



Sustainable
Libraries
Initiative



South Country Library

Sustainable
Libraries Initiative
Final Report

Who Are We?



South Country Library has resided at 22 Station Road in Bellport since 1986. The building was expanded to our current 25,500 sq. ft layout in 2002. Our dedicated staff of 35 librarians and clerks serve a diverse community of approx. 30,000 residents in the towns of Bellport, Brookhaven, Medford, Yaphank and East Patchogue.





**Sustainable
South Country
Library**

The Leaflet

a newsletter from your Green Team

Best viewed on a computer.

If you're viewing this from your phone...I'm sorry & good luck.

Issue #1: October 2019

Introduction, Green Tower, Purchasing, & What You Can Do

Welcome to the first newsletter from South Country Library's Green Team.
Let's take care of the obvious questions first:

What is the Green Team?

The Green Team is made up of staff from each department. Our purpose is to plan and implement ways that our library can become more environmentally sustainable. We'll send out newsletters like this to keep you informed of changes and ways you can help.

Who is the Green Team?

Adrienne Portz and Mark Ahrens (Co-Leaders), Kristina Sembler, Patrick O'Leary, Kathleen Galasso, Dominic Iadicicco, Kathleen Kellenberger, Linda Keyes, Carrie Lyon, Sean McDonald, Pat St. Onge, Cheryl Stucko, Carol Tucher, and Amanda Zambito.

WHY is the Green Team?

No doubt you've noticed eco-friendly changes that were in-progress before the Green Team was formed in May, including LED-lighting and upgrades to the bathrooms. While the Green Team does give input on building-level improvements, we are just as focused on increasing sustainable behavior among staff and patrons, and making those adjustments as easy as possible.

For example...



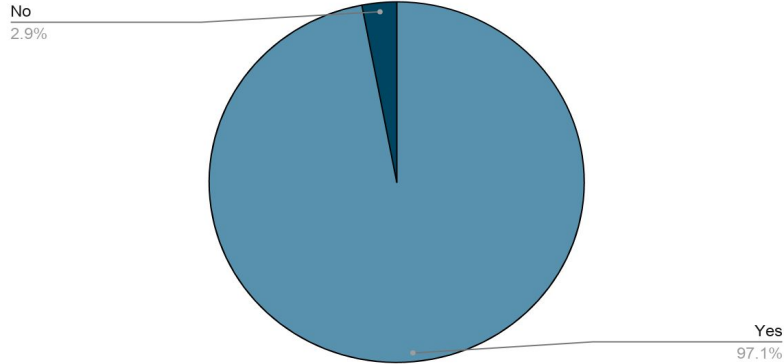
South Country Library Environmental/Sustainability Policy
Approved by Board on 12/19/19

The South Country Library is committed to reducing our environmental footprint and promoting environmental stewardship at all levels of our organization. Our goal is to minimize our organization's impact and maximize future generations' ability to live, work, and play in our shared natural environment, with equal access to clean air, clean water, and natural resources. We will strive to minimize pollution and waste, conserve energy and water, protect habitat, support renewable energy resources, buy environmentally friendly products, and encourage environmentally preferable transportation. These efforts will extend to contractor and supplier relationships. We will encourage contractors and suppliers serving or otherwise acting on behalf of the organization to meet our standards of environmental performance. Employee understanding and involvement are essential to the implementation of this environmental policy. All employees will receive a copy of this policy and be educated about our company's efforts to improve our environmental performance. Employees at all levels of the company will be involved in supporting our goals.

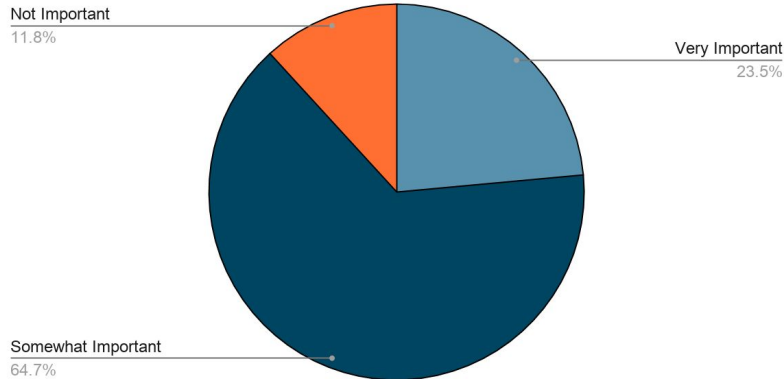
Organizational Commitment

- A Green team was established and includes administrators as well as members of each department in the library.
- An Environmental /Sustainability Policy was approved by the Board of Trustees. It was emailed to the staff and added to our Policy Manual.
- The Green team designed our logo and began an e-newsletter called "The Leaflet". It keeps staff up to date on any new initiatives or changes as well as gives tips and reminders on going green.
- Updates/ideas regarding sustainability are discussed at monthly Department Head meetings, as well as in each department.

I think it is worthwhile for my organization to investigate ways to be more environmentally responsible



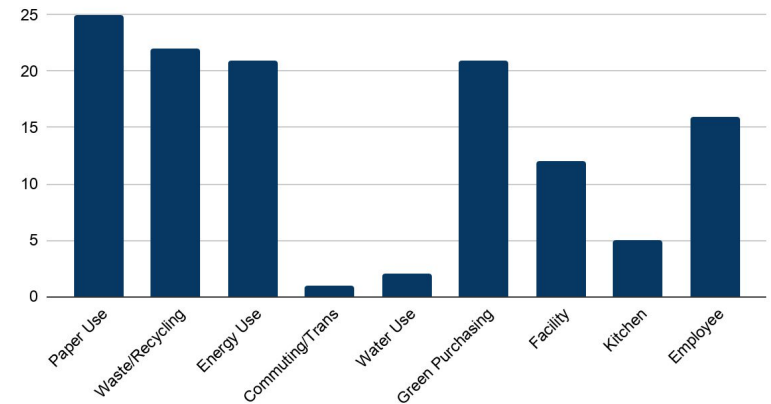
How important is it to work for an organization that is environmentally friendly?



Staff Survey Results

- We learned that the majority of staff supports the effort to be more sustainable and considers it important that they work for an organization that is environmentally friendly.
- We learned that our Green Team's efforts to make ourselves and our objectives known were successful since 90% of our staff responded "Yes", that we have an appointed person/group for sustainability efforts.
- We learned that the staff feels we should prioritize reducing our paper use and our energy use, as well as increasing our green purchasing and our recycling.

What are the top 4 areas your organization should focus on?



Energy Use

Lighting

- We switched all of our interior lighting to LED lights. We also had an energy audit conducted by PSEG-LI.
- The exterior lights in our parking lots were converted to LED as well.
- Motion sensor light switches were installed in all 7 of our bathrooms, in hallways and other select rooms of the library.
- Signs were put at all light switches to remind staff and patrons to conserve energy.



BETTER AIR QUALITY

3 Beach Plum Lane
Middle Island, NY 11953
(631) 379-8282 Fax (631) 924-3737

South Country Library
22 Station Road
Bellport, New York 11713

July 25, 2019

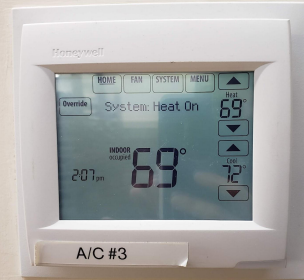
Project # 39-140

Cleaning and Fiberglass Remediation in 13 Air Conveyance Systems

1.0 Air Conveyance Cleaning

Cut access openings in ductwork to ensure a thorough cleaning. BAQ will use SMACNA approved access plates.

- 1.1 *Clean all interior surfaces with HEPA filtered Vacuums. HEPA filtration (99.97 Microns). All contaminants will be contained within these collection devices to prevent any discharge into occupied spaces. All Better Air Quality interior vacuum systems are HEPA filtered.*
- 1.2 *If possible BAQ will use their state of the art turbine power vac trucks to increase CFM dramatically while cleaning risers.*
- 1.3 *When possible Better Air Quality NADCA trained and certified technicians will enter duct work to hand clean all interior surfaces to ensure a through cleaning.*
- 1.4 *Better Air Quality will carefully clean any flexible ductwork with pneumatic adjustable air tools to dislodge any debris. If flexible ductwork is molded, damaged or frail BAQ will report finding and will replace at an additional cost.*
- 1.5 *Any and all internally lined ductwork, fiberboard, VAV's, or any other interior surfaces that are lined with fiberglass will be hand cleaned to prevent any deterioration of such lining. If lining is damaged BAQ will at an additional cost either encapsulate with an anti-microbial coating or if insulation is damaged beyond repair, replace with Armaflex SA by Armstrong.*

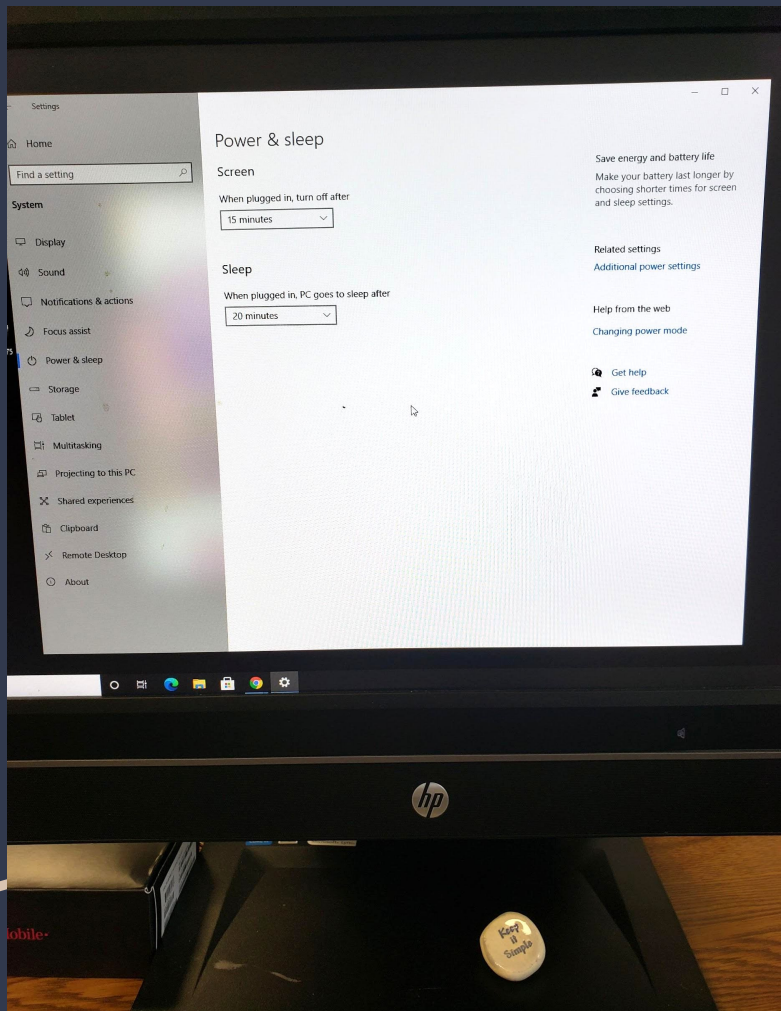


Heating & Cooling

- We replaced outdated thermostats with Honeywell “smart” thermostats and sensors in order to heat and cool more efficiently.
- Installed a new HVAC system that is highly energy efficient and runs on 110% clean energy. It also allows for greater introduction of fresh air into the building.
- We checked the building for any air leaks and addressed any areas that needed better sealing.

Appliances/Equipment

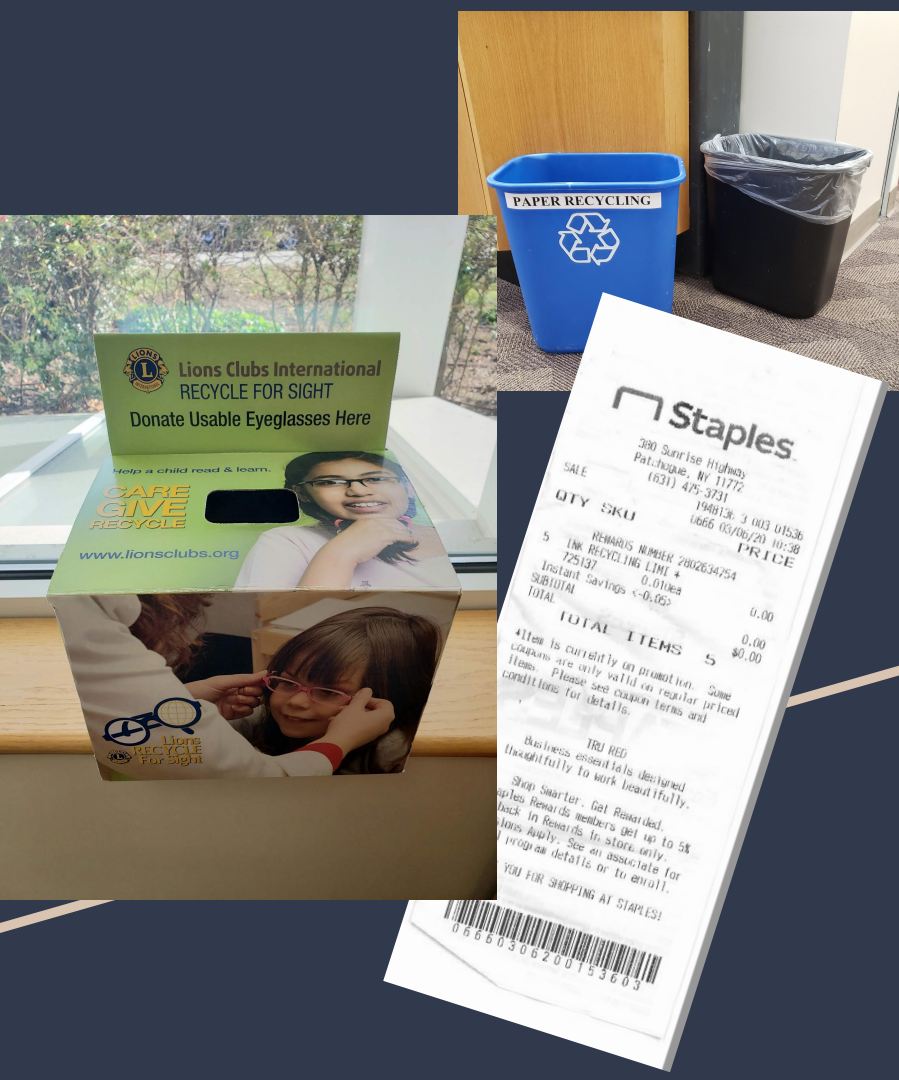
- Sleep/Standby settings have been enabled on all of our staff computers, printers and copiers.
- We conducted an internal assessment of all of our appliances and equipment. We replaced or noted any items that need an upgrade to Energy Star rated equipment. Anyone involved in electronics ordering has been reminded that purchases should be Energy Star rated.
- Public computers automatically shut down at the end of the night. Printers are manually shut down each night by staff as part of closing procedures.



Recycling and Waste Reduction

General Reuse & Recycling

- Toner Cartridges are taken to Staples for recycling.
- Large electronics are recycled by Electronic Waste Recycling in Bohemia.
- Items are offered to other libraries, nursing homes, etc before being disposed.
- Labeled blue recycling bins are placed throughout the library for clear and appropriate disposal of paper recycling.
- We work with Better World Books to donate books we are getting rid of.
- We accept used eyeglasses which are donated to the Lions Club.
- In January and February we collect and recycle unwanted or damaged Christmas light strands.





General Reuse & Recycling (cont.)

- We partner with the Town of Brookhaven each year to hold a recycling event in our library parking lot. Every fall all Brookhaven Town residents are invited to drive thru and drop off their documents to be shredded, any e-waste they have to be recycled and they Sheriff's are on hand to collect expired or unused prescriptions medication for safe disposal.



Paper & Office Supplies

- Hand dryers were installed in bathrooms to reduce paper towel use.
- Board members receive tablets to review lengthy board reports to reduce printing.
- We transferred storage of all files to Google Drive to reduce paper usage.
- All computers, including patron computers, default to 2-sided printing.



Reference Stats

Reference interactions - Every title, author, subject you look up counts as one. Every title you get from the shelf counts as one as well. If they are all in the same subject/dewey number then just count as one. Holds placed each count as one. For programs, each program per patron counts as one. Computer help can be difficult to adequately record, but count based on how many different things you help the patron with. Extended computer help should definitely count more than once.

If you help a teen please remember to record that as teen help.

Shift

- ☐ 9:30am-1:30pm
- ☐ 1:30pm-5pm
- ☐ 5pm-9pm
- ☐ 12pm-4pm

Your Initials

Your answer

Type of Service

Select the number of tally marks you would have put down for each service (ex. if you held 4 items for a patron, signed a patron up for 2 programs, answered 10 computer questions, etc.)

Reference Help

In-person & phone reference (Internet searches, item retrieval, schedule Curbside Pickup, etc)

Paper & Office Supplies

- Switched to paperless payroll in January 2020.
- We changed our method of tracking librarian interactions with patrons from a paper daily sheet to an online Google Form.
- We reduced the frequency that patrons need to fill out disclaimers to cut down on printed disclaimers.

to South ▼

Hi,

The payroll stubs starting tomorrow, January 9th, will be paperless. I will leave a letter with instructions for each employee on how to log-in and create your own account. You can view and print all your payroll stubs on-line now. Any questions please ask.

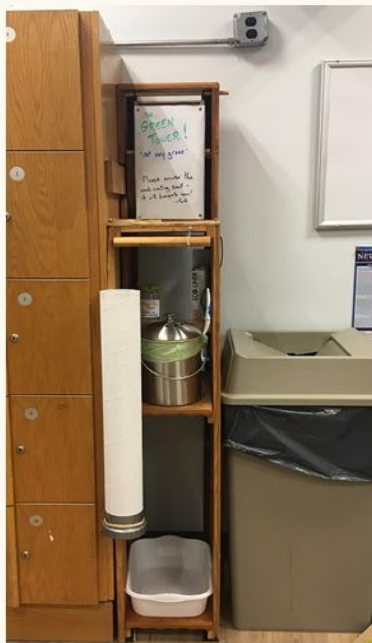
Thanks, Cheryl



Kitchen

- K-cup pods are collected & recycled by library staff.
- A water bottle refilling station was installed to discourage use of single-use plastic water bottles. The refilling station is available to patrons and staff.
- We set up a compost tumbler in the back of our library by our staff parking lot.

The Green Tower -- much like Greenland, it isn't very green.



The green tower is a sustainable disposal station. At the moment, there are three receptacles. We may add more.

Film Plastics Tube:

Newspaper bags, non-food wrap, air-pack packaging, bread bags, etc. If it's got the recycling logo on it with a 2, 4, or "Store drop off", stuff it in the tube. *For now, please don't bring plastics in from home.*

Compost Pail:

Vegetable and fruit scraps from meals eaten at the library. *You may also bring your own compost from home -- please dump it directly in the compost tumbler outside.*

Glass Bin:

If you were going to toss an empty glass jar in the garbage, please rinse it out and place it in the bin instead. *For now, please don't bring materials in from home.*

The Compost Tumbler -- a carnival ride for apple cores.



If you're just tossing your lunch/dinner compost in the tower pail, you can ignore this. However, if you'd like to bring in compost from home, please dump it directly in the tumbler, and give it a spin.

Please be sure to dump in the + side, not the clock-side.

Kitchen

- A “Green Tower” was built by a Green Team member and placed in our staff Break Room. It includes a film plastic tube, a pail for compostable material, and a bin for glass recycling since our town does not pick up glass recycling. The dry erase board on top reminds staff of ways they can be sustainable.

Green Purchasing



- All purchasing is centralized and staff was reminded who to see for purchases and that purchases will be made with our sustainability policy in mind.
- Our cleaning company switched to green cleaning supplies.
- We now purchase FSC certified paper made from recycled material.
- We've eliminated the purchase of plastic disposable utensils. We provide reusable utensils and plates as well as shelves where staff can leave their own supplies.

Staff Carpool Survey

for South Country Library

Your email address (alvargas@sctylib.org) will be recorded when you submit this form. Not you? [Switch account](#)

* Required

Would you be willing to be a driver, passenger, or both? *

- ☐ Driver
- ☐ Passenger
- ☐ Both

If you're offering to be a driver (or "both"), how many passengers could you comfortably have in your vehicle? (this is in ADDITION to yourself) *

- ☐ 1
- ☐ 2
- ☐ 3
- ☐ N/A (Passenger only)

What major intersection (or highway + exit #) do you start driving from? Please also include the town. *

Your answer

Transportation

- We established a no-idling policy and placed no-idling signs around the building.
- Out of 38 employees, only 2 use a mode of transportation other than a passenger car/light duty truck.
- We arranged a carpool survey to see who lives near each other and would be interested in carpooling. A couple of carpool arrangements were able to be worked out as a result of that survey.
- We have 3 staff members that drive hybrid vehicles.
- Members of the staff are encouraged to carpool or bike/walk if they are reasonable distance.



Land Use



- Our landscaping company uses environmentally safe products for any treatments that are done.
- Organic mulch is used around plants to reduce weeds and water requirements, and as a natural alternative to chemical herbicides and fertilizers.
- Our custodial staff cleans storm drains as part of regular maintenance.
- We maintain a vegetable garden as part of an ongoing Young Adult project and next year that food will be made available to the public in our newly established Food Pantry.

Water Use



- We had a water audit from the Suffolk County Water Authority. They advised us on ways we can reduce our water consumption, mainly by adjusting our irrigation schedule. We will be putting their advice into practice. They also advised us on how we can tell from our meter if there's any sort of significant leak.
- Sensor sink faucets were installed in patron bathrooms on the main floor. We plan to install them on the lower level and in staff bathrooms as well in the future.
- Signs were put up at sinks that do not have sensors, to remind people to minimize water use.
- Staff has been reminded to alert a supervisor or administrator should they notice any leaks.

Collective Impact

We partner with a variety of organizations, businesses and government agencies to expand our reach as well as to bring awareness of their valuable services to our community.

Some non-profit organizations we have partnered with include: Boys and Girls Club of Bellport, League of Women Voters, Post Morrow Foundation, CEED (Center for Environmental Discovery), Lighthouse Mission, Bellport-Hagerman-East Patchogue Alliance and others. Partnerships include attendance here or at their programs, donation drives, outreach events and more.

Some for-profit business partnerships include: Bellport Brewery, Bellport Jiu Jitsu, Hamlet Organic Garden & others. We also reached out to all of our local businesses to participate in our Small Business Discount program. Our Summer Reading Club prizes always include gift certificates from local businesses.

We also partner with government agencies such as the Department of Labor and Department of Social Services to hold fairs where community members can find jobs and/or services to assist them.

Each year we hold a voter registration drive as well do a display encouraging community members to vote. We have also had programs explaining how local government works and given Community Service credit to teenagers who attend.

SOUTH COUNTRY LIBRARY

Small Business
DISCOUNT PROGRAM

Show your South Country Library card to receive a discount from this business!

Support YOUR Library

Support LOCAL Business

WE ARE OPEN

South Country Library
22 Station Road
Bellport, NY 11702

scitylib.org
(631) 286-0818



Social Services Fair

Library hosts multiple nonprofit organizations in main corridor

BY SHANA BRAFF

In partnership with the Health and Welfare Council of Long Island (HWCL), the South Country Library, located at 22 Station Road, in Bellport, hosted their first social services fair since the pandemic, on Thursday, March 14, from noon to 2 p.m. The event featured multiple nonprofit organizations conveniently set up at booths in the main corridor. These organizations took the opportunity to provide pertinent information on a variety of health care services, SNAP benefits, aid to the developmentally disabled, addiction services, housing assistance, childhood nutrition, mental health services, trauma counseling, senior nutrition, behavioral health, criminal justice, and more.

The organizations in attendance included the following: Health and Welfare Council of Long Island, which co-sponsored the event; Perinatal Health Services Program; The Leukemia & Lymphoma Society; Community Development Corporation of Long Island; Bellport Federal Credit Union; Stony Brook Cancer Center; LEAD Network; Major Public Health Solutions; EAC Network; Child Advocacy Center; Suffolk County Department of Health, Office of Health Education; Deas and Girls Club of Bellport; Family Service League; YMCA; and LI Community Hospital Hospice's Bereavement Support.



The Health and Welfare Council of Long Island was represented at the head table by Kristin Bartolotta, client services manager, and Denisa Vargas, MSW, health care services manager. "It's a excellent finding a lot of people who need to be hearing as much as they can about services," said Bartolotta, who has noticed that the need for the services they provide has greatly increased since COVID.



The Suffolk County Department of Health, Office of Health Education had a table at the Social Services Fair. "It's a really good turnout. It's usually up to 100 people at these events," she said.

"It's very well attended by our community. They're definitely taking advantage of learning about all the organizations. We haven't had a fair since before the pandemic, and they're going to be more frequent based on the response. We're going to have another fair in late summer. A vet crisis fair is sometime in the works, and there will be a job fair in June, a seniors fair, and another community fair," said Jack M. Nix, adult reference librarian in charge of community engagement at the South Country Library.

Nix pointed out that events such as these are beneficial for both the community and the participating nonprofits. "It's a great networking opportunity for all the organizations. They're exchanging information and hopefully forming collaborations. It's a win-win for the organizations and for the clients," the community focused librarian explained.

Christine Cooper, outreach engagement specialist for the Community Development Corporation of Long Island, was impressed with the community interest on learning about services in the area. "It's a really good turnout. It's usually up to 100 people at these events," she said.

For more information about the Health and Welfare Council of Long Island, visit hwcl.com. For more information about any of the other organizations at the event or to stay updated on the dates for upcoming fairs, visit scitylib.org.

Social Cohesion

I. Staff Health & Wellness Initiatives

The following staff Health & Wellness initiatives were Board-approved on 6-15-23*

1. **Program Attendance:** Staff will be able to attend one Library program per pay period on work time. The program must be related to Health & Wellness. This includes yoga (and related programs), meditation, cooking, crafts, nutrition, gardening, and exercise. Programs cannot be offsite and any fees must be covered by the staff member.
2. **Wellness "Walking Club" Breaks:** Staff are able to take a 30 min. "Walking Club" wellness break with co-workers once per week on work time. 2 designated days/times will be established. Participants must clock in and out and note the break on their timesheet.
3. **Work-from-Home (Full-Time Staff):** Full-time staff members whose job responsibilities make it possible for them to perform their work remotely, can work from home one day per pay period. Please see separate "Telecommuting" Policy.

**These initiatives are not always guaranteed and are contingent on the scheduling needs of each department and the approval of the department supervisor, who will be taking into account things like workload, staffing levels and desk coverage priorities.*



Concert Rhonda Denet "Ladies of Motown" 🎤📺 Friday, February 16, 7:00pm

Celebrate the Ladies of Motown with hits from the '60s and '70s by the female singing groups, solo artists, and songwriters who encompassed the Motown sound. Enjoy classics by The Supremes, The Marvelettes, Martha & The Vandellas, Mary Wells, Kim Weston, Tammi Terrell, and more.



Scott Joplin "King of Ragtime" 🎤📺 Thursday, February 29, 7:00-8:00pm virtual via Zoom

Ragtime music seized the US for decades and Scott Joplin was responsible for bringing it to the forefront early in the 20th century. A classically trained musician, Joplin hoped for ragtime to be taken seriously. Learn what made ragtime special, examine Joplin's life, and hear pieces by the king of ragtime. Zoom link will be emailed to participants on February 28.

We strongly believe in the importance of equity, diversity & inclusion. We strive to ensure that our programs and materials represent the diversity of our community so that everyone knows they are welcome here.

Our staff is how we relate to the community daily and it is of the utmost importance to us that they are a reflection of the community, educated on cultural competencies, and that we have parameters in place for them to process what they experience and thrive to better serve our patrons.

In order to meet these goals we have policies in place including a Staff Health and Wellness Initiative, and a recruitment policy which states "preference for library employment positions will be given to candidates who reside within the South Country district. This measure better ensures the hiring of staff who already know the community and are stakeholders in its well-being, and also promotes a staff which better reflects the diverse community we serve, including underrepresented segments of the community." Staff is encouraged to volunteer and help the community; they receive 1 hour of compensatory time per fiscal year for doing so.

Each year we hold programming and do book displays related to Black History Month and Women's History Month as well as National Coming Out Day and Pride month, which we also distribute ribbons for.

B. Recruitment

The selection of staff members is based on merit, with due consideration of personal and educational qualifications, training and aptitude for the position as listed in the job description. With this in mind, when viable, preference for library employment positions will be given to candidates who reside within the South Country district. This measure better ensures the hiring of staff who already know the community and are stakeholders in its well-being, and also promotes a staff which better reflects the diverse community we serve, including underrepresented segments of the community.

Members of the South Country Library Board of Trustees and members of their immediate families shall not be employed by the South Country Library. Additionally, no more than one member from the same immediate family may be employed to work at the South Country Library. As per NY State, "Immediate Family" refers to an individual's spouse, children, mother, father, siblings, first cousins, nieces or nephews, stepchildren, grandchildren, foster children or any in-laws.

C. Job Posting

Announcements of all vacancies or new positions will be posted on the staff bulletin board, and may be advertised publicly at the same time. Employees who meet the requirements and are interested should contact the Director or Director's designee.

D. Equal Employment Policy

It is the Library's policy to employ, maintain, promote, terminate, and otherwise treat any and all employees and job applicants on the basis of merit, qualifications and competence. This policy shall be applied without regard to any individual's sex, race, religion, national origin, age, pregnancy, marital status, gender, sexual orientation, genetic predisposition or carrier status or physical handicap, except where the doctrine of business necessity or a bona fide occupational qualification

Resilience Planning

South Country Library Emergency Response Plan

Table of Contents

1. General Emergency Information	2
A. Emergency Phone Numbers	2
B. Emergency Library Personnel	3
C. Locations of Main Facility Systems (Electric, Gas, Water, etc)	4
D. Building Keys	5
E. Emergency Exits	6
F. Emergency Supplies	7
G. Staff Emergency Assembly Locations	8
2. General Emergency Closing Procedures & Policies	9
A. Emergency Closing Procedures	9
B. Staff Pay & Use of Accruals	10
C. Community-Wide Emergencies	11
3. Specific Emergency Response Plans	12
A. Fire Emergency	12
B. Medical Emergency	13
C. Power Outage	14
D. Water/Flood Emergency	15
E. Gas Emergency	16
F. Severe Weather	17
G. Phone Threat & Suspicious Items	18
H. Active Shooter Emergency	19-20
I. Airborne Infectious Disease Exposure Prevention	21-30
4. Appendix	31
A. Building Disaster Map (fire alarm pull-boxes, extinguishers, etc)	31
B. Building Floor Plans	34
C. Staff Emergency Contacts List	35
D. Rave Panic App for Staff	36
E. Computer Systems Backup & Security Policy	37-38
F. Help/Crisis Lines	39-41

The purpose of this plan is to ensure the safety of the staff and patrons of the library in the event of an emergency or disaster.

Staff: Remember, in an emergency anything can happen. Decisions will have to be made and there will probably be a lot of confusion and people may be nervous. Assess the situation and act accordingly with the intention to protect lives first by focusing on getting everyone out followed by protection of library physical property.

This plan will be reviewed and updated annually.

This plan is available at the following locations: Reference/YA, Mezzanine, Admin offices, Online in the "common folder" under "Facilities Policies" and

Preparedness Food Pantry

Thursday, September 8 7pm (via Zoom)



Invest in your well-being. Prepare for illness, loss of income, supply chain disruptions, weather or natural disasters with a supply of food, water and basic items. Learn what to store, and how to safely store food, find storage space and manage food supplies and budget.

The library plays a critical role in the community in times of crisis. We have an Emergency Response Plan in place so that staff knows exactly what to do in the event of an emergency.

We need to be there for our community, when possible, as a community recovery support system. Our policy reflects that by stating the following “Community-Wide Emergencies: If the library is able to open during or in the aftermath of community-wide, weather-related or other types of emergencies, and staff is able to come to work, and to perform normal public service functions, the library should extend services to allow the community a location to take advantage of building services including: 1. Electricity (if available); internet/Wi-Fi access, printing; charging electronic devices 2. Meeting with other community members during the emergency; gathering and exchanging information 3. Use of restrooms 4. Access to heating/air conditioning and potable water *Please note: The Bellport Middle School is the area’s designated emergency shelter location”.

We try to ensure our patrons feel prepared for times of emergency by providing programming such as Preparedness Food Pantry, Grow Your Own Food, Emergency Preparedness, etc.

Financial Sustainability

SECTION 4

HEALTH INSURANCE & RETIREMENT

A. Health Insurance

Full-time employees are eligible to participate in the Health Plan provided by the Library, as set forth herein. See the Bookkeeper for full details about this health coverage. The library will contribute 85% of the costs for the Individual Plan and 75% for the Family Plan. After 6 weeks of employment, a new full-time employee may alert the bookkeeper if he/she is interested in applying for health benefits. The employee will receive these benefits no later than 3 months after the hiring date.

Full time employees who are on a leave of absence, authorized by the Board of Trustees, may have their health insurance coverage continued but the employee must bear the full cost of the insurance as well as a small service charge recommended by the plans. Payment must be received by the Library prior to the time it must be sent to the plans or coverage will be automatically dropped without chance of reinstatement until the employee returns to work on a full time basis.

Post-Retirement Health Benefits

The Library adheres to the following provisions regarding health insurance retirement benefits:

- Employees must have worked at the South Country Library full time, for 20 consecutive years.
- "Retirement" shall mean termination of employment within 5 years of the date on which the employee is entitled to receive a retirement allowance, i.e. Social Security, TIAA-CREF.
- Employee's hired prior to January 1, 2010: Employees will pay 50% of the premiums; the Library will pay 50% of the premiums.
- Employee's hired on or after January 1, 2010: Employees will pay 70% of the premiums; the Library will pay 30% of the premiums.
- A surviving spouse of a deceased retiree will receive continuing coverage for an individual at the 50% rate for three months, after which the surviving spouse may choose to continue in the group plan at his/her expense, if permitted by the Plan.
- Employees must meet the Library Health Plan requirements for eligibility in order to continue health insurance coverage in retirement.
- Employees who fulfill the above requirements but are retiring before being eligible to receive a retirement allowance and who wish to continue in the Health Plan offered by the Library must pay a full share of their coverage until becoming eligible to receive their retirement allowance, if permitted by the Plan. After that time, the Library will pay the applicable share of the premiums.

Future Boards of Trustees of the Library will pay the applicable share of the costs for those not yet retired. **E. Retirement/Pension Plan**

Full-time employees are eligible to participate in the South Country Library's Retirement Plan (TIAACREF) after they have been credited with 1,000 hours or more of employment during any 12 consecutive calendar months commencing with their date of employment. Any full-time employee who has attained age 21 and has completed one year of service with another public or private library, is eligible to participate upon employment at the South Country Library. Part-time employees may contribute on their own up to the maximum allowed by law. The library does not make a corresponding contribution for part-timers.

AUDIT POLICY

Re-approved by Board on 5/19/22

Annual audits of the South Country Library's finances will be performed after the close of the fiscal year which ends on June 30. The audits will be conducted by a qualified external auditing firm.

The auditor is to present the audit to the Board of Trustees in October.

We recognize that our financial stability is imperative to ensuring that the library remain here for community members through a variety of conditions. Our yearly budget includes a thorough review of our finances by an accountant to assess our financial position and assist in projecting the next years budget. We also receive an annual audit from an auditing firm. We keep 6 months budget in reserve per our accountant to ensure business continuity and both the accountant and an auditor analyze the library's cash flow to help us ensure that we are able to run in the event of an emergency.

We recognize the importance of ensuring our staff is taken care of so that they can assist in times of crisis. The library provides health insurance through NYSHIP as well as a 403B Retirement Plan through TIAA.

Collections



MATERIALS SELECTION, DEACQUISITION & REQUEST FOR REVIEW POLICY

Approved by Board on 3-17-22

PURPOSE AND OBJECTIVES

The purpose of the South Country Library Materials Selection Policy is to inform the public of the principles upon which selection is made and to guide those of the library staff responsibly choosing materials. "Selection" refers to the decision that must be made either to add a given title to the collection or to retain one already in the collection. "Materials" refers to any form of permanent record, whether printed or in any other form.

The major objectives of materials selection for this library are: to further the advancement of knowledge and the education of the people in the area served by the library; while taking into consideration their varied interests, abilities, viewpoints, experiences and learning styles; to increase knowledge of and participation in the affairs of the community, the country, and the world; and to provide materials of a recreational nature. Collected materials shall include those of contemporary significance and value, of historical/archival significance and value, as well as materials of an ephemeral nature.

This library's resources should reflect the diversity of the South Country community and the experiences and viewpoints within it. A diverse collection should contain content by and about a wide array of people and cultures to authentically reflect a variety of ideas, information, stories, and experiences. The library has a professional and ethical responsibility to be proactively inclusive in collection development. A well-balanced collection does not require a one-to-one equivalence for each viewpoint but should strive for equity in content and the availability of timely, accurate materials.

INTELLECTUAL FREEDOM

The library supports intellectual freedom by providing for free access to varying expression of ideas through which a question, cause, or movement may be explored. The Library will be faithful in defending the library user's right to read, view, or listen to content protected by the First Amendment, regardless of the creator's viewpoint or personal history. Librarians must not impose their personal biases, opinions, or preferences to unduly influence collection development decisions.

The Library abides by the Library Bill of Rights as adopted by the American Library Association.

RESPONSIBILITY

The authority and responsibility for the selection of Library materials is delegated by the Board of the Library Director, and under his or her direction, to the professional staff who are qualified by reason of education, training, and experience. Suggestions from other staff and from library users are encouraged and seriously considered in the selection process.

COMPUTER SYSTEMS BACKUP & SECURITY

Approved by the Board of Trustees 12/21/17

The South Country Library requires that their computer systems maintained by Network IT Administrator fall under one of several backup profiles as described below. The purpose of a systems backup is to provide a means to restore the data of a computer system in the event of a hardware/software failure, physical disaster, or human error.

A system backup consists of either a full backup or incremental backup. A full backup contains every file on the system, whereas an incremental backup includes only those files that have changed since the last full backup. Backups are performed on a periodic schedule as determined by the library Network Administrator.

Onsite backups are typically stored on a dedicated storage device. Once the backup retention period expires, the data is either overwritten, erased, or destroyed in an approved manner.

Backups are kept in two separate locations. One copy is kept onsite in the network room for quick data recovery. The other copy is sent offsite, and outside the local geographic area for protection in the event of a regional disaster. Data is stored and transmitted in an encrypted format. Onsite backups are kept for one month, offsite backups are retained indefinitely.

IMPORTANT: Backups save a copy of data, files, and directories found on the disk at the point in time the backup was performed, but do not record all activities or contents of users' files throughout the day. As a result, it is completely possible for a user to create and delete a file during the course of a day which will never appear on a backup. It is also important to note that a system backup is not intended to serve as an archival copy or to meet records retention requirements. Those needs are dictated by library policies and typically require dedicated hardware/software solutions or other outlined processes.

Collections are periodically weeded to remove old/outdated material that isn't circulating. Parameters are made clear for weeding in our policy. When possible, materials removed from the collection are donated to Better World Books, put on lobby donation shelves for purchase, or sold at book or media sales during the year.

When it comes to ordering we believe a diverse collection should contain content by and about a wide array of people and cultures to authentically reflect a variety of ideas, information, stories, and experiences. The library has a professional and ethical responsibility to be proactively inclusive in collection development. A well-balanced collection does not require a one-to-one equivalence for each viewpoint but should strive for equity in content.

We ensure security of library records as well, as stated in our Computer Systems Backup and Security policy. "The purpose of a systems backup is to provide a means to restore the data of a computer system in the event of a hardware/software failure, physical disaster, or human error" and we have done all we can to ensure that we remain resilient. One of backups is located offsite and many of our records are cloud based to ensure access whenever needed.



What's Next?

- Have solar panels installed and/or a white roof on the building.
- Continue to create and expand on community partnerships with local non-profit organization as well as local for-profit businesses.
- Continue to increase sustainability related programming and services.
- Setup additional recycling stations in the library.
- Consistently evaluate our collections for both content and optimal use of space.
- Work towards better ensuring the financial and mental well-being of our staff.