



BOARD OF TRUSTEES MEETING September 10, 2024 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 August 13, 2024 meeting minutes.
5. Public comments.
6. President’s report.
7. Correspondence.
8. Finance Officer’s report.
9. SALS – Sara Dallas.
 - 3-October-24, Trustee training.
10. Library Director’s report.
 - Trustee annual training status.
11. Committee reports.
 - Library courtyard.
12. Old business.
 - 2023-2024 State Aid for Library Construction grant.
 - 2024 SALS Challenge Grant.
 - Library expansion:
 - Fund raising campaign; and
 - “Capital Improvement Fund”.
 - Library sign.
 - HSCH Shoppe off Broadway grant.
 - 2025 Budget (Attachment #1).
13. New business.
 - Internet and Electronic Resources Policy (Attachment #2).
 - Emergency Procedures Policy (Attachment #3),
 - Snow shoveling.
 - 2024-2025 State Aid for Library Construction.
 - Other business.
14. Public comments.
15. Next meeting.
 - September 24, 2024 – Special Meeting with Architect for Library expansion.
 - October 8, 2024
16. Adjournment.

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BANCROFT PUBLIC LIBRARY--2025 TENTATIVE BUDGET

Revenues and Other Sources	2023 Adopted	2024 YTD	2024 Adopted	2025 Tentative	increase	
L2082 Library Fines and Fees	\$1,000.00	\$1,153.21	\$1,000.00	\$1,000.00		
L2360 Town of Salem	\$32,640.00	\$33,300.00	\$33,300.00	\$40,000.00	\$6,700.00	20%
L2360 Salem CSD/Library Tax	\$38,775.00	\$0.00	\$42,275.00	\$44,775.00	\$2,500.00	6%
L2401 Interest and Earnings	\$200.00	\$3,189.62	\$4,500.00	\$4,500.00		
L2705 Gifts and Donations	\$0.00	\$6,296.00	\$0.00	\$0.00		
L2770 Miscellaneous	\$0.00	\$2,000.00	\$0.00	\$0.00		
L3840 NYS Aid (LLSA through SALS)	\$1,434.00	\$1,493.00	\$1,437.00	\$1,493.00	\$56.00	4%
Total Revenues	\$74,049.00	\$47,431.83	\$82,512.00	\$91,768.00	\$9,256.00	11% overall
Appropriated Fund Balance	\$4,292.00	\$2,487.00	\$2,487.00	\$5,340.00	\$2,853.00	115%

Total Revenues and Other Sources \$78,341.00 \$49,918.83 \$84,999.00 \$97,108.00

Expenditures	2023 Adopted	2024 YTD	2024 Adopted	2025 Tentative		
L7410.1 Library Director	\$24,864.00	\$15,940.59	\$26,295.00	\$27,000.00	\$1,600.00	6%
L7410.1 Deputy Director	\$16,802.00	\$10,934.72	\$17,769.00	\$19,000.00	\$1,231.00	7%
L7410.11 Staff	\$7,380.00	\$4,560.40	\$7,800.00	\$16,120.00	\$8,320.00	
L7410.2 Circulating Items	\$12,000.00	\$6,437.84	\$14,000.00	\$14,000.00		
L7410.4 Contractual Detail*	\$12,995.00	\$9,334.30	\$15,142.00	\$15,688.00	\$546.00	4%
L9010.8 Retirement	\$500.00	\$59.00	\$0.00	\$500.00	\$500.00	
L9030.8 SS/Med Employer Match	\$3,800.00	\$2,336.32	\$3,993.00	\$4,800.00	\$807.00	20%
Total Expenditures	\$78,341.00	\$49,603.17	\$84,999.00	\$97,108.00	\$13,004.00	15% overall

2025 - 2024 = \$12109.00 = 14% overall

Contractual Detail*	2024	2025
Library Materials	\$4,000.00	\$4,000.00
Software	\$500.00	\$500.00
Joint Automation Svcs	\$5,808.00	\$6,000.00
Postage	\$132.00	\$146.00
Telephone and Internet	\$1,810.00	\$2,160.00
Cyber Liability Insurance	\$1,882.00	\$1,882.00
Miscellaneous	\$1,010.00	\$1,000.00
Total	\$15,142.00	\$15,688.00

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 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 printing/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 computer terminals or copier for any illegal, inappropriate or criminal purposes, including but not limited to:

- Displaying or sending sexually graphic images or offensive messages on any personal or Library owned electronic device while in the Library or using Library Wi-Fi
- Downloading any sexually graphic or illegal material while using Library computers or Wi-Fi
- 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~~

INTERNET AND ELECTRONIC RESOURCES POLICY

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- ~~Damaging computers, computer systems, computer networks, or copier~~
- Visual, verbal, or written use of the computer to transmit harassing materials.
- Violating copyright laws
- Using another's password
- Trespassing in another's folders, work, or files
- Intentionally wasting limited resources
- Employing the Library computer network for commercial purposes
- Tampering with, altering, editing or damaging computer, copier or electronic hardware or software
- Harassing staff for a hardware glitch which is out of their control (e.g., printer jam, power loss, data loss, etc.)
- Possess food or drink at computer workstations or near Library-owned electronics

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

INTERNET AND ELECTRONIC RESOURCES POLICY

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Revised: July 7, 2020

Reaffirmed: May 10, 2022

Revised: December 13, 2022

Revised: October 10, 2023

Revised: September 10, 2024

BANCROFT PUBLIC LIBRARY

EMERGENCY PROCEDURES POLICY

FIRE/SMOKE: In the event of a fire or smoke in the Library, the staff person in charge will:

- Call 911
- Ask everyone to leave the building by either the front door, Proudfit Hall door or the rear fire door.
- Provide assistance to anyone in need while evacuating the building.
- Check all rooms including community room, and three bathrooms.
- Leave the front door unlocked for the firefighters.
- Gather all patrons and staff in front of the Post Office to check and ensure everyone was safely evacuated.

MEDICAL: Staff members should exercise caution when administering first aid even of a minor nature, because of the safety of the injured individual and the potential liability of the staff member. Without specialized training, it is not advisable for the staff to undertake more than keeping the sick or injured patron comfortable until medical help can arrive. Staff members should use their own judgment as to what action is prudent and reasonable. No medication, including aspirin, should ever be dispensed to the public. In the event of a medical emergency, the staff person in charge will:

- Call 911.
- Call parent/guardian if it's a minor.
- Ask permission to call a family member or friend if injured or ill person is alone.
- Administer first aid and/or CPR, if trained.
- Call Library Director.

NOTE: an AFD is located in Proudfit Hall to the left behind the Judges bench.

BIOHAZARD

- Leave the suspicious substance where it was found.
- Do not take any action that might spread it to another area.
- Call 911.
- Evacuate the building.
- Gather all patrons and staff in front of the Post Office to check and ensure everyone was safely evacuated.

DANGEROUS BEHAVIOR: In the event a person in the Library appears to be a danger to others, the staff person in charge will:

- Ask the person to leave.
- If uncooperative, call 911.

DISASTER PLAN:

- The Bancroft Public Library is housed in a building with a generator sufficient to power the entire building in the event of an outage.

EMERGENCY PROCEDURES POLICY

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- In a Town-wide disaster, such as flood, hurricane, ice-storm, or electrical outage, the Library staff will cooperate with the Town authorities as needed.
- There is a comprehensive Town Disaster Plan, which can be reviewed at the Town office.

WORKPLACE SAFETY:

- Follow guidance in Bancroft Public Library Employee Handbook.

INCLEMENT and SEVERE WEATHER

Bancroft Public Library will make every reasonable effort to open to the public as scheduled, consistent with safe access for the public and staff. Inclement weather can cause transportation problems and locally hazardous conditions with possible power outages. The library will close, delay opening, or close ahead of schedule when the weather becomes hazardous to the health and/or safety of the public and/or Library staff.

Emergency/inclement weather closing will be authorized by the Director and/or President of the Board of Trustees. The decision to close, postpone opening, or close early due to inclement weather will be made based on actual observed local weather conditions. National or New York weather service advisories concerning travel during storm conditions will always be followed. The public will be made aware of any closures through social media, email, and, if possible, updates on the website.

- **Snow/Ice Storm:** During operating hours the Director and President of the Board will monitor weather and make decisions on closure. If the snow/ice is severe and a decision to close is made before library opens, all staff on schedule for that day will be notified as soon as possible and notice will be made via email and social media. If the snow/ice becomes bad during the day, the Library Director will make the decision as to whether it's prudent to close early (if the Library Director is not working that day, staff should contact the Director or Board President if the Director is unavailable for instructions). Notice will be made via email and social media about the early closure.
- **Tornado/Severe Storm:** If there is the possibility of a tornado, library staff should monitor weather reports for changes in possible severity of storm/tornado. The gradations of tornadoes are: WATCH and WARNING.
 - A tornado WATCH is issued when weather conditions favor the formation of tornadoes, for example, during a severe thunderstorm. Staff should monitor weather reports and be prepared to take shelter with patrons immediately if conditions worsen.
 - A tornado WARNING is issued when a tornado funnel is sighted or indicated by weather radar.
 - Staff should encourage all users of the library to take shelter immediately (Individuals who are unwilling to seek shelter should be told they are doing so at their own risk). Shelter can be taken in the Reading Room, or shelter in the basement.
 - Take Emergency kit with you (hanging on the back of the basement door).
 - Assistance in finding shelter should be given to children, elderly people, and mentally/physically handicapped.

EMERGENCY PROCEDURES POLICY

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- **AFTER THE STORM:**
 - Treat all electrical equipment as if it were charged and dangerous, especially if the floors are wet.
 - Notify 911 of any injuries or other conditions requiring medical attention.

- **Shelter in Place Warning:** If NYS releases a “shelter in place” warning, the library staff should immediately encourage all patrons to move to the Reading Room or basement. Take the emergency kit to the shelter area (the kit is located on the back of the basement door). Staff and patrons are encouraged to not leave the building until the “shelter in place” warning has expired.

EARTHQUAKE:

- **DURING an EARTHQUAKE:**
 - If inside, stay inside. DO NOT run outside or to other rooms during shaking.
 - Move patrons away from the book stacks.

- In most situations, patrons and staff will reduce their chance of injury from falling objects and even building collapse if they immediately: DROP down onto their hands and knees before the earthquake knocks them down. This position protects them from falling, but allows them to still move if necessary. Patrons and staff should COVER their head and neck (and entire body if possible) under the shelter of a sturdy table or desk. If there is no shelter nearby, patrons and staff should get down near an interior wall or next to low-lying furniture that won't fall on them, and cover their head and neck with their arms and hands. HOLD ON to shelter (or to your head and neck) until the shaking stops. Be prepared to move with shelter if the shaking shifts it around. DO NOT stand in a doorway. Patrons and staff are safer under a table. In modern buildings, doorways are no stronger than any other part of the house. The doorway does not protect you from the most likely source of injury—falling or flying objects. Most earthquake-related injuries and deaths are caused by falling or flying objects (e.g., TVs, lamps, glass, bookcases), or by being knocked to the ground.

- **AFTER an EARTHQUAKE:**
 - If the building is in danger of collapsing, staff and patrons should quickly evacuate in an orderly fashion.
 - Gather all patrons and staff in front of the Post Office to check and ensure everyone was safely evacuated.
 - Call 911.

Adopted: July 11, 2017
Revised: July 7, 2020
Revised: September 1, 2020
Revised: May 10, 2022
Revised: September 10, 2024