Clerk)

Melissa Cornelius (Library Clerk)

Josh Ruel (Library Clerk)

Monica Kahler (Library Clerk)

Cynthia Fatiga, Vice President of the Board 315-593-9642

William Schickling, President of the Board 315 592-1494

Approved by the Board: March 8th, 2022

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 by the Board 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 by the Board September 2, 2014

1.6 Ethic Statement for Public Library Trustees, Staff and 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, 1985.

Amended by the Board of Directors of the American Library Trustee Association, July, 1988.

Amended & Approved as revised by the Board 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 user's 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 June 28, 1995

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