

AGENDA

Board Meeting

Thursday, February 10, 2022 at 6:30 p.m.

- Calling the roll
- Proof of notice of meeting or waiver of notice
- Approval of the minutes from the prior meeting
- Treasurer's Report
- Report of committees
 - Bylaws
 - Personnel Manual
- Report of the Library Director
- Unfinished business from prior meeting
- New business
 - Heather's Hours
 - Budget Proposition for School Vote - \$182,285
 - Approval of Annual Report 2021
 - Approval of updated Whistleblower Policy
 - Approval of Sexual Harassment Prevention Policy

**NEW WOODSTOCK FREE LIBRARY
2022 OPERATING BUDGET**

**Jan
8%**

	2022 FISCAL BUDGET	Period To Date Actual	Year To Date Actual	% Of Budget
OPERATING INCOME:				
Local Library Tax Levy	177,680.00	164,428.24	164,428.24	93%
Town of Cazenovia	5,500.00			0%
Madison County	4,286.00			0%
New York State LLSA	1,630.00	138.20	138.20	8%
Donations & Fund Raising	500.00	160.80	160.80	32%
Interest & Dividends Earned	100.00	5.18	5.18	5%
Equipment & Collections:				
Copier & Fax Use	100.00	24.06	24.06	24%
Book Replacement				
TOTAL FISCAL OPERATING INCOME	189,796.00	164,756.48	164,756.48	87%

**NEW WOODSTOCK FREE LIBRARY
2022 OPERATING BUDGET**

**Jan
8%**

	2022 FISCAL BUDGET	Period To Date Actual	Year To Date Actual	% Of Budget
OPERATING EXPENSES:				
ADMINISTRATIVE COSTS				
Postage & Handling	900.00			0%
Supplies	1,500.00	49.08	49.08	3%
Professional Services	10,500.00	8,192.99	8,192.99	78%
	12,900.00	8,242.07	8,242.07	64%
AUTOMATION COSTS				
Mid-York IT Services	5,000.00			0%
	5,000.00	0.00	0.00	0%
FACILITIES MAINTENANCE				
House Keeping	6,600.00	420.00	420.00	6%
Lawn Care	800.00	150.00	150.00	19%
Landscaping	1,000.00			0%
Maintenance / Repairs	1,500.00	75.00	75.00	5%
Snow Removal	2,500.00			0%
	12,400.00	645.00	645.00	5%
INSURANCE				
Building Insurance	4,000.00			0%
Officers and Directors Insurance	140.00			0%
	4,140.00	0.00	0.00	
LIBRARY PROGRAMS				
Audio, Video & Computer Software Media	5,500.00	39.92	39.92	1%
Books	4,500.00	340.60	340.60	8%
Promotional Materials	1,300.00	58.28	58.28	4%
Website Design	1,250.00			0%
Special Programs:				
Adult Programming	800.00	13.50	13.50	2%
Childrens' Events	2,700.00	52.50	52.50	2%
Exhibits & Events	2,000.00			0%
Program Furnishings, Equipment & Accessories	3,500.00			0%
Volunteer Support	500.00			0%
	22,050.00	504.80	504.80	2%

**NEW WOODSTOCK FREE LIBRARY
2022 OPERATING BUDGET**

**Jan
8%**

	2022 FISCAL BUDGET	Period To Date Actual	Year To Date Actual	% Of Budget
OPERATING EXPENSES (CONTINUED):				
UTILITIES				
Electric	2,000.00	203.12	203.12	10%
Fuel Oil	6,500.00	803.07	803.07	12%
Security & Fire	900.00			0%
Telephone & Broadband Internet	1,200.00	95.47	95.47	8%
Water	25.00			0%
	10,625.00	1,101.66	1,101.66	10%
PROFESSIONAL DEVELOPMENT				
Staff Related	400.00			0%
	400.00	0.00	0.00	0%
PERSONNEL EXPENSES				
Director's Gross Salary	37,485.00	1,441.72	1,441.72	4%
Assistant's Gross Salary	45,838.00	3,470.09	3,470.09	8%
Payroll Taxes - FICA/Medicare	6,374.00	370.81	370.81	6%
NY State Disability Insurance	2,500.00	(34.98)	(34.98)	-1%
Worker's Compensation Insurance	550.00			0%
Simple IRA - Employer Matching	1,300.00	114.30	114.30	9%
Health Insurance Benefits - Mid-York		5.37	5.37	
	94,047.00	5,367.31	5,367.31	6%
CAPITAL EXPENSES & TECHNOLOGY ADVANCEMENT				
Small Equip / Displays / Interior Improvements	2,500.00			0%
Computer Upgrades & Hardware	1,000.00			
	3,500.00	0.00	0.00	0%
TRANSFER (SET-ASIDE) TO DMMCI FUND	24,734.00	24,734.00	24,734.00	100%
TOTAL FISCAL OPERATING EXPENSES	189,796.00	40,594.84	40,594.84	21%

NEW WOODSTOCK FREE LIBRARY

Financial Position
As of January 31, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Community Bank - Checking	19,902.67
Community Bank - Savings	
DMMCI Fund Savings	85,899.83
Op Fund Savings	148,609.74
Reserve Fund Savings	60,017.54
Total Community Bank - Savings	294,527.11
Total Bank Accounts	\$314,429.78
Other Current Assets	
Prepaid Expenses	3,048.64
Reserve Fund Investment Account	320,162.59
Total Other Current Assets	\$323,211.23
Total Current Assets	\$637,641.01
Fixed Assets	
Accum. Depreciation	-328,288.00
Building	59,575.95
Children's Wing Addition	187,702.47
Fixtures & Equipment	84,719.69
Improvements	230,690.01
Land	5,000.00
Total Fixed Assets	\$239,400.12
TOTAL ASSETS	\$877,041.13
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Unrestricted Net Assets	894,009.22
Net Revenue	-16,968.09
Total Equity	\$877,041.13
TOTAL LIABILITIES AND EQUITY	\$877,041.13

Director's Report - 1-11-22

- Library attendance
 - January 2022 = 314 people, down 11% from last month, up 21% from January 2021
- Circulation data
 - January 2022 = 1008 items, up 10% from last month, down 8% from January 2021
 - Got circulation report from MidYork
 - Adult Books (not able to get info by genre), audio CDs & DVDs are down from previous years
 - Kids & Young adult books are up, DVDs are down from previous years
- Website
 - January 2022 = 392 page views
 - Increase of 30% from last month, increase of 83% from January 2021
 - Have contacted our web designers about proposed changes to website, am waiting to hear back from them regarding price and timeline.
- Social media
 - Increased FB followers by 3% since December
 - No increase in IG followers
 - FB reach increased by 68% from December
 - IG reach decreased by 56% from December
 - Not sure why, because we have been paying to increase reach
- Other items from last month's Director's report:
 - Madison County Libraries were invited to apply for a \$50,000 grant from Senator Rachel May to be split among all 10 libraries, so \$5000 each, must be for technology. I requested a Nintendo Switch, 4 controllers, and games.
 - Minimal progress on other items, but we are trying to have a hybrid (in-library and also online) event on Saturday to see how that goes.

New Woodstock Free Library

Annual Report For Public And Association Libraries - 2021

1. GENERAL LIBRARY INFORMATION

Library/Director Information

Please note: Bibliostat CollectConnect is now compatible with major browsers including Google Chrome, Mozilla Firefox, Safari and Internet Explorer.

Please be advised Bibliostat CollectConnect is now using a new interface. If you have accessed or if you believe you may have accessed the old Bibliostat Collect, please click the new link [here](#) and you will be taken to the new interface. Please be sure you exit and close the old Bibliostat Collect before you begin your survey.

To avoid loss of data, only one person at a time should be logged into a member library report. Multiple people logged into the same report will cause data to be lost.

Libraries should not have reports from two different years open at the same time.

Report all information in Part 1 as of December 31, 2021, except for questions related to the current library director/manager (questions 1.37 through 1.44).

1.1	Library ID Number	3600254410
1.2	Library Name	NEW WOODSTOCK FREE LIBRARY
1.3	Name Status (State use only)	00 (for no change from previous year)
1.4	Structure Status (State use only)	00 (for no change from previous year)
1.5	Community	New Woodstock
1.6	Beginning Fiscal Reporting Year	01/01/2021
1.7	Ending Fiscal Reporting Year	12/31/2021
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No
1.9	If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.11	Beginning <u>Local</u> Fiscal Year	01/01/2021
1.12	Ending <u>Local</u> Fiscal Year	12/31/2021
1.13	Address Status	00 (for no change from previous year)
1.14	Street Address	2106 MAIN STREET
1.15	City	NEW WOODSTOCK

1.16	Zip Code	13122
1.17	Mailing Address	P.O. BOX 340
1.18	City	NEW WOODSTOCK
1.19	Zip Code	13122
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(315) 662-3134
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(315) 662-3096
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	newwoodstock@midyork.org
1.23	Library Home Page URL (Enter N/A if no home page URL)	http://newwoodstocklibrary.org
1.24	Population Chartered to Serve (per 2010 Census)	1,045
1.25	Indicate the type of library as stated in the library's charter (select one):	ASSOCIATION
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	Other
1.27	During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No.	N
1.28	Indicate the type of charter the library currently holds (select one):	Absolute
1.29	Date the library was granted its absolute charter <u>or</u> the date of the provisional charter if the library does not have an absolute charter	05/24/1974
1.30	Date the library was last registered	12/07/1939
1.31	Federal Employer Identification Number	161170437
1.32	County	MADISON
1.33	School District	Cazenovia
1.34	Town/City	Cazenovia
1.35	Library System	Mid York Library System

THESE QUESTIONS ARE FOR NYC LIBRARIES ONLY. PLEASE PROCEED TO THE NEXT QUESTION.

1.36a	President/CEO Name	Charles Shatzkin
1.36b	President/CEO Phone Number	(315) 415-1718
1.36c	President/CEO Email	cbs@cbshatzkin.com

NOTE: For questions 1.37 through 1.44, report all information for the current library director/manager.

1.37	First Name of Library Director/Manager	Heather
1.38	Last Name of Library Director/Manager	Elia
1.39	NYS Public Librarian Certification Number	HWP3LGM
1.40	What is the highest education level of the library manager/director?	Master's Degree
1.41	If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?	Y
1.42	Do all staff working in the budgeted Librarian (certified)	Y

positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note.

- | | | |
|------|--|-------------------|
| 1.43 | E-mail Address of the Director/Manager | helia@midyork.org |
| 1.44 | Fax Number of the Director/Manager | (315) 662-3096 |
| 1.45 | Does the library charge fees for library cards to people residing outside the system's service area? | N |

Public Votes/Contracts

- | | | |
|------|---|---|
| 1.46 | Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2021? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.47. | Y |
| 1. | Name of municipality or district holding the public vote | Cazenovia Central School District |
| 2. | Indicate the type of municipality or district holding the public vote | School District |
| 3. | Date the vote was held (mm/dd/2021) | 05/18/2021 |
| 4. | Was the vote successful? Y/N | Y |
| 5. | What type of public vote was it? | school district ballot proposition (Ed. Law §259(1)(a)) |
| 6a. | Most recent prior year approved appropriation from a public vote: | \$171,213 |
| 6b. | Proposed increase in appropriation as a result of the vote held on the date reported in question number 3: | \$6,464 |
| 6c. | Total proposed appropriation (sum of 6a and 6b): | \$177,680 |

This question should only be answered if "No" was answered in Q1.46 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.

- | | | |
|------|--|-----|
| 1.47 | Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2021) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.48. | N |
| 1. | Name of municipality or district holding the public vote | N/A |
| 2. | Indicate the type of municipality or district holding the public vote | |
| 3. | Date the last successful vote was held (mm/dd/yyyy) | N/A |
| 4. | What type of public vote was it? | |
| 5. | What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote? | N/A |

Unusual Circumstances

1.48 Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? **Y**
 Enter Y for Yes, N for No. If yes, please complete one record for *each* contract. If no, go to question 1.49.

1.	Name of contracting municipality or district	Madison County
2.	Is this a written contractual agreement?	Y
3.	Population of the geographic area served by this contract	73,442
4.	Dollar amount of contract	\$4,287
5.	Enter the appropriate code for range of services provided (select one):	Full

1.49 For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the Note; if no, please go to Part 2, Library Collection. **Y**

2. LIBRARY COLLECTION

Print/Electronic/Other Holdings

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Part 1. Please [read](#) general information instructions below before completing this section.

NOTE: This section of the survey (2.1-2.25) collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Count electronic materials at the administrative entity level (main library); do not duplicate numbers at each branch.

PRINT MATERIALS

Cataloged Books

2.1	Adult Fiction Books	11,754
2.2	Adult Non-fiction Books	2,601
2.3	Total Adult Books (Total questions 2.1 & 2.2)	14,355
2.4	Children's Fiction Books	8,053
2.5	Children's Non-fiction Books	1,866
2.6	Total Children's Books (Total questions 2.4 & 2.5)	9,919
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	24,274

Other Print Materials

2.8	Total Uncataloged Books	2
2.9	Total Print Serials	0
2.10	All Other Print Materials	0
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	2
2.12	Total Print Materials (Total questions 2.7 and 2.11)	24,276

ALL OTHER MATERIALS

Electronic Materials

2.13	Electronic Books	21,552
2.14	Local Electronic Collections	1
2.15	NOVEL _{NY} Electronic Collections	15
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	16
2.17	Audio - Downloadable Units	6,692
2.18	Video - Downloadable Units	0
2.19	Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	0
2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	28,260

Non-Electronic Materials

2.21	Audio - Physical Units	1,600
2.22	Video - Physical Units	5,423
2.23	Other Circulating Physical Items	52
2.24	Total Physical Items in Collection (Total questions 2.21 through 2.23)	7,075

Grand Total/Additions to Holdings

2.25	GRAND TOTAL HOLDINGS (Total questions 2.12, 2.20 and 2.24)	59,611
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ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.26	Cataloged Books	439
2.27	All Other Print Materials	0
2.28	Electronic Materials	3,706
2.29	All Other Materials	147
2.30	Total Additions (Total questions 2.26 through 2.29)	4,292

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Visits/Borrowers/Policies/Accessibility

Report all information on questions 3.1 through 3.29 as of the end of the fiscal year reported in Part 1; report information on questions 3.30 through 3.82 for the 2021 calendar year. Please click [here](#) to read general instructions before completing this section.

Please report information on LIBRARY USE as of the end of the fiscal year reported in Part 1.

LIBRARY USE

3.1	Library visits (total annual attendance)	5,249
3.1a	Regarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week or weeks?	CT - Annual Count
3.2	Registered resident borrowers	1,002
3.3	Registered non-resident borrowers	196

Please report information on WRITTEN POLICIES as of 12/31/21.

WRITTEN POLICIES (Answer Y for Yes, N for No)

3.4	Does the library have an open meeting policy?	N
3.5	Does the library have a policy protecting the confidentiality of library records?	Y
3.6	Does the library have an Internet use policy?	Y
3.7	Does the library have a disaster plan?	N
3.8	Does the library have a board-approved conflict of interest policy?	Y
3.9	Does the library have a board-approved whistle blower policy?	N
3.10	Does the library have a board-approved sexual harassment prevention policy?	N

Please report information on ACCESSIBILITY as of 12/31/21.

ACCESSIBILITY (Answer Y for Yes, N for No)

3.11	Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)?	Y
3.12	Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)?	N
3.13	Does the library have large print books?	Y
3.14	Does the library have assistive technology for people who are visually impaired or blind?	N
3.15 - If so, what do you have?		
	screen reader, such as JAWS, Windoweyes or NVDA	No
	refreshable Braille commonly referred to as a refreshable Braille display	No
	screen magnification software, such as Zoomtext	No
	electronic scanning and reading software, such as OpenBook	No

3.16 Is the library registered for services from either the New York State Talking Book and Braille Library (New York State Library, Albany) or the Andrew Heiskell Braille and Talking Book Library (The New York Public Library, New York)? Y

Library Sponsored Programs/Summer Reading Program

Please report information on SYNCHRONOUS PROGRAM SESSIONS as of the end of the fiscal year reported in Part 1.

SYNCHRONOUS PROGRAM SESSIONS

Can you specify the number of synchronous program sessions targeted at children ages 0-5 and children ages 6-11?

If you can specify the number of synchronous program sessions targeted at children ages 0-5 and ages 6-11, enter those amounts in 3.19a and 3.19b.

If you have a total number of children's program, but can't separate program sessions targeted at children ages 0-5 and ages 6-11, enter that amount in 3.19 and enter 0 in 3.19a and 3.19b. **Please do not enter information in 3.19 if you have entered the amounts in 3.19a and 3.19b.**

Can you specify the attendance at synchronous programs for children ages 0-5 and children ages 6-11?

If you can specify the attendance at synchronous programs for children ages 0-5 and ages 6-11, enter those amounts in 3.26a and 3.26b.

If you have a total number of attendance for children's program, but can't separate the attendance for program sessions targeted at children ages 0-5 and ages 6-11, enter that amount in 3.26 and enter 0 in 3.26a and 3.26b. **Please do not enter information in 3.26 if you have entered the amounts in 3.26a and 3.26b.**

3.17	Number of Synchronous Program Sessions Targeted at Adults Age 19 or Older	35
3.18	Number of Synchronous Program Sessions Targeted at Young Adults Ages 12-18	0
3.19	Number of Children's Programs	37
3.19a	Number of Synchronous Program Sessions Targeted at Children Ages 0-5	0
3.19b	Number of Synchronous Program Sessions Targeted at Children Ages 6-11	0
3.20	Number of Synchronous General Interest Program Sessions	22
3.21	Total Number of Synchronous Program Sessions (Total questions 3.17, 3.18, 3.19a, 3.19b, 3.20)	57
3.21a	Number of Synchronous In-Person Onsite Program Sessions	122
3.21b	Number of Synchronous In-Person Offsite Program Sessions	1
3.21c	Number of Synchronous Virtual Program Sessions	0

3.22	One-on-One Program Sessions	4
3.23	Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library?	Yes
3.24	Attendance at Synchronous Programs Targeted at Adults Age 19 or Older	148
3.25	Attendance at Synchronous Programs Targeted at Young Adults Ages 12-18	0
3.26	Children's Program Attendance	287
3.26a	Attendance at Synchronous Programs Targeted at Children Ages 0-5	181
3.26b	Attendance at Synchronous Programs Targeted at Children Ages 6-11	106
3.27	Attendance at Synchronous General Interest Programs	431
3.28	Total Attendance at Synchronous Programs (Total questions 3.24, 3.25, 3.26a, 3.26b, 3.27)	866
3.28a	Synchronous In-Person Onsite Program Attendance	817
3.28b	Synchronous In-Person Offsite Program Attendance	49
3.28c	Synchronous Virtual Program Attendance	0
3.29	One-on-One Program Attendance	4
3.29a	Total Number of Asynchronous Program Presentations	5
3.29b	Total Views of Asynchronous Program Presentations within 7 Days	10

Please report information on SUMMER READING PROGRAMS for the 2021 calendar year.

SUMMER READING PROGRAM

3.30 - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2021 (check all that apply):

a.	Program(s) for children	Yes
b.	Program(s) for young adults	No
c.	Program(s) for Adults	Yes
d.	Summer Reading at New York Libraries name and/or logo used	No
e.	Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used)	Yes
f.	N/A	No
3.31	Library outlets offering the summer reading program	1
3.32	Children registered for the library's summer reading program	20
3.33	Young adults registered for the library's summer reading program	2
3.34	Adults registered for the library's summer reading program	9

3.35	Total number registered for the library's summer reading program (total 3.32 + 3.33 + 3.34)	31
3.36	Children's program sessions - Summer 2021	12
3.37	Young adult program sessions - Summer 2021	0
3.38	Adult program sessions - Summer 2021	0
3.39	Total program sessions - Summer 2021 (total 3.36 + 3.37 + 3.38)	12
3.40	Children's program attendance - Summer 2021	202
3.41	Young adult program attendance - Summer 2021	0
3.42	Adult program attendance - Summer 2021	0
3.43	Total program attendance - Summer 2021 (total 3.40 + 3.41 + 3.42)	202
COLLABORATORS		
3.44	Public school district(s) and/or BOCES	3
3.45	Non-public school(s)	0
3.46	Childcare center(s)	0
3.47	Summer camp(s)	0
3.48	Municipality/Municipalities	0
3.49	Literacy provider(s)	0
3.50	Other (describe using the State note)	0
3.51	Total Collaborators (total 3.44 through 3.50)	3

Early/Adult/English Speaker/Digital Literacy

Please report information on EARLY LITERACY PROGRAMS for the 2021 calendar year.

EARLY LITERACY PROGRAMS

3.52	Did the library offer early literacy programs? (Enter Y for Yes, N for No)	Y
3.53	- Indicate types of programs offered (check all that apply)	
a.	Focus on birth - school entry (kindergarten)	Yes
b.	Focus on parents & caregivers	No
c.	Combined audience	No
d.	N/A	No
3.54	- Number of sessions	
a.	Focus on birth - school entry (kindergarten)	31
b.	Focus on parents & caregivers	0
c.	Combined audience	0
d.	N/A	0
3.55	Total Sessions	31
3.56	- Attendance at sessions	
a.	Focus on birth - school entry (kindergarten)	85
b.	Focus on parents & caregivers	0
c.	Combined audience	0
d.	N/A	0

3.57	Total Attendance	85
3.58	- Collaborators (check all that apply):	
a.	Childcare center(s)	No
b.	Public School District(s) and/or BOCES	No
c.	Non-Public School(s)	No
d.	Health care providers/agencies	No
e.	Other (describe using the State note)	No

Please report information on ADULT LITERACY for the 2021 calendar year.

ADULT LITERACY

3.59	Did the library offer adult literacy programs?	No
3.60	Total group program sessions	0
3.61	Total one-on-one program sessions	0
3.62	Total group program attendance	0
3.63	Total one-on-one program attendance	0
3.64	- Collaborators (check all that apply)	
a.	Literacy NY (Literacy Volunteers of America)	No
b.	Public School District(s) and/or BOCES	No
c.	Non-Public Schools	No
d.	Other (see instructions and describe using Note)	No

Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 2021 calendar year.

PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

3.65	Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No)	N
3.66	Children's program sessions	0
3.67	Young adult program sessions	0
3.68	Adult program sessions	0
3.69	Total program sessions (total 3.66 + 3.67 + 3.68)	0
3.70	One-on-one program sessions	0
3.71	Children's program attendance	0
3.72	Young adult program attendance	0
3.73	Adult program attendance	0
3.74	Total program attendance (total 3.71 + 3.72 + 3.73)	0
3.75	One-on-one program attendance	0
3.76	- Collaborators (check all that apply):	
a.	Literacy NY (Literacy Volunteers of America)	No
b.	Public School District(s) and/or BOCES	No
c.	Non-Public School(s)	No
d.	Other (describe using the Note)	No

Please report information on DIGITAL LITERACY for the 2021 calendar year.

DIGITAL LITERACY

3.77	Did the library offer digital literacy programs?	N
3.78	Total group program sessions	0
3.79	Total one-on-one program sessions	0
3.80	Total group program attendance	0
3.81	Total one-on-one program attendance	0
3.82	Did your library offer teen-led activities during the 2021 calendar year?	N

4. LIBRARY TRANSACTIONS

Circulation/Electronic Use/Reference Transactions

Report all transactions as of the end of the fiscal year reported in Part 1. (Please note: Internal Library usage is not considered part of circulation.)

CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	3,675
4.2	Adult Non-fiction Books	1,152
4.3	Total Adult Books (Total questions 4.1 & 4.2)	4,827
4.4	Children's Fiction Books	2,796
4.5	Children's Non-fiction Books	602
4.6	Total Children's Books (Total questions 4.4 & 4.5)	3,398
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	8,225

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	3,881
4.9	Circulation of Children's Other Materials	1,609
4.10	Circulation of Other Physical Items (Total questions 4.8, 4.9)	5,490
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	13,715

ELECTRONIC USE

4.12	Use of Electronic Material	1,763
4.13	Successful Retrieval of Electronic Information	97
4.14	Electronic Content Use (Total questions 4.12 & 4.13)	1,860
4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	15,478
4.16	Total Collection Use (Total questions 4.13 & 4.15)	15,575
4.17	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	5,007

REFERENCE TRANSACTIONS

4.18	Total Reference Transactions	728
4.18a	Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks?	CT - Annual Count
4.19	Does the library offer virtual reference?	Y

Interlibrary Loan

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.20 TOTAL MATERIALS RECEIVED 1,465

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.21 TOTAL MATERIALS PROVIDED 4,063

5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2021.

SYSTEMS AND SERVICES

5.1	Automated circulation system?	Y
5.2	Online public access catalog (OPAC)?	Y
5.3	Electronic access to the OPAC from outside the library?	Y
5.4	Annual number of visits to the library's web site	4,080
5.5	Does the library use Internet filtering software on any computer?	Y
5.6	Does your library use social media?	Y
5.7	Does the library file for E-rate benefits?	Y
5.8	Is the library part of a consortium for E-rate benefits?	Y
5.9	If yes, in which consortium are you participating?	MidYork Library System
5.10	Name of the person responsible for the library's Information Technology (IT) services	Heather Elia
5.11	IT contact's telephone number (enter 10 digits only and hit the Tab key)	(315) 662-3134
5.12	IT contact's email address	helia@midyork.org

6. STAFF INFORMATION

Note: Report figures as of the last day of the fiscal year reported in Part 1. Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

FTE (FULL-TIME EQUIVALENT CALCULATION)

6.1 The number of hours per workweek used to compute FTE for all paid library personnel in this section. 35

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2	Library Director (certified)	1
6.3	Vacant Library Director (certified)	0
6.4	Librarian (certified)	0
6.5	Vacant Librarian (certified)	0
6.6	Library Manager (not certified)	0
6.7	Vacant Library Manager (not certified)	0
6.8	Library Specialist/Paraprofessional (not certified)	0.91

6.9	Vacant Library Specialist/Paraprofessional (not certified)	0
6.10	Other Staff	0.56
6.11	Vacant Other Staff	0
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	2.47
6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	0.00

SALARY INFORMATION

6.14	FTE - Entry Level Librarian (certified)	1
6.15	Salary - Entry Level Librarian (certified)	\$35,700
6.16	FTE - Library Director (certified)	0
6.17	Salary - Library Director (certified)	\$0
6.18	FTE - Library Manager (not certified)	0
6.19	Salary - Library Manager (not certified)	\$0

7. MINIMUM PUBLIC LIBRARY STANDARDS

As of January 1, 2022 all public, free association and Indian libraries in New York State will be required to meet the minimum standards listed below. Please indicate which of these standards your library already meets as of **December 31, 2021**. This 2021 data will be helpful in informing statewide and regional efforts to ensure that all of New York's libraries are able to successfully comply with the new minimum standards. Please click [here](#) to read general instructions before completing this section. [Helpful information for meeting minimum public library standards](#) is available on the State Library's website. Questions about the new standards should be directed to your library system.

1. Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law. Y
2. Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff. Y
3. Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service. Y
4. Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law. Y
5. Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service. Y
6. Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service. Y

- | | | |
|------|---|---|
| 7. | Is open the minimum standard number of public service hours for population served. (see instructions) | Y |
| 8. | Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate: | |
| 8a. | space | Y |
| 8b. | lighting | Y |
| 8c. | shelving | Y |
| 8d. | seating | Y |
| 8e. | power infrastructure | Y |
| 8f. | data infrastructure | Y |
| 8g. | public restroom | Y |
| 9. | Provides programming to address community needs, as outlined in the library's long-range plan of service. | Y |
| 10. | Provides | |
| 10a. | a circulation system that facilitates access to the local library collection and other library catalogs | Y |
| 10b. | equipment, technology, and internet connectivity to address community needs and facilitate access to information. | Y |
| 11. | Provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in numbers (1) through (5) above. | Y |
| 12. | Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8. | Y |
| 13. | Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service. | Y |
| 14. | Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service. | Y |

8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Part 1. Please click [here](#) to read general instructions before completing this section.

PUBLIC SERVICE OUTLETS - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information in Part 9.

8.1	Main Library	1
8.2	Branches	0
8.3	Bookmobiles	0
8.4	Other Outlets	0
8.5	TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)	1

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6	Minimum Weekly Total Hours - Main Library	49.00
8.7	Minimum Weekly Total Hours - Branch Libraries	0.00
8.8	Minimum Weekly Total Hours - Bookmobiles	0.00
8.9	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	49.00
8.10	Annual Total Hours - Main Library	2,548.00
8.11	Annual Total Hours - Branch Libraries	0.00
8.12	Annual Total Hours - Bookmobiles	0.00
8.13	Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	2,548.00

8A. COVID

NOTE: This section of the survey (8A) collects data on the impact of the COVID–19 pandemic. Report all information in Part 8A from January 1, 2021 to December 31, 2021.

CV1	Were any of the library's outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic?	No
CV2	Did library staff continue to provide services to the public during any portion of the period when the building was physically closed to the public due to the Coronavirus (COVID-19) pandemic?	No
CV3	Did the library allow users to complete registration for library cards online without having to come to the library during the Coronavirus (COVID-19) pandemic?	Yes
CV4	Did the library provide reference service via the Internet or telephone when the building was physically closed to the public during the Coronavirus (COVID-19) pandemic?	No
CV5	Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic?	Yes
CV6	Did the library intentionally provide Wi-Fi Internet access to users outside the building at one or more outlets during COVID-19 pandemic?	Yes
CV7	Did the library increase access to Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic?	No
CV8	Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the Coronavirus (COVID-19) pandemic?	No
CV9	Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19	0

9. SERVICE OUTLET INFORMATION

Outlets should be arranged in alphabetical order if possible. br>

Report all information as of the end of the fiscal year reported in Part 1. Please click [here](#) to read general instructions before completing this section.

NOTE: Libraries reporting Public Service Outlets in questions 8.1, 8.2 and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles. Complete one record for *each* main library, branch or bookmobile.

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by clicking [here](#). Complete this form and email it to collectconnect@baker-taylor.com

1.	Outlet Name	New Woodstock Free Library
2.	Outlet Name Status	00 (for no change)
3.	Street Address	2106 Main Street
4.	Outlet Street Address Status	00 (for no change)
5.	City	New Woodstock
6.	Zip Code	13122
7.	Phone (enter 10 digits only)	(315) 662-3134
8.	Fax Number (enter 10 digits only)	(315) 662-3096
9.	E-mail Address	NewWoodstock@midyork.org
10.	Outlet URL	https://newwoodstocklibrary.org/
11.	County	Madison
12.	School District	Cazenovia
13.	Library System	Mid York Library System
14.	Outlet Type Code (select one):	CE
15.	Public Service Hours Per Year for This Outlet	2,548
16.	Number of Weeks This Outlet is Open	52
16a	Number of weeks an outlet closed due to COVID-19	0
16b	Number of weeks an outlet had limited occupancy due to COVID-19	0
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y
18.	Is the meeting space available for public use even when the outlet is closed?	N
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	0
20.	Enter the appropriate outlet code (select one):	LO
21.	Who owns this outlet building?	Library Board
22.	Who owns the land on which this outlet is built?	Library Board
23.	Indicate the year this outlet was initially constructed	1865
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2011
25.	Square footage of the outlet	5,400
26.	Number of Internet Computers Used by General Public	4
27.	Number of uses (sessions) of public Internet computers per year	229
27a	Reporting Method for Number of Uses of Public Internet	CT - Annual Count

Computers Per Year

28.	Type of connection on the outlet's public Internet computers	Cable
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	11 Greater than or equal to 100 mbps and less than 1 gbps
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	8 Greater than or equal to 15 mbps and less than 25 mbps
31.	Internet Provider	Spectrum/Time Warner Cable
32.	WiFi Access	No restrictions to access
33.	Wireless Sessions	127
33a	Reporting Method for Wireless Sessions	CT - Annual Count
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y
36.	Does your outlet have a Makerspace?	N
37.	<i>LIBID</i>	3600254410
38.	<i>FSCSID</i>	NY0294
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0
40.	<i>Outlet Structure Status</i>	00 (for no change from previous year)

10. OFFICERS AND TRUSTEES

Trustees and Terms/Board President/Trustee Names

Report information about trustee meetings as of December 31, 2021. All public and association libraries are required by Education Law to hold at least four meetings a year.

BOARD MEETINGS

10.1 Total number of board meetings held during calendar year (January 1, 2021 to December 31, 2021) 6

NUMBER OF TRUSTEES AND TERMS

10.2 Does your library have a range of trustees stated in the library's charter documents (incorporation)? Yes

10.3 If yes, what is the range? 5-15

10.4 If your library has a range, how many voting positions are stated in the library's current by-laws? 5

10.5 If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)?

10.6 Does your library's charter documents (incorporation) state a specified term for trustees? If no, please explain in a Note. Yes

10.7 If yes, what is the trustee term length, as stated in your library's charter documents (incorporation)? 3 years

BOARD MEMBER SELECTION

10.8 Enter Board Member Selection Code (select one): EA - board members are elected by the library association membership

List Officers and Board Members as of February 1, 2022. Complete one record for each board member. There must be a record for each voting position, whether filled or vacant. Do not include non-voting positions.

BOARD PRESIDENT

10.9 First Name Charles
10.10 Last Name Shatzkin
10.11 Mailing Address 2585 Stanton Rd
10.12 City New Woodstock
10.13 Zip Code (5 digits only) 13122
10.14 Phone (enter 10 digits only) (315) 415-1718
10.15 E-mail Address cbs@shatzkin.com
10.16 Term Begins - Month January
10.17 Term Begins - Year (yyyy) 2020
10.18 Term Expires - Month January
10.19 Term Expires - Year (yyyy) 2023
10.20 Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. Yes
10.21 The date the Oath of Office was taken (mm/dd/yyyy) N/A
10.22 The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) N/A
10.23 Is this a brand new trustee? N

You may 1) enter the data for the Officers and Board Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect (**but do not include the Board President—this information should still be entered directly into the survey**). If you choose to send your data for uploading, you must enter the data into the spreadsheet form available [here](#). Complete this form and email it to collectconnect@baker-taylor.com.

1. Status Filled
2. First Name of Board Member Raymond
3. Last Name of Board Member Schwock
4. Mailing Address 1643 Route 80
5. City New Woodstock
6. Zip Code (5 digits only) 13122
7. E-mail address ray@raybiz.com
8. Office Held or Trustee Financial Officer
9. Term Begins - Month January
10. Term Begins - Year (year) 2020
11. Term Expires January
12. Term Expires - Year (yyyy) 2023

- | | | |
|-----|---|--------------------------|
| 13. | Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. | Yes |
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | N/A |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | N/A |
| 16. | Is this a brand new trustee? | N |
| | | |
| 1. | Status | Filled |
| 2. | First Name of Board Member | Kathleen |
| 3. | Last Name of Board Member | Pratt |
| 4. | Mailing Address | 1459 Route 80 West |
| 5. | City | New Woodstock |
| 6. | Zip Code (5 digits only) | 13122 |
| 7. | E-mail address | flyhawkfarm@outlook.com |
| 8. | Office Held or Trustee | Secretary |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (year) | 2020 |
| 11. | Term Expires | January |
| 12. | Term Expires - Year (yyyy) | 2023 |
| 13. | Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. | Yes |
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken | N/A |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | N/A |
| 16. | Is this a brand new trustee? | N |
| | | |
| 1. | Status | Filled |
| 2. | First Name of Board Member | Kathleen |
| 3. | Last Name of Board Member | Weimar |
| 4. | Mailing Address | 4911 Corkinsville Road |
| 5. | City | New Woodstock |
| 6. | Zip Code (5 digits only) | 13122 |
| 7. | E-mail address | kathleen@jerryweimar.com |
| 8. | Office Held or Trustee | Trustee |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (year) | 2020 |
| 11. | Term Expires | January |

12.	Term Expires - Year (yyyy)	2023
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name of Board Member	Tracy
3.	Last Name of Board Member	Ladd
4.	Mailing Address	1847 Route 13
5.	City	New Woodstock
6.	Zip Code (5 digits only)	13122
7.	E-mail address	tracy@raybiz.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2019
11.	Term Expires	January
12.	Term Expires - Year (yyyy)	2022
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
16.	Is this a brand new trustee?	N

Trustee Education

Complete one record for each person serving as a trustee as of December 31, 2021. These trustees will not be exactly the same as the trustees listed in the section above.

1.	Trustee Name	Charles Shatzkin
2.	Has the trustee participated in trustee education in the last calendar year (2021)?	N
1.	Trustee Name	Kathleen Weimar

2. Has the trustee participated in trustee education in the last calendar year (2021)? N

1. Trustee Name Kathleen Pratt

2. Has the trustee participated in trustee education in the last calendar year (2021)? N

1. Trustee Name Tracy Ladd

2. Has the trustee participated in trustee education in the last calendar year (2021)? N

1. Trustee Name Raymond Schwock

2. Has the trustee participated in trustee education in the last calendar year (2021)? N

11. OPERATING FUNDS RECEIPTS

Local Public Funds/System Cash Grants/Other State

Report financial data based on the fiscal reporting year reported in Part 1. *ROUND TO THE NEAREST DOLLAR*. Please click [here](#) to read general instructions before completing this section.

LOCAL PUBLIC FUNDS

Specify by name the municipalities or school districts which are the source of funds.

11.1 Does the library receive any local public funds? If yes, complete one record for each taxing authority; if no, go to question 11.3. Y

1. Source of Funds	School District
2. Name of funding County, Municipality or School District	Cazenovia Central School
3. Amount	\$178,889
4. Subject to public vote held in reporting year or in a previous reporting year(s).	Y
5. Written Contractual Agreement	N/A

1. Source of Funds	County
2. Name of funding County, Municipality or School District	Madison County
3. Amount	\$4,287
4. Subject to public vote held in reporting year or in a previous reporting year(s).	N
5. Written Contractual Agreement	Y

1. Source of Funds	Town
2. Name of funding County, Municipality or School District	Town of Cazenovia
3. Amount	\$5,500
4. Subject to public vote held in reporting year or in a	N

	previous reporting year(s).	
5.	Written Contractual Agreement	N
11.2	TOTAL LOCAL PUBLIC FUNDS	\$188,676
	SYSTEM CASH GRANTS TO MEMBER LIBRARY	
11.3	Local Library Services Aid (LLSA)	\$1,631
11.4	Record all Central Library Services Aid monies received from system headquarters	\$0
11.5	Additional State Aid received from the System	\$450
11.6	Federal Aid received from the System	\$3,000
11.7	Other Cash Grants	\$0
11.8	TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$5,081
	OTHER STATE AID	
11.9	State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	\$1,578
	Federal Aid/Other Receipts	
	FEDERAL AID FOR LIBRARY OPERATION	
11.10	LSTA	\$0
11.11	Other Federal Aid	\$0
11.12	TOTAL FEDERAL AID (Add Questions 11.10 and 11.11)	\$0
11.13	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$0
	OTHER RECEIPTS	
11.14	Gifts and Endowments	\$903
11.15	Fund Raising	\$0
11.16	Income from Investments	\$57
11.17	Library Charges	\$214
11.18	Other	\$0
11.19	TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$1,174
11.20	TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$196,509
11.21	BUDGET LOANS	\$22,345
	Transfers/Grant Total	
	TRANSFERS	
11.22	From Capital Fund (Same as Question 14.8)	\$0
11.23	From Other Funds	\$684

- 11.24 **TOTAL TRANSFERS** (Add Questions 11.22 and 11.23) \$684
- 11.25 BALANCE IN OPERATING FUND - Beginning Balance
for Fiscal Year Ending 2021 (Same as Question 12.40 of \$203,420
previous year if fiscal year has not changed)
- 11.26 **GRAND TOTAL RECEIPTS, BUDGET LOANS,
TRANSFERS AND BALANCE** (Add Questions 11.20, \$422,958
11.21, 11.24 and 11.25; Same as Question 12.40)

12. OPERATING FUND DISBURSEMENTS

Staff/Collection/Capital/Operation and Maintenance

Report financial data based on the fiscal reporting year reported in Part 1. ROUND TO THE NEAREST DOLLAR. Please click [here](#) to read general instructions before completing this section.

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

12.1	Certified Librarians	\$35,027
12.2	Other Staff	\$36,793
12.3	Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)	\$71,820
12.4	Employee Benefits Expenditures	\$8,506
12.5	Total Staff Expenditures (Add Questions 12.3 and 12.4)	\$80,326

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$5,618
12.7	Electronic Materials Expenditures	\$3,330
12.8	Other Materials Expenditures	\$5,057
12.9	Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)	\$14,005

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	\$0
12.11	From Other Funds (71OF)	\$0
12.12	Total Capital Expenditures (Add Questions 12.10 and 12.11)	\$0

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	\$2,043
12.14	From Other Funds (72OF)	\$0
12.15	Total Repairs (Add Questions 12.13 and 12.14)	\$2,043
12.16	Other Disbursements for Operation & Maintenance of Buildings	\$20,615
12.17	Total Operation & Maintenance of Buildings (Add	\$22,658

Questions 12.15 and 12.16)

MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	\$1,607
12.19	Telecommunications	\$1,174
12.20	Postage and Freight	\$827
12.21	Professional & Consultant Fees	\$11,653
12.22	Equipment	\$4,688
12.23	Other Miscellaneous	\$6,838
12.24	Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22 and 12.23)	\$26,787

Contracts/Debt Service/Transfers/Grand Total

12.25	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$4,974
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DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.26	From Local Public Funds (73PF)	\$0
12.27	From Other Funds (73OF)	\$0
12.28	Total (Add Questions 12.26 and 12.27)	\$0

Other Loans

12.29	Budget Loans (Principal and Interest)	\$0
12.30	Short-Term Loans	\$0
12.31	Total Debt Service (Add Questions 12.28, 12.29 and 12.30)	\$0

12.32	TOTAL OPERATING FUND DISBURSEMENTS (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)	\$148,750
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TRANSFERS

Transfers to Capital Fund

12.33	From Local Public Funds (76PF)	\$52,481
12.34	From Other Funds (76OF)	\$0
12.35	Total Transfers to Capital Fund (Add Questions 12.33 and 12.34; same as Question 13.8)	\$52,481

12.36	Transfer to Other Funds	\$0
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12.37	TOTAL TRANSFERS (Add Questions 12.35 and 12.36)	\$52,481
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12.38	TOTAL DISBURSEMENTS AND TRANSFERS (Add Questions 12.32 and 12.37)	\$201,231
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12.39	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2021	\$221,727
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12.40	GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (Add Questions 12.38 and 12.39; same as Question 11.26)	\$422,958
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ASSURANCE

12.41 The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).

FISCAL AUDIT

12.42 Last audit performed (mm/dd/yyyy) 10/05/2010
12.43 Time period covered by this audit (mm/dd/yyyy) - 01/01/09 - 12/31/09
(mm/dd/yyyy)
12.44 Indicate type of audit (select one): Other (specify using the State note)

CAPITAL FUND

12.45 Does the library have a Capital Fund? Enter Y for Yes, N for No. If No, stop here. If Yes, complete the Capital Fund Report. Y

13. CAPITAL FUND RECEIPTS

Report financial data based on the fiscal year reported in Part 1. *ROUND TO THE NEAREST DOLLAR*. Please click [here](#) to read general instructions before completing this section.

REVENUES FROM LOCAL SOURCES

13.1 Revenues from Local Government Sources \$0
13.2 All Other Revenues from Local Sources \$0
13.3 **Total Revenues from Local Sources** (Add Questions 13.1 and 13.2) \$0

STATE AID FOR CAPITAL PROJECTS

13.4 State Aid Received for Construction \$0
13.5 Other State Aid \$0
13.6 **Total State Aid** (Add Questions 13.4 and 13.5) \$0

FEDERAL AID FOR CAPITAL PROJECTS

13.7 **TOTAL FEDERAL AID** \$0

INTERFUND REVENUE

13.8 **Transfer from Operating Fund** (Same as Question 12.35) \$52,481
13.9 **TOTAL REVENUES** (Add Questions 13.3, 13.6, 13.7 and 13.8) \$52,481

13.10 **NON-REVENUE RECEIPTS** \$0

13.11 **TOTAL CASH RECEIPTS** (Add Questions 13.9 and 13.10) \$52,481

13.12 **BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2021** (Same as Question 14.11 of previous year, if fiscal year has not changed) \$50,520

13.13 **TOTAL CASH RECEIPTS AND BALANCE**(Add Questions 13.11 and 13.12; same as Question 14.12) \$103,001

14. CAPITAL FUND DISBURSEMENTS

Report financial data based on the fiscal reporting year reported in Part 1. **ROUND TO THE NEAREST DOLLAR.** Please click [here](#) to read general instructions before completing this section.

PROJECT EXPENDITURES

14.1	Construction	\$50,022
14.2	Incidental Construction	\$0
Other Disbursements		
14.3	Purchase of Buildings	\$0
14.4	Interest	\$0
14.5	Collection Expenditures	\$0
14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	\$0
14.7	TOTAL PROJECT EXPENDITURES (Add Questions 14.1, 14.2 and 14.6)	\$50,022
14.8	TRANSFER TO OPERATING FUND (Same as Question 11.22)	\$0
14.9	NON-PROJECT EXPENDITURES	\$0
14.10	TOTAL CASH DISBURSEMENTS AND TRANSFERS (Add Questions 14.7, 14.8 and 14.9)	\$50,022
14.11	BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2021	\$52,979
14.12	TOTAL CASH DISBURSEMENTS AND BALANCE (Add Questions 14.10 and 14.11; same as Question 13.13)	\$103,001

15. CENTRAL LIBRARIES

PART 15 EXISTS FOR THE CENTRAL/CO-CENTRAL LIBRARIES ONLY. PLEASE PROCEED TO SECTION 16. FEDERAL TOTALS AND CONTINUE ON WITH YOUR SURVEY

16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.

Note: See instructions for definitions and calculations of each of these Federal Totals.

16.1	Total ALA-MLS	0.88
16.2	Total Librarians	1.68
16.3	All Other Paid Staff	0.49
16.4	Total Paid Employees	2.17
16.5	State Government Revenue	\$3,659
16.6	Federal Government Revenue	\$3,000
16.7	Other Operating Revenue	\$23,519
16.8	Total Operating Revenue	\$218,854
16.9	Other Operating Expenditures	\$54,419
16.10	Total Operating Expenditures	\$148,750
16.11	Total Capital Expenditures	\$50,022
16.12	Print Materials	24,276

16.13	Total Registered Borrowers	1,198
16.14	Other Capital Revenue and Receipts	\$52,481
16.15	Number of Internet Computers Used by General Public	4
16.16	Total Uses (sessions) of Public Internet Computers Per Year	229
16.17	Wireless Sessions	127
16.18	Total Capital Revenue	\$52,481

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	LIB ID	3600254410
17.2	Interlibrary Relationship Code	ME
17.3	Legal Basis Code	NP
17.4	Administrative Structure Code	SO
17.5	FSCS Public Library Definition	Y
17.6	Geographic Code	OTH
17.7	FSCS ID	NY0294
17.8	SED CODE	250201700056
17.9	INSTITUTION ID	800000050955

SUGGESTED IMPROVEMENTS

Library Name: NEW WOODSTOCK FREE LIBRARY

Library System: Mid York Library System

Name of Person Completing Form: Heather Elia

Phone Number: (315) 662-3134

I am satisfied that this resource (Collect) is meeting library needs: Disagree

Applying this resource (Collect) will help improve library services to the public: Neither Agree nor Disagree

Please share with us your suggestions for improving the *Annual Report*. When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank you!



New Woodstock
Free Library

Sexual Harassment Prevention Policy

Introduction

The New Woodstock Free Library is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of New Woodstock Free Library's commitment to a discrimination-free work environment. Sexual harassment is against the law¹ and all employees have a legal right to a workplace free from sexual harassment and employees are urged to report sexual harassment by filing a complaint internally with the New Woodstock Free Library. Employees can also file a complaint with a government agency or in court under federal, state or local antidiscrimination laws.

Policy:

1. The New Woodstock Free Library policy applies to all employees, Trustees, volunteers, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business, regardless of immigration status, with the New Woodstock Free Library. In the remainder of this document, the term "employees" refers to this collective group.
2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).
3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. The New Woodstock Free Library will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of the New Woodstock Free Library who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. All employees, paid or unpaid interns, or non-employees² working in the workplace who believe they have been subject to such retaliation should inform the Library Director. All employees, paid or unpaid interns or non-employees who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.
4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject the New Woodstock Free Library to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including

¹ While this policy specifically addresses sexual harassment, harassment because of and discrimination against persons of all protected classes is prohibited. In New York State, such classes include age, race, creed, color, national origin, sexual orientation, military status, sex, disability, marital status, domestic violence victim status, gender identity and criminal history.

² A non-employee is someone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in the workplace. Protected non-employees include persons commonly referred to as independent contractors, "gig" workers and temporary workers. Also included are persons providing equipment repair, cleaning services or any other services provided pursuant to a contract with the employer.

managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.

5. The New Woodstock Free Library will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. The New Woodstock Free Library will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including the Library Director and Board of Trustees, are required to cooperate with any internal investigation of sexual harassment.
6. All employees are encouraged to report any harassment or behaviors that violate this policy. New Woodstock Free Library will provide all employees a complaint form for employees to report harassment and file complaints.
7. Managers and supervisors are **required** to report any complaint that they receive, or any harassment that they observe or become aware of, to the Library Director.
8. This policy applies to all employees, paid or unpaid interns, and non-employees and all must follow and uphold this policy. This policy must be provided to all employees and should be posted prominently in all work locations to the extent practicable (for example, in a main office, not an offsite work location) and be provided to employees upon hiring.

What Is “Sexual Harassment”?

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual’s sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual’s employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual’s sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient’s job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called “quid pro quo” harassment.

Any employee who feels harassed should report so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

Examples of sexual harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical acts of a sexual nature, such as:
 - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body;
 - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
 - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion, or other job benefits or detriments;
 - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
 - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
 - Sabotaging an individual's work;
 - Bullying, yelling, name-calling.

Who can be a target of sexual harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. Harassers can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer, or visitor.

Where can sexual harassment occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage

by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

Retaliation

Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in “protected activity.” Protected activity occurs when a person has:

- made a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- reported that another employee has been sexually harassed; or
- encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

Reporting Sexual Harassment

Preventing sexual harassment is everyone’s responsibility. The New Woodstock Free Library cannot prevent or remedy sexual harassment unless it knows about it. Any employee, paid or unpaid intern or non-employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to the Library Director. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to the Library Director

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy, and all employees are encouraged to use this complaint form. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee’s behalf.

Employees, paid or unpaid interns or non-employees who believe they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

Supervisory Responsibilities

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, **are required** to report such suspected sexual harassment to the Library Director

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

Complaint and Investigation of Sexual Harassment

All complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner, and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. The New Woodstock Free Library will not tolerate retaliation against employees who file complaints, support another's complaint, or participate in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations should be done in accordance with the following steps:

- Upon receipt of complaint, the Library Director will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If complaint is verbal, encourage the individual to complete the "Complaint Form" in writing. If he or she refuses, prepare a Complaint Form based on the verbal reporting.
- If documents, emails or phone records are relevant to the investigation, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses;
- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
 - A list of all documents reviewed, along with a detailed summary of relevant documents;
 - A list of names of those interviewed, along with a detailed summary of their statements;
 - A timeline of events;
 - A summary of prior relevant incidents, reported or unreported; and

- The basis for the decision and final resolution of the complaint, together with any corrective action(s).
- Keep the written documentation and associated documents in a secure and confidential location.
- Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
- Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

Legal Protections And External Remedies

Sexual harassment is not only prohibited by the New Woodstock Free Library but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at the New Woodstock Free Library, employees may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

In addition to those outlined below, employees in certain industries may have additional legal protections.

State Human Rights Law (HRL)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time **within one year** of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, **within three years** of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to The New Woodstock Free Library does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: www.dhr.ny.gov.

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

Civil Rights Act of 1964

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit www.nyc.gov/html/cchr/html/home/home.shtml.

Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.



New Woodstock
Free Library

Whistleblower Policy

Eligibility

All full time and part time employees, former employees, independent contractors, Trustees, and volunteers.

The New Woodstock Free Library's Whistleblower Policy is designed to protect from retaliation the employees, trustees, former employees, independent contractors, Trustees, and volunteers who report suspected improper conduct. Appropriate subjects to be raised under this policy include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies in accordance with all applicable laws, regulations, and the American Library Association's Ethics Statement for Public Library Trustees.

Reporting Responsibility

It is the responsibility of all employees, Trustees, and volunteers to report ethics violations or suspected violations in accordance with this Whistleblower Policy.

Reporting Procedures

Individuals should make a good faith effort to relay their concerns, in confidence, with their immediate supervisor.

If after speaking with their supervisor, the employee is convinced that their concern is unwarranted or that, in the opinion of the employee, the supervisor will take appropriate steps to resolve the employee's concern, no further action is required by the employee.

However, further action is required if the employee (a) continues to have reasonable grounds to believe the concern is valid and that the response of his or her immediate supervisor is not adequate or (b) the immediate supervisor recommends that the issue should be referred to a higher level in the organization. In this situation, the employee should write a formal complaint to the New Woodstock Library Director or designee who will investigate the matter promptly.

The requirement of notification to the employer first is waived under the following conditions:

- there is an imminent and serious danger to the public health or safety;
- the employee reasonably believes that reporting to the supervisor would result in a destruction of evidence or other concealment of the activity, policy or practice;
- such activity, policy or practice could reasonably be expected to lead to endangering the welfare of a minor;
- the employee reasonably believes that reporting to the supervisor would result in physical harm to the employee or any other person; or
- the employee reasonably believes that the supervisor is already aware of the activity, policy or practice and will not correct such activity, policy or practice.

If the employee's supervisor is the subject of the employee's concern or is possibly involved, the employee may choose to discuss their concern directly and in confidence with the New Woodstock Free Library Director or designee and then write a formal complaint. It is the responsibility of the Director to investigate promptly the circumstances of the complaint. In extraordinary circumstances and after due consideration, an employee who suspects or believes that the New Woodstock Free Library Director is involved in unethical or illegal behavior, may take his or her concerns directly to the President of the New Woodstock Free Library Board of Trustees.

Trustees and Volunteers

Individuals who are not employees of the New Woodstock Free Library should submit their concerns in writing directly to the President of the Board of Trustees. If the President of the Board of Trustees is not available or is the subject of the concern, the complaint should be directed to another member of the Board of Trustees.

Corrective Action

The President shall be responsible for designating an appropriate committee, as circumstances dictate, to investigate and make appropriate recommendations to the Board of Trustees with respect to all concerns received in writing. The designated committee has the authority to retain outside legal counsel, accountants, private investigators, or any other resource deemed necessary to conduct a full and complete investigation of the allegations. The President shall inform the originator of the receipt of the written complaint. All trustees of the New Woodstock Free Library shall be informed of the nature of the complaint with emphasis on maintaining the confidentiality appropriate for personnel issues. The Board of Trustees and its designated committee shall resolve all complaints in a timely fashion and inform the individual submitting the complaint of the Board's final action.

No Retaliation

No employee, Trustee, or volunteer who in good faith reports an ethics violation shall suffer harassment, retaliation, or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable Individuals and others to raise serious concerns.

Possible retaliatory measures that are prohibited include:

(i) adverse employment actions against current employees, such as discharge, suspension, or demotion; (ii) actions or threats that would adversely impact a former employee's current or future employment; or (iii) contacting or threatening to contact immigration authorities on an employee or their family member.

If an individual feels their rights have been violated by retaliation they may bring a civil action to seek remedy including reinstatement, reinstatement of full fringe benefits and seniority rights, lost wages, benefits and other remuneration, costs, disbursement and attorney's fees, payment of a civil penalty of up to \$10,000 and if the violation was willful, malicious or wanton, punitive damages. The individual is also entitled to a jury trial in any such action.

Acting In Good Faith

Anyone reporting a concern must act in good faith and have reasonable grounds for believing information disclosed indicates financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies.

Confidentiality

Reports of concerns and their investigations shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Disclosure of reports of concerns to individuals not involved in the investigation will be viewed as a serious disciplinary offense and may result in discipline, up to and including termination of employment, removal from the Board, or volunteer status. Such conduct may also give rise to other actions, including civil lawsuits.

Statute of Limitations

Individuals have two years to report a concern.

Notification

Employers must conspicuously post, in the workplace, notice of individuals' rights and obligations under the law.