



BOARD OF TRUSTEES MEETING

December 13, 2022 Agenda

Audit of Vouchers – 6:30 PM.

1. Call to Order – 6:45 PM.
2. Pledge of Allegiance.
3. Adoption of agenda.
4. Minutes – approval of the November 8, 2022 meeting minutes.
5. Public comments.
6. Finance Officer's report.
7. Correspondence.
8. Library Director's report.
9. Committee reports.
 - Library courtyard.
 - Library floor covering.
10. Old business.
 - Proudfit Hall floor covering.
 - Outside sign.
 - Website donations and Library savings account (Attachment #1).
 - Cyber insurance.
 - 2023 Draft Budget (Attachment #2).
11. New business.
 - SALS Construction Challenge grant – applications due by 3-Apr-23.
 - Library fines and fees (Attachment #3).
 - SALS One Drive funding request.
 - 2023 Library employee's compensation
 - Other business.
12. Public comments.
13. Next meeting – January 10, 2023.
14. Adjournment.

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BANCROFT PUBLIC LIBRARY

GIFT - DONATION POLICY

The library will accept gifts and donations under the following conditions:

1. Gift materials will be judged by the same material selection standards that apply to regular purchases of materials.
2. No gift materials will be accepted for which the donor places restrictions or special conditions.
3. Memorial gifts will be accepted for purchase of materials. Funds will be subject to the material selection standards of this policy.
4. Gift material will be accepted with the understanding that this library reserves the right to utilize them in accordance with this selection policy. Gift materials may be added to the collections, sold, given to other libraries, or discarded.
5. Gift items will be formally acknowledged, if the donor wishes. This library will not estimate the value of gift donations for income tax considerations. The responsibility for this process lies with the donor.
6. Gifts as endowment for the library consisting of money, stocks, bonds, real estate, or other valuable goods should be discussed with the Library Director, and Board of Trustees, ~~and Town Board~~.
7. Personal property, art objects, portraits, antiques, and other museum objects will be accepted only on the condition they may be sold, given away, otherwise used, or discarded at the discretion of the Library Board of Trustees and the Library Director.
8. Book donations will be accepted at the discretion of the library director. If the library does not have enough storage space for the books, they will not be accepted. Books need to be in good condition (i.e. clean, no mold, and complete with no torn pages). Books should be no older than five years, except when in the opinion of the library director the book will add to the value of the library's collection.
9. Cash and check donations shall be deposited in the Glens Falls National Bank "Town of Salem Bancroft Public Library Savings" account.
- 8.10. Monetary donation made on the Library website shall be electronically deposited in the Glens Falls National Bank "Bancroft Public Library" checking account. Funds in this account shall be transferred periodically to the Glens Falls National Bank "Town of Salem Bancroft Public Library Savings" account or "Town of Salem Bancroft Public Library" checking account subject to the approval of the Board of Trustees.

Adopted: July 11, 2017

Revised: September 6, 2017

Reaffirmed: May 10, 2022

Revised: December 13, 2022

BANCROFT PUBLIC LIBRARY--ADOPTED 2023 BUDGET

Revenues and Other Sources		2022	2023
L2082	Library Fines and Fees	\$1,000.00	\$1,000.00
L2360	Town of Salem	\$32,000.00	\$32,640.00
L2360	Salem CSD/Library Tax	\$29,775.00	\$38,775.00
L2401	Interest and Earnings	\$400.00	\$200.00
L2705	Gifts and Donations	\$5,000.00	\$0.00
L3840	NYS Aid (LLSA through SALS)	\$1,382.00	\$1,434.00
Total Revenues		\$69,557.00	\$74,049.00
Appropriated Fund Balance		\$5,856.00	\$4,292.00
Total Revenues and Other Sources		\$75,413.00	\$78,341.00

Expenditures

L7410.1	Library Director	\$23,432.00	\$24,864.00
L7410.1	Deputy Director	\$15,835.00	\$16,802.00
L7410.11	Staff	\$7,000.00	\$7,380.00
L7410.2	Circulating Items	\$12,000.00	\$12,000.00
L7410.4	Contractual Detail*	\$12,800.00	\$12,995.00
L9010.8	Retirement	\$1,046.00	\$500.00
L9030.8	SS/Med Employer Match	\$3,300.00	\$3,800.00
Total Expenditures		\$75,413.00	\$78,341.00

\$0.00

Contractual Detail*		
Library Materials	\$4,000.00	\$4,000.00
Software	\$500.00	\$500.00
Joint Automation Svcs	\$4,300.00	\$5,565.00
Postage	\$60.00	\$120.00
Telephone and Internet	\$540.00	\$1,810.00
Miscellaneous	\$3,400.00	\$1,000.00
Total	\$12,800.00	\$12,995.00

BANCROFT PUBLIC LIBRARY

LIBRARY OPERATIONS POLICY

Hours: The Board of Trustees shall establish the Library hours. A paid library staff member will be present when the library is open. Parties requesting access to the Library when it is not open shall obtain approval from the Library Director. Permission may be granted to use the library if space and staff are available. The party granted access will be required to reimburse the Library in advance for the cost of providing a library staff member, at an hourly rate established by the Board of Trustees.

The Library will be closed on the following holidays: New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day & Indigenous Peoples Day, Veterans' Day, Thanksgiving Day, Christmas Eve, and Christmas Day, New Year's Eve.

Material Selection: The ultimate responsibility for selection of Library materials rests with the Library Director who operates within the framework of the policies determined by the Bancroft Library Board of Trustees. This responsibility may be shared with other members of the Library staff; however, because the Library Director must be available to answer to the Library Board and the general public for actual selections made, the Library Director has the authority to reject or select any item contrary to the recommendations of the staff.

Weeding: An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the Library Director and is authorized by the Board of Trustees.

Borrowing: Books, including audio books, may be borrowed for three weeks and renewed three times. New/popular materials are loaned for two weeks and can be renewed once. DVDs may be borrowed for one week and renewed once; DVD sets may be borrowed for two weeks and renewed once.

Special arrangements may be made for borrowing materials.

Anyone residing in the Salem School District, or who is a patron of a SALS member library, is welcome to use the Bancroft Library. A child may register at any age, but must have a parent's or guardian's signature until age fourteen. A card issued at the Bancroft Public Library may be used at any library in the Southern Adirondack Library System (SALS), and a card issued by any SALS Library may be used at the Bancroft Public Library. A full list of SALS Libraries is available at the front desk.

Application can be made by seasonal residents or short-term visitors for a Bancroft Public Library card.

Fines: Fines for overdue books are \$0.10/day, \$1.00/day for DVDs. Juvenile books are exempt from this fine policy.

Lost or damaged books or other materials must be paid for by the borrower. Materials not returned 30 days after their due date shall be considered lost and the borrower will be billed. The librarian has the authority to restrict a delinquent borrower's privileges. Further checkouts of materials and public computer access will be restricted until fines are less than \$5.00.

Police action can be taken to retrieve unreturned materials.

LIBRARY OPERATIONS POLICY

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Cash Handling Procedures: All staff will have the authority to collect fines and fees, which will be placed in the locked cash drawer. Reconciling the drawer is the responsibility of the Library Director, and will be done on a weekly basis, as the amount of money the library handles is relatively small. The Library Director will print out a cash drawer report and a printer fees report weekly to keep on file. The total amount of these reports will be used to reconcile the cash drawer. All fines and fees will be given to the Treasurer for deposit.

Proudfit Hall Community Room: The Library has access to the Proudfit Hall community room for Library-related programs at no charge. See the Proudfit Hall Rental – Usage Policy. The Bancroft Trust, Town of Salem and Bancroft Public Library will assume no responsibility for injury or loss of property while using the community room. The door between the Library and community room shall be closed and locked except when the Library is open.

The Proudfit Hall Community room is also used for the Town of Salem Justice Court. The Town Justice and Court Clerk are permitted to go through the Library to access the justice's office. The Town Justice, Court Clerk, and attorneys are allowed to use the Peg Culver Reading Room in the presence of the Town Justice. The Town Justice must be present at all times when the Peg Culver Reading Room is used for court business and the Library is closed. No other parties (e.g. defendants, etc.) are permitted in the Library, including the Peg Culver Reading Room, when the Library is closed.

Adopted: February 5, 2019

Revised: July 7, 2020, December 7, 2021 and May 10, 2022

BANCROFT PUBLIC LIBRARY

INTERNET AND ELECTRONIC RESOURCES POLICY

The Bancroft Public Library in the Town of Salem offers access to electronic resources, including the internet, as part of its mission to provide services and materials in a variety of formats to meet the information, education, and recreation needs of the community. The internet is a global electronic network, which enables libraries to provide resources, materials, and information beyond their doors. The NYS Department of Education officially encourages libraries to provide access to electronic information.

The Bancroft Public Library does not warrant information found on the internet to be accurate, authoritative, factual, timely, or useful for patrons' purposes. The internet is a global entity, which does not fall under the control or governance of any single agency, government, or organization. The availability of networked information via library terminals does not constitute the Library's endorsement of the content of that information. The Library cannot control the accuracy or the validity of the information, availability of links, or materials some may find offensive. If any patron believes that information obtained via library terminals is inaccurate or offensive, the patron should contact the original producer or distributor of the information.

It is the Library's policy that parents or legal guardians are responsible for deciding what library materials and resources are appropriate for their minor children. Supervision or restriction of a child's access to the internet, as with other Library resources, is the responsibility of the parent or legal guardian. All young persons under the age of 14 must have the signed permission of a parent or guardian to access the internet. Children under the age of 7 must be accompanied by an adult in order to access the internet.

All persons using the Library's access to the internet must read the Internet Access Policy and agree to its terms. Users need to be reasonably proficient in computer usage, as we do not have the resources to offer extensive help.

All users of electronic resources are expected to use these resources in a responsible and ethical manner consistent with the standards and rules of the Library and the community. The Library reserves the right to enforce a time allowance of sixty (60) minutes per session. Printing will be limited to that which can be completed within the allotted time and may be stopped at the end of that time.

There will be a charge of \$0.15 per page for black and white and \$0.50 per page for color either from the printer or copy machine.

Patrons may not use terminals or copier for any illegal, inappropriate or criminal purposes, including but not limited to:

- Violation of computer security system
- Unauthorized use of computer accounts or access codes
- Obstruction or disruption of other people's work
- Sending or displaying offensive messages or pictures
- Damaging computers, computer systems, computer networks, or copier
- Visual, verbal, or written use of the computer to transmit harassing materials.
- Violating copyright laws

INTERNET AND ELECTRONIC RESOURCES POLICY

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- Using another's password
- Trespassing in another's folders, work, or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes

Violations may result in loss of access as well as legal action.

The Bancroft Public Library expressly disclaims any liability or responsibility, including copyright, arising from access to or use of information obtained through its electronic information systems, or any consequences thereof.

All use of the Library's public computers must be in compliance with federal, state, and local laws, including federal and state obscenity laws.

This policy may be revised from time to time by resolution of the Bancroft Public Library Board of Trustees.

Adopted: July 11, 2017

Revised: July 7, 2020

Reaffirmed: May 10, 2022