



BOARD OF TRUSTEES MEETING

October 10, 2023 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 September 12, 2023 meeting minutes.
5. Public comments.
6. President's report.
7. Finance Officer's report.
8. Correspondence.
9. Library Director's report.
 - Trustee annual training status.
10. Committee reports.
 - Library courtyard.
11. Old business.
 - 2023-2024 State Aid for Library Construction grant.
 - 2024 Tentative Budget (Attachment #1).
 - Cyber insurance.
 - ADA project warrantee repairs.
 - Snow removal.
 - Electronic information sign.
 - Library building expansion.
12. New business.
 - Internet and Electronic Resources Policy (Attachment #2).
 - Other business.
13. Public comments.
14. Next meeting – November 14, 2023.
15. Adjournment.

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BANCROFT PUBLIC LIBRARY--2024 TENTATIVE BUDGET

Revenues and Other Sources		2022 Budget	2023 Budget	2023 Actual	2024 Tent	2024 Adopted
L2082	Library Fines and Fees	\$1,000.00	\$1,000.00	\$1,167.44	\$1,000.00	
L2360	Town of Salem	\$32,000.00	\$32,640.00	\$32,640.00	\$33,300.00	2%
L2360	Salem CSD/Library Tax	\$29,775.00	\$38,775.00	\$42,275.00	\$42,275.00	
L2401	Interest and Earnings	\$400.00	\$200.00	\$3,061.64	\$4,500.00	
L2705	Gifts and Donations	\$5,000.00	\$0.00	\$3,230.01	\$0.00	\$0.00
L2770	Miscellaneous			\$20,739.00		
L3840	NYS Aid (LLSA through SALS)	\$1,382.00	\$1,434.00	\$1,424.00	\$1,430.00	
Total Revenues		\$69,557.00	\$74,049.00	\$104,537.09	\$82,505.00	\$0.00
Appropriated Fund Balance		\$5,856.00	\$4,292.00	\$4,292.00	\$1,139.00	
Total Revenues and Other Sources		\$75,413.00	\$78,341.00	\$108,829.09	\$83,644.00	\$0.00
Expenditures		2022 Budget	2023 Budget*	2023 Actual	2024 Tent	2024 Adopted
L7410.1	Library Director	\$23,432.00	\$24,864.00	\$27,243.18	\$25,610.00	3%
L7410.1	Deputy Director	\$15,835.00	\$16,802.00		\$17,306.00	3%
L7410.11	Staff	\$7,000.00	\$7,380.00	\$4,268.20	\$7,600.00	3%
L7410.2	Circulating Items	\$12,000.00	\$12,000.00	\$5,926.14	\$14,000.00	
L7410.4	Contractual Detail*	\$12,800.00	\$15,424.00	\$11,466.65	\$15,135.00	
L9010.8	Retirement	\$1,046.00	\$500.00	\$368.00	\$0.00	
L9030.8	SS/Med Employer Match	\$3,300.00	\$3,800.00	\$2,410.58	\$3,993.00	
Total Expenditures		\$75,413.00	\$80,770.00	\$51,682.75	\$83,644.00	\$0.00

*2023 Budget as modified

Contractual Detail*			
Library Materials	\$4,000.00	\$4,000.00	\$4,000.00
Software	\$500.00	\$500.00	\$500.00
Joint Automation Svcs	\$4,300.00	\$5,565.00	\$5,808.00
Postage	\$60.00	\$120.00	\$132.00
Telephone and Internet	\$540.00	\$1,810.00	\$1,810.00
Cyber Liability Insurance			\$1,882.00
Miscellaneous	\$3,400.00	\$1,000.00	\$1,003.00
Total	\$12,800.00	\$12,995.00	\$15,135.00

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 and Electronics Resources](#) 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 \$0.25 per page for black and white and \$0.75 per page for color copies either from the printer or copy machine. There will be a charge of \$1.00 for the first fax page and \$0.50 per page for any additional fax pages.

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.

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- Violating copyright laws
- 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.

Wireless Internet Limitations and Disclaimers

- Wireless access is provided as a public service free of charge on an "as is" basis with no guarantee and no warranty; nor is the making of a connection guaranteed.
- At its sole discretion, the Bancroft Public Library Board of Trustees may terminate this public service at any time without prior notice.
- Information passing through Bancroft Public Library's wireless access is not secured and could be monitored, captured, or altered by others.
- It is the user's sole responsibility to protect his or her information from all risks associated with using the Internet, including any damage, loss, or theft that may occur as a result of use of Bancroft Public Library wireless access.
- Display of sexually graphic images is not permitted on any computer in the Library.
- Sound must be muted or personal headphones must be used.
- Library staff is not able to provide technical assistance and assumes no responsibility for laptop configurations, security or changes to data files resulting from connection to the Library's network.
- In using this free Internet access, the user agrees to hereby release, indemnify, and hold harmless, the Bancroft Public Library and Board of Trustees, its officers and employees, and any affiliate, from any damage that may result in the user's use of this wireless access.
- While using this wireless access, the user acknowledges that he or she is subject to, and agrees to abide by all laws, and all rules and regulations of the Bancroft Public Library, the State of New York, and the United States government that is applicable to Internet use.

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

Revised: December 13, 2022

Revised: October 10, 2023