

Page Job Description

This part-time work includes shelving of library materials, shelf maintenance, and performing minor clerical tasks. Provides simple directions to patrons. May be asked to perform simple physical tasks to support library programs or procedures. The work is performed under direct supervision and requires no prior knowledge of library procedures, as employees are trained on the job. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Sorts, shelves, relocates and searches for library materials;
- Reads shelves for accuracy of order, re-shelving materials as needed;
- Checks library materials in and out;
- Provides simple directional information to patrons;
- Clears study tables and keeps furniture in order;
- Dusts or cleans materials;
- Assists patrons in use of A/V equipment;
- Does simple mending of library material;
- Assists in preparation of displays.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Ability to understand and carry out simple oral and written directions;
- Courtesy, good judgment, accuracy, and orderliness;
- Ability to sort material in alphabetic or numeric order;
- Ability to lift objects such as books, supplies and files.

MINIMUM QUALIFICATIONS: None

Clerk Job Description

The work part-time position involves the performance of routine library clerical duties necessary for the proper organization and distribution of library materials. No prior knowledge of library procedures is required; on the job training is provided. Work is performed under direct supervision of experienced clerks or Librarians. May supervise pages and volunteers. Does related work as required

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Arranges or files materials according to library filing rules;
- Performs routine searches of and updates to computer records;
- Issues borrowers cards according to library procedures;
- Performs routine circulation, reserve and overdue functions;
- Makes and checks routine arithmetic computations;
- Operates office machinery such as photocopiers, fax machines or computers;
- Answers the telephone and takes messages;
- Calls patrons to deliver messages or information on library materials;
- Types cards, lists, labels or short entries on forms.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge of office terminology, procedures and equipment as applied to library clerical work;
- Working knowledge of business arithmetic;
- Working knowledge of library filing and shelving rules;

Clerk Job Description (Continued)

- Ability to understand and follow oral and written instructions;
- Ability to operate an alphanumeric keyboard such as a typewriter, terminal, or personal computer accurately – skilled typing is not necessary;
- Tact and courtesy in dealing with other staff personnel and the public.

MINIMUM QUALIFICATIONS:

- High school graduate or possession of a high school equivalency diploma.
- Qualified on the Civil Service Eligible List if working more than 20 hours per week.

Library Assistant

This position is an administrative position that involves basic management of staff as well as planning, overseeing and implementing programming with a focus on how-to programs. This staff member is directly supervised by the director.

TYPICAL WORK ACTIVITIES (ILLUSTRATIVE ONLY):

- Oversight of Purchase Orders
- Oversight of Materials Processing
- Attending OWWLUG meetings
- Oversight of Materials Additions to the System
- Oversight of OPAC records maintenance
- Overseeing MACCIRC communications
- Managing/Directing Volunteers
- Supervising Clerks on Saturday and Other Times When Necessary
- Program Planning & Implementation on a wide variety of topics targeted at various ages
- Ability to plan and communicate all programming ideas to the director by a deadline
- Communicating workplace news to employees weekly (or more often if needed)
- Collaboration with and support of youth services specialist
- Organization of backstock supplies and materials
- Editing promotional materials for the director and other staff as needed

Library Assistant

- Training staff on Evergreen procedures
- Train staff on technical skills
- Train staff on local customer service procedures

MINIMUM QUALIFICATIONS:

- Bachelor's degree from a regionally accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices.
- The ideal candidate will hold an undergraduate degree with a major in education or child development/psychology. In lieu of one of the aforementioned majors, experience teaching youth for a minimum of three years will be acceptable. Pay shall be commensurate with education and experience.
- Qualified on the Civil Service Eligible List

Youth Services Specialist

This position requires an energetic, team-oriented staff member with a strong public service commitment to provide library service and programming for children from birth to 18 years of age. Constant contact and collaboration with teachers and local school employees, daycare specialists, youth organizations, and children of all ages will be of paramount importance.

TYPICAL WORK ACTIVITIES (ILLUSTRATIVE ONLY):

- Conducts regular community needs assessments to identify youth needs, in order to create tailored services and programs to address identified needs.
- Provides prompt, courteous and direct assistance to all patrons with basic information regarding use of library materials, equipment, and services.
- Recommends resources aimed at the specific interests and needs of youth in the community.
- Adopts a connected learning approach to presenting programs, classes and events for and with teens so that they educate, inform and inspire.
- Instructs caregivers in information gathering, research skills and literacy skills as needed.
- Leverages community experts, coaches and mentors for services and programs.
- Adopts a community engagement mindset and develops and maintains effective relationships with schools, community groups, agencies and non-profits that target youth.

Youth Services Specialist

(Continued)

- As opportunities arise, educate the public about the value of public libraries and the profession.
- Creatively promote library services and the profession.
- Oversees volunteers aiding in the creation of program materials or displays
- Takes a leadership role in developing, implementing and evaluating programs for youth
- Attends and participates in professional library conferences, seminars, and network committees; reads professional literature; attends and participates in staff meeting discussions.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

Broad understanding and love of literature, acquired by at least one of the following ways:

- Master Degree in Library Science or related field
- Bachelor's degree in a related field (ex: English Literature)
- Experience as a leader who is responsible for people, planning and collaboration
- Experience as a teacher of youth or a trainer of adults
- Qualified on the Civil Service Eligible List

Library Director

Position requires the ability to handle complex administrative, supervisory and professional duties requiring adherence to professional standards of accuracy, confidentiality, integrity and tact. Under the general direction of the Library Board, has responsibility and authority for organizing and managing the Library operation and for planning, directing and coordinating its program of service to the community. This position requires a standard work week of 40 hours and participation in various meetings and work-related functions outside the standard work week.

Major Position Duties:

Board Relations:

- Works with the Library Board to establish a long range plan that aligns the library's mission, goals and objectives with community needs.
- Formulates and recommends policies to the Library Board; implements and executes library policies and supervises the development of uniform procedures throughout the library system.
- Prepares library board meeting agendas and necessary reports in cooperation with the board chairman and notifies library board of scheduled meetings. Maintains a record of procedures and business which is readily accessible to board members.
- Submits an annual operational budget to the Library Board for review, discussion and approval.

Library Director

(Continued)

- Explores with library board new revenue sources and collaborations with other organizations.
- Serves as chief consultant to the board in regard to library programs and services, recommends to the board, as necessary, the adoption of new programs and technologies, and reports regularly on their success and impact.
- Orients new trustees and serves as resource for trustee activities.

Professional Librarianship:

- Oversees the library's collection development plan for adult, children's and local history collections and supervises the selection, purchase, and withdrawal of library materials according to that plan.
- Informs and advises the board as to local, regional, state, and national developments in the library field and works to maintain communication with other area libraries.
- Attends meetings, conferences and workshops to maintain contact with professional and library-related agencies, and to maintain knowledge in current trends in public library operations and technology.

Community Involvement and Development:

- Relates library objectives to community needs, and represents the library on community boards and committees.
- Maintains close liaison with county and local officials,

Library Director

(Continued)

community leaders, and civic groups to inform them of library needs and concerns.

- Works closely with Friends of the Library to support and advise Friends activities.
- Works in conjunction with the library board as needed for the creation, implementation, and execution of fund-raising through capital and endowment campaigns, grant support, and any other public or private fundraising.
- Keeps the public well informed of the library's activities, accomplishments and challenges. Develops and administers a public relations plan. Prepares press releases and makes presentations to community groups upon request

Organization Administration:

- Oversees and directs the supervision of the daily operation and activities of all locations of the Cherokee County Public Library.
- Develops staff job descriptions; recommends and administers personnel policies. Insures that staff performance evaluations are completed on a regular schedule.
- Recruits, hires, evaluates and disciplines library staff in conformity with state and federal regulations and library personnel policies.
- Develops and oversees a staff professional development/training plan.

Library Director

(Continued)

- Works to promote high staff morale. Encourages clear and open staff communications. Serves as liaison to staff in reporting board-related information, decisions, and actions.

Fiscal Management:

- Develops the annual library capital budget proposal for review by the board.
- Administers approved budget. Expends funds within established guidelines. Provides regular report of financial accounts to the library board. Prepares and provides other reports in accordance with county, state and/or federal requirements.
- Ensures that audit is performed on annual basis or otherwise as required by board.
- Incorporates library's goals and strategic plan as basis for financial planning.
- Reports payroll and keeps accurate payroll records
- Reports NYS Retirement and keeps accurate NYS Retirement records
- Grant writing to secure funding for construction, services and programming.

F. Facilities Management:

- Regularly reviews building needs and advises board in its planning for future expansion or development.
- Assesses the adequacy of existing facilities in regard to the provision of automated services.

Library Director

(Continued)

- Other duties and responsibilities as assigned.

Qualifications:

- Master of Library Science from an American Library Association accredited institution.
- Three years progressively responsible professional (post-MLS) library experience, administrative/supervisory experience preferred
- Eligible for professional certification from New York State Department of Education.
- Possession of valid driver's license.
- Desire to meet and serve the public.
- Above average decision-making skills.
- Ability to communicate clearly both orally and in writing.

Employment Application

Use the current application issued by Wayne County Civil Service available on their website: <https://web.co.wayne.ny.us/Jobs.aspx>

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The application should be filed with Wayne County Civil Service and Macedon Public Library.

In addition, when filing an application with the Macedon Public Library please include the following:

- the official Wayne County Civil Service application,
- a cover letter detailing what position is of interest and how and why you would make a good candidate for the stated position,
- a resume and
- three references.

Exit Interview

Date of Interview:_____

Employee Name: _____

Interviewer's Name:_____

Effective date of Termination:_____

Date of Insurance Termination:_____

Last day worked:_____

Action form/letter of resignation received?_____

Amount of time with Library:_____

1. Reason for leaving:

2. What have you accomplished while here, projects, etc.?

3. Was your job description accurate?

4. Were you adequately trained?

Exit Interview

5. Any suggestions to improve library?

6. What did you like most about working here?

7. What did you like least?

8. If the opportunity ever presented itself would you consider coming back?

Reconsideration Request

First and last name (print please):

Address:

Library Card #: -----

Title of Work to be reconsidered:

Basis of Concern (check all that apply):

- Does not meet current Selection Criteria.
- Improperly cataloged (please note the specific issue).
- Does not fall within the needs of the community.

Have you read/viewed/listened to the entire work? (write "yes" or "no") -----

Please include any comments you would like the Library to consider (please continue on the back side of this paper).

SIGNATURE:-----

DATE:-----

Reconsideration Request

INSTRUCTIONS & PROCESS:

- Please list only one work per form.
- Please submit this form by emailing it to the Library Director or mailing it to the Macedon Public Library Director, 30 Main Street, Macedon, NY 14502.
- The submission will be reviewed by the Library Director within 14 days of receipt.
- You will receive a response in writing that indicates either:
 - A. Your request for reconsideration has been evaluated and no change is required
 - OR
 - B. Your request for reconsideration has been evaluated by the Library and the selection or cataloging of the item will be changed, which shall be briefly described in the reply.

If the library determines that no action is needed, and you disagree, you may appeal this determination within fourteen (14) calendar days by submitting a copy of your original reconsideration request , and the Director's reply, together with statement saying "I request an appeal" to the Board of Trustees. This request for an appeal should be mailed to Macedon Public Library Board of Trustees, 30 Main Street, Macedon, NY 14502.

Reconsideration Request

The Board of Trustees is an all-volunteer organization that meets no less than four times per year. Therefore, any appeal regarding a request for reconsideration will be finalized within (60) days. Any material under review will remain in circulation until such time as the Library determines it must be removed.

All requests for reconsideration will be evaluated per the Library's Plan of Service, policies and adherence to the American Library Association's Freedom to Read statement, American Library Association's Freedom to View statement and the American Library Association's Library Bill of Rights.

The Board of Trustees' determination on the reconsideration request is final as the Board of Trustees is the final authority.

Procurement

Competitive bidding determination

A. Every purchase made will be initially reviewed to determine whether it is a purchase contract or a public works contract. Once that determination is made, a good faith effort will be made to determine whether it is known or can reasonably be expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a year. The following items are not subject to competitive bidding pursuant to § 103 of the General Municipal Law: purchase contracts under \$20,000 and public works contracts under \$35,000; emergency purchases; certain municipal hospital purchases; goods purchased from agencies for the blind or severely handicapped; goods purchased from correctional institutions; purchases under state and county contracts; and surplus and secondhand purchases from another government entity.

B. The decision that a purchase is not subject to competitive bidding will be documented in writing by the individual making the purchase. This documentation may include written or verbal quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item or service exempt, or a memo from the purchaser detailing the circumstances which led to an emergency purchase.

Procurement (Continued)

§ 26-6 Method of securing.

All goods and services, except those goods and services purchased through a county or state contract, from agencies for the blind or severely handicapped, from correctional institutions or purchases pursuant to § 26-8B of this article will be secured by use of written requests for proposals, written quotations, verbal quotation, or any other method that assures that goods will be purchased at the lowest price and that favoritism will be avoided.

§ 26-7 Method of purchase.

A. The following method of purchase will be used in order to achieve the highest savings, except purchase contracts under \$20,000 and public works contracts under \$35,000; goods purchased from agencies for the blind or severely handicapped; goods purchased from correctional institutions; purchases under state and county contracts; or purchases pursuant to § 26-8B of this article:

<u>Estimated Amount of Purchase</u>	<u>Contract Method</u>
Up to \$499	Discretion of the purchaser
\$500 to \$1,999	3 verbal quotations
\$2,000 to \$19,999	3 written/fax quotations or written request for proposals

Procurement (Continued)

<u>Estimated Amount of Public Works Contract</u>	<u>Method</u>
Up to \$250	Discretion of the purchaser
\$250 to \$2,999	2 verbal quotations
\$3,000 to \$9,999	3 written/fax quotations
\$10,000 to \$35,000	3 written/fax quotations or written request for proposals

B. A good-faith effort shall be made to obtain the required number of alternate proposals. If the purchaser is unable to obtain the required number of alternate proposals, the purchaser will document the attempt made at obtaining the proposals, but in no event shall the failure to obtain the proposals be a bar to the procurement.

§ 26-8 Documentation.

A. Documentation is required of each quotation or request for proposals taken in connection with each procurement.

B. Documentation and an explanation are required whenever a contract is awarded to other than the lowest best value responsive and responsible bidder or offerer. This documentation will include an explanation of how the award will achieve savings. The purchaser will be responsible for determining if the bidder is best value/responsible.

Procurement (Continued)

§ 26-9 Exceptions.

A. In the following circumstances it is not in the best interests of the Town of Macedon to solicit quotations or document the basis for not accepting the lowest bid. In these circumstances, the individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity, moral worth, and the ability to have a close relationship with the governing body. These qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of the services are such that they do not readily lend themselves to competitive procurement procedures. The citizens of the municipality deserve the benefit of expertise in these types of services as it may ultimately save the taxpayers money.

- Services of an attorney;
- Services of a physician;
- Technical services of an engineer engaged to prepare plans, maps and estimates;
- Securing insurance coverage and/or services of an insurance broker;
- Services of a certified public accountant;
- Investment management services;
- Printing services involving extensive writing, editing or art work;
- Management of municipally owned property; and

Procurement (Continued)

Computer software or programming services for customized programs, or services involved in substantial modification and customizing of prepackaged software.

B. In addition, in the following situations it is not in the best interests of the municipality to secure alternate proposals because of the time required and type of purchase:

- Emergency purchases pursuant to § 103(4) of the General Municipal Law;
- Purchases of surplus and secondhand goods pursuant to § 103(6) of the General Municipal Law; and
- Purchases under \$100.

§ 26-10 When effective; annual review.

This policy shall go into effect upon the filing of the Best Value Purchasing Local Law[1] with the Secretary of State and said policy will be reviewed annually.

[1]Editor's Note: See Ch. 26, Art. I, Best Value Contracts.

As accessed from E-360 Town of Macedon Policy Handbook on November 6, 2023.

Whistle Blower Policy

A. Application. This Whistleblower Protection Policy applies to all of the Organization’s staff, whether full-time, part-time, or temporary employees, to all volunteers, to all who provide contract services, and to all officers and directors, each of whom shall be entitled to protection.

B. Reporting Credible Information. A protected person shall be encouraged to report information relating to illegal practices or violations of policies of the Organization (a “Violation”) that such person in good faith has reasonable cause to believe is credible. Information shall be reported to the library director (Compliance Officer), unless the report relates to the Compliance Officer, in which case the report shall be made to the President of Macedon Public Library Board of Trustees or the Board of Directors.

Anyone reporting a Violation must act in good faith, and have reasonable grounds for believing that the information shared in the report indicates that a Violation has occurred.

C. Investigating Information. The Compliance Officer shall promptly investigate each such report and prepare a written report to the Board of Directors. In connection with such investigation all persons entitled to protection shall provide the Compliance Officer with credible information. All actions of the Compliance Officer in receiving and investigating the report and

Whistle Blower Policy (Continued)

additional information shall endeavor to protect the confidentiality of all persons entitled to protection.

D. Confidentiality The Organization encourages anyone reporting a Violation to identify himself or herself when making a report in order to facilitate the investigation of the Violation. However, reports may be submitted anonymously by writing an unsigned, typed letter and mailing it to the Macedon Public Library Board of Trustees. Reports of Violations or suspected Violations will be kept confidential to the extent possible, with the understanding that confidentiality may not be maintained where identification is required by law or in order to enable the Organization or law enforcement to conduct an adequate investigation.

E. Protection from Retaliation. No person entitled to protection shall be subjected to retaliation, intimidation, harassment, or other adverse action for reporting information in accordance with this Policy. Any person entitled to protection who believes that he or she is the subject of any form of retaliation for such participation should immediately report the same as a violation of and in accordance with this Policy.

Any individual within the Organization who retaliates against another individual who has reported a Violation in good faith or who, in good faith, has cooperated in the investigation of a

Whistle Blower Policy (Continued)

Violation is subject to discipline, including termination of employment or volunteer status.

F. Dissemination and Implementation of Policy. This Policy shall be disseminated in writing to all affected constituencies. The Organization shall adopt procedures for implementation of this Policy, which may include:

- (1) documenting reported Violations;
- (2) working with legal counsel to decide whether the reported Violation requires review by the Compliance Officer or should be directed to another person or department;
- (3) keeping the board of directors informed of the progress of the investigation;
- (4) interviewing employees;
- (5) requesting and reviewing relevant documents, and/or requesting that an auditor or counsel investigate the complaint; and
- (6) preparing a written record of the reported violation and its disposition, to be retained for a specified period of time.

Whistle Blower Policy (Continued)

The procedures for implementation of this Policy shall include a process for communicating with a complainant about the status of the complaint, to the extent that the complainant's identity is disclosed, and to the extent consistent with any privacy or confidentiality limitations.

This policy shall be reviewed, signed and filed by all staff members and trustees each year.

Conflict of Interest Policy

SECTION 1. PURPOSE:

Macedon Public Library (MPL) is a nonprofit, tax-exempt organization. Maintenance of its tax-exempt status is important both for its continued financial stability and for public support. Therefore, the IRS as well as state regulatory and tax officials view the operations of MPL as a public trust, which is subject to scrutiny by and accountable to such governmental authorities as well as to members of the public. Consequently, there exists between MPL and its board, officers, management and employees and the public a fiduciary duty, which carries with it a broad and unbending duty of loyalty and fidelity. The board, officers, and management employees have the responsibility of administering the affairs of MPL honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of MPL. Those persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with MPL or knowledge gained there from for their personal benefit. The interests of the organization must be the first priority in all decisions and actions.

SECTION 2. PERSONS CONCERNED:

This statement is directed not only to directors and officers, but to all employees who can influence the actions of MPL. For example, this would include all who make purchasing decisions, all persons who might be described as "management personnel," and anyone who has proprietary information concerning MPL.

Conflict of Interest Policy

(Continued)

SECTION 3. AREAS IN WHICH CONFLICT MAY ARISE:

Conflicts of interest may arise in the relations of directors, officers, and management employees with any of the following third parties:

1. Persons and firms supplying goods and services to MPL.
2. Persons and firms from whom MPL leases property and equipment.
3. Persons and firms with whom MPL is dealing or planning to deal in connection with the gift, purchase or sale of real estate, securities, or other property.
4. Competing or affinity organizations.
5. Donors and others supporting MPL.
6. Agencies, organizations, and associations which affect the operations of MPL.
7. Family members, friends, and other employees.

SECTION 4. NATURE OF CONFLICTING INTEREST:

A conflicting interest may be defined as an interest, direct or indirect, with any persons or firms mentioned in Section 3. Such an interest might arise through:

1. Owning stock or holding debt or other proprietary interests in any third party dealing with MPL.
2. Holding office, serving on the board, participating in management, or being otherwise employed (or formerly employed) with any third party dealing with MPL.
3. Receiving remuneration for services with respect to individual transactions involving MPL.

Conflict of Interest Policy

(Continued)

4. Using MPL's time, personnel, equipment, supplies, or good will for other than MPL-approved activities, programs, and purposes.
5. Receiving personal gifts or loans from third parties dealing or competing with MPL. Receipt of any gift is disapproved except gifts of a value less than \$50, which could not be refused without discourtesy. No personal gift of money should ever be accepted.
6. Friends, board members and staff may participate in contests provided that the prize awarded is valued at \$50 or less.

SECTION 5. INTERPRETATION OF THIS STATEMENT OF POLICY:

The areas of conflicting interest listed in Section 3, and the relations in those areas which may give rise to conflict, as listed in Section 4, are not exhaustive. Conflicts might arise in other areas or through other relations. It is assumed that the directors, officers, and management employees will recognize such areas and relation by analogy. The fact that one of the interests described in Section 4 exists does not necessarily mean that a conflict exists, or that the conflict, if it exists, is material enough to be of practical importance, or if material, that upon full disclosure of all relevant facts and circumstances it is necessarily adverse to the interests of MPL.

However, it is the policy of the board that the existence of any of the interests described in Section 4 shall be disclosed before any transaction is consummated. It shall be the continuing

Conflict of Interest Policy

(Continued)

responsibility of the board, officers, and management employees to scrutinize their transactions and outside business interests and relationships for potential conflicts and to immediately make such disclosures.

SECTION 6. DISCLOSURE POLICY AND PROCEDURE:

Transactions with parties with whom a conflicting interest exists may be undertaken only if all of the following are observed:

1. The conflicting interest is fully disclosed;
2. The person with the conflict of interest is excluded from the discussion and approval of such transaction;
3. A competitive bid or comparable valuation exists; and
4. The [board or a duly constituted committee thereof] has determined that the transaction is in the best interest of the organization. Disclosure in the organization should be made to the chief executive officer (or if she or he is the one with the conflict, then to the board chair), who shall bring the matter to the attention of the [board or a duly constituted committee thereof]. Disclosure involving directors should be made to the board chair, (or if she or he is the one with the conflict, then to the board vice-chair) who shall bring these matters to the [board or a duly constituted committee thereof].

The [board or a duly constituted committee thereof] shall determine whether a conflict exists and in the case of an existing conflict, whether the contemplated transaction may be authorized

Conflict of Interest Policy

(Continued)

as just, fair, and reasonable to MPL. The decision of the [board or a duly constituted committee thereof] on these matters will rest in their sole discretion, and their concern must be the welfare of MPL and the advancement of its purpose.

Conflict of Interest Policy Disclosure Statement

In order to be more comprehensive, this statement of disclosure/questionnaire also requires you to provide information with respect to certain parties that are related to you. These persons are termed “affiliated persons” and include the following:

- your spouse, domestic partner, child, mother, father, brother or sister;
- .any corporation or organization of which you are a board member, an officer, a partner, participate in management or are employed by, or are, directly or indirectly, a debt holder or the beneficial owner of any class of equity securities; and
- any trust or other estate in which you have a substantial beneficial interest or as to which you serve as a trustee or in a similar capacity.

1.NAME OF EMPLOYEE OR BOARD MEMBER: (Please print)

2.CAPACITY:

_____board of directors

_____executive committee

_____officer

_____committee member

_____staff (position): _____

Conflict of Interest Policy Disclosure Statement (Continued)

In order to be more comprehensive, this statement of disclosure/questionnaire also requires you to provide information with respect to certain parties that are related to you. These persons are termed “affiliated persons” and include the following:

- your spouse, domestic partner, child, mother, father, brother or sister;
- .any corporation or organization of which you are a board member, an officer, a partner, participate in management or are employed by, or are, directly or indirectly, a debt holder or the beneficial owner of any class of equity securities; and
- any trust or other estate in which you have a substantial beneficial interest or as to which you serve as a trustee or in a similar capacity.

1.NAME OF EMPLOYEE OR BOARD MEMBER: (Please print)

2.CAPACITY:

-----board of directors

-----executive committee

-----officer

-----committee member

-----staff (position): -----

Conflict of Interest Policy Disclosure Statement (Continued)

3. Have you or any of your affiliated persons provided services or property to MPL in the past year?

_____ YES

_____ NO

If yes, please describe the nature of the services or property and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

5. Please indicate whether you or any of your affiliated persons had any direct or indirect interest in any business transaction(s) in the past year to which MPL was or is a party?

_____ YES

_____ NO

If yes, describe the transaction(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

6. Were you or any of your affiliated persons indebted to pay money to MPL at any time in the past year (other than travel advances or the like)?

_____ YES

_____ NO

Conflict of Interest Policy Disclosure Statement (Continued)

If yes, please describe the indebtedness and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

7. In the past year, did you or any of your affiliated persons receive, or become entitled to receive, directly or indirectly, any personal benefits from MPL or as a result of your relationship with MPL, that in the aggregate could be valued in excess of \$1,000, that were not or will not be compensation directly related to your duties to MPL?

_____YES

_____NO

If yes, please describe the benefit(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

8. Are you or any of your affiliated persons a party to or have an interest in any pending legal proceedings involving MPL?

_____YES

_____NO

If yes, please describe the proceeding(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

Conflict of Interest Policy Disclosure Statement (Continued)

9. Are you aware of any other events, transactions, arrangements or other situations that have occurred or may occur in the future that you believe should be examined by MPL's [board or a duly constituted committee thereof] in accordance with the terms and intent of MPL's conflict of interest policy?

-----YES

-----NO

If yes, please describe the situation(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

PRINTED NAME:-----

SIGNATURE:-----

DATE-----

This questionnaire shall be reviewed, completed, signed and filed each year by all staff members and trustees.

Maintaining Confidentiality Agreement

I understand that my access to data, information, and records (all hereinafter referred to as Information) maintained in the manual and automated information and records systems (all hereinafter referred to as Macedon Public Library) is limited by my needs for the information in the performance of my job duties.

By my signature below, I affirm that I have been advised of, understand, and agree to the following terms and conditions of my access to Information contained in the Information Systems available at Macedon Public Library.

1. I will use my authorized access to Information Systems only in the performance of the responsibilities of my position as an employee of Macedon Public Library.
2. I will comply with all controls established by Pioneer Library System and Macedon Public Library regarding the use of information maintained within Information Systems.
3. I will avoid disclosure of Information to unauthorized persons without the appropriate consent of the Information owner except as permitted under applicable Pioneer Library System or Macedon Public Library policy and Federal or State law. I understand and agree that my obligation to avoid such disclosure will continue even after I leave the employment of Macedon Public Library.
4. I will exercise care to protect Information against accidental or unauthorized access, modifications, disclosures, or destruction.

Maintaining Confidentiality Agreement (Continued)

5. When discussing Information with other employees in the course of my work, I will exercise care to keep the conversation private and not overheard by others who are not authorized to have access to such information.

6. I understand that any violation of this Agreement or other Macedon Public Library policies related to the appropriate release of or disclosure of Information may result in one or more sanctions, including immediate termination of my access to Information Systems, criminal penalties, or civil liability.

I affirm that I have been given the opportunity to review the Confidentiality of Library Records Policy and other NYS and Macedon Public Library policies referenced therein, and I further affirm that my questions about those policies have been answered to my satisfaction.

Employee Printed Name

Employee Title

Employee Signature Date
