



BOARD OF TRUSTEES MEETING October 8, 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 September 10, 2024, meeting minutes.
5. Public comments.
6. President’s report.
7. Correspondence.
8. Finance Officer’s report.
 - 2024 Tax Cap Override Resolution (Attachment #1).
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 SALS Challenge Grant.
 - Library expansion:
 - Fund raising campaign; and
 - “Capital Improvement Fund”.
 - Library sign.
 - HSCH Shoppe off Broadway grant.
 - 2025 Budget (Attachment #2).
 - Snow shoveling.
12. New business.
 - Library Operations Policy (Attachment #3).
 - Freedom of Information Law (FOIL) Policy (Attachment #4).
 - Other business.
13. Public comments.
14. Next meeting.
 - November 12, 2024
15. Adjournment.

c:\users\edonoghue\documents\wpdocs\bancroft library\agendas\2024\oct.docx

RESOLUTION NO. OF 2024

TAX CAP OVERRIDE

WHEREAS the adoption of the 2025 budget for the Bancroft Public Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and

WHEREAS General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by adopting a resolution approved by a vote of sixty percent of qualified board members; now, therefore, be it

RESOLVED that the Board of Trustees of the Bancroft Public Library, at a meeting held on October 8, 2024, hereby unanimously adopts this resolution allowing the tax levy limit for 2025 to be exceeded.

BANCROFT PUBLIC LIBRARY--2025 TENTATIVE BUDGET

| Revenues and Other Sources | | 2023 Adopted | 2024 YTD | 2024 Adopted | 2025 Tentative |
|---|-----------------------------|--------------------|--------------------|--------------------|--------------------|
| L2082 | Library Fines and Fees | \$1,000.00 | \$1,269.21 | \$1,000.00 | \$1,000.00 |
| L2360 | Town of Salem | \$32,640.00 | \$33,300.00 | \$33,300.00 | \$40,000.00 |
| L2360 | Salem CSD/Library Tax | \$38,775.00 | \$0.00 | \$42,275.00 | \$44,775.00 |
| L2401 | Interest and Earnings | \$200.00 | \$4,339.44 | \$4,500.00 | \$4,500.00 |
| L2705 | Gifts and Donations | \$0.00 | \$6,311.00 | \$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 |
| Total Revenues | | \$74,049.00 | \$48,712.65 | \$82,512.00 | \$91,768.00 |
| Appropriated Fund Balance | | \$4,292.00 | \$2,487.00 | \$2,487.00 | \$5,148.00 |
| Total Revenues and Other Sources | | \$78,341.00 | \$51,199.65 | \$84,999.00 | \$96,916.00 |

| Expenditures | | 2023 Adopted | 2024 YTD | 2024 Adopted | 2025 Tentative |
|---------------------------|-----------------------|--------------------|--------------------|--------------------|--------------------|
| L7410.1 | Library Director | \$24,864.00 | \$17,409.72 | \$26,295.00 | \$27,000.00 |
| L7410.1 | Deputy Director | \$16,802.00 | \$11,816.83 | \$17,769.00 | \$19,000.00 |
| L7410.11 | Staff | \$7,380.00 | \$5,100.40 | \$7,800.00 | \$16,120.00 |
| L7410.2 | Circulating Items | \$12,000.00 | \$6,823.83 | \$14,000.00 | \$14,000.00 |
| L7410.4 | Contractual Detail* | \$12,995.00 | \$11,687.72 | \$15,142.00 | \$15,496.00 |
| L9010.8 | Retirement | \$500.00 | \$59.00 | \$0.00 | \$500.00 |
| L9030.8 | SS/Med Employer Match | \$3,800.00 | \$2,631.66 | \$3,993.00 | \$4,800.00 |
| Total Expenditures | | \$78,341.00 | \$55,529.16 | \$84,999.00 | \$96,916.00 |

| Contractual Detail* | 2024 | 2025 |
|---------------------------|--------------------|--------------------|
| Library Materials | \$4,000.00 | \$4,000.00 |
| Software | \$500.00 | \$500.00 |
| Joint Automation Svcs | \$5,808.00 | \$5,808.00 |
| 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 |
| <i>Total</i> | \$15,142.00 | \$15,496.00 |

11% increase overall
7% increase in appropriated fund balance

09/25/24

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 all federal holidays, Christmas Eve, and 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. Story time bags may be borrowed for two weeks and renewed one time. Kits (cursive, insects, bird, etc.) may be borrowed for two weeks and renewed one time. Circulating games may be borrowed for one week and renewed one time. Circulating games must be returned inside the Library and not in the outside book drop box.

Museum and attraction passes should be reserved in advance of date of intended use. They can be picked up two(2) days in advance and must be returned no later than two (2) days after use.

Special arrangements may be made for borrowing materials.

Local residents and patrons of a Southern Adirondack Library System (SALS) or Mohawk Valley Library System (MVLS) ~~member library~~ that are signatories of the Joint Automation Project agreement, are 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 SALS or MLVS Library, and a card issued by any SALS or MVLS Library may be used at the Bancroft Public Library. A full list of SALS and MVLS 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: Bancroft Public Library has eliminated overdue fines to ensure equitable access to Library resources.

LIBRARY OPERATIONS POLICY

Page | 2

What items are fine free? There are no overdue fines for books, audiobooks, circulating games, story time bags, kits, DVDs, CDs, and magazines.

What about other library materials? There will still be overdue fines on items including, but not limited to: museum and attraction passes, and out-of-system Interlibrary Loan (ILL). A fine of \$5.00 a day shall be charged for overdue return of museum and attraction passes. If you check out materials while visiting another SALS/MVLS library, you could still be charged fines based on that library's fine policy (some have fines, some do not). Replacement fees and processing charges for lost or damaged items still apply.

How will the Library get people to return borrowed materials? "NO FINES" does not mean "NO RESPONSIBILITY". Materials will still have due dates and you are expected to return materials on time. Materials that are thirty days overdue are assumed lost and you will be charged for replacement and processing costs. Staff will discuss the item replacement process with patrons.

If you have \$5.00 or more in charges or five or more overdue items on your library card, you will be prohibited from borrowing library materials and use of public computers.

Starting at sixty days after your account reaches \$250.00 in charges, your account may be sent to a collection agency. A fee to cover collection costs will be placed on your account. Please return your materials in a timely manner to prevent this from happening.

Will I still receive reminders about returning materials?

| NOTICE | WHEN |
|---------------|---------------------------|
| Reminder | 3 days before item is due |
| Overdue | 14 days overdue |
| Bill | 30 days overdue |

Notices are sent via email or text. Please see Library staff to update your account and select your notification options.

Many patrons consider their late fines as a donation to the Library. If you would like to make a donation, you can do so.

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,

LIBRARY OPERATIONS POLICY

Page | 3

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
Revised: December 7, 2021
Revised: May 10, 2022
Revised: December 13, 2022
Revised: February 14, 2023
Revised: October 8, 2024

BANCROFT PUBLIC LIBRARY

FREEDOM OF INFORMATION LAW (FOIL) POLICY

Purpose and Scope

The Bancroft Public Library, in compliance with New York State Public Officers Law, adopts this Freedom of Information Law policy to explain how members of the public can access records of the Bancroft Public Library.

FOIL Officer

The Library Director is designated as FOIL Officer of the Bancroft Public Library. The FOIL Officer shall:

- Respond to all inquiries relating to the availability to the public of the library's records pursuant to the Freedom of Information Law within five (5) business days following receipt of the request.
- Receive and process requests for access to records in the manner prescribed by law.
- Comply with these and all other duties as itemized by law.

FOIL Requests

FOIL requests shall:

- Be submitted to the FOIL Officer in writing, either in letter format or using the Bancroft Public Library's FOIL Application Form.
- Specify whether the petitioner wishes to see and read the requested item or receive a copy.
- Include a detailed description of the records that are being sought including, but not limited to, dates, titles, file designations, and any other information that will assist the Bancroft Public Library in locating the requested records.
- Require payment for copies exceeding five (5) pages.
- Require payment for staff time exceeding two (2) hours.

FOIL Response

Within five (5) business days of the receipt of a compliant written request, Bancroft Public Library will:

- Make the record available to the requestor;
- Furnish a written acknowledgement of the receipt of the request and a statement of the approximate date when the information will be made available; or
- Deny access in writing, state the basis for denying access, and provide information on how to appeal such denial.
- Include an estimated cost for fees associated with copies and/or staff time.

If Bancroft Public Library does not respond to a request in accordance with the above standard, the request should be considered to have been denied.

FREEDOM OF INFORMATION LAW (FOIL) POLICY
Page | 2

Appealing a Denial of Access

All appeals of a denial of a request for Bancroft Public Library records must be submitted in writing within thirty (30) days of the denied request, either in letter format or using Bancroft Public Library's FOIL Appeal Form.

The Bancroft Public Library's FOIL Appeals Officer shall be the President of the Bancroft Public Library Board of Trustees.

An appeal must include the date of the original FOIL request, a detailed description of the records that are being sought including but not limited to dates, titles, file designations, or any other information that will help the Bancroft Public Library to find the requested records, and the reason provided for the denial.

The Bancroft Public Library FOIL Appeals Officer will independently review the withheld records and the basis for withholding them. The Bancroft Public Library FOIL Appeals Officer will respond in writing to the appealing party within ten (10) business days after the appeal is perfected with his or her determination as to whether the requested records were properly withheld or must be released.

Copies of all appeals and the determinations will be sent by the Bancroft Public Library to the New York State Committee on Open Government.

Inspection and/or Copying Records

When access to records is granted, records may be inspected at the Library in the presence of the FOIL Officer or designee during regular hours of library operation (posted at bancroftlibrary.org), as arranged in advance by the FOIL Officer.

Determination of an employee designee will be made by the FOIL Officer:

- Information related to personnel records will be handled only by the Library Director.
- Information related to financial records will be handled only by the Library Director Board of Trustees Treasurer or Finance Officer.

No original record may be removed from the custody of the FOIL Officer or designee.

If the original of the record includes information, details, and/or particulars requiring deletion, the individual requesting shall only be permitted to inspect a copy of the record with deletions.

Copying and deletion of the record will be performed by the FOIL Officer or designee upon payment for both copying and/or staff time.

FREEDOM OF INFORMATION LAW (FOIL) POLICY
Page | 3

Fees

The fee schedule is as follows:

- Copying exceeding five (5) pages shall be at the rate specified in the Internet and Electronic Resources Policy, not to exceed the rate established by law.
- Staff time exceeding two (2) hours shall be at the lowest hourly rate for an employee qualified to perform the tasks, not to exceed the rate established by law.

Severability Clause

In the event any provision or part of this Policy is found to be invalid or unenforceable, only that particular provision or part so found, and not the entire Policy, will be inoperative.

Adopted: October 8, 2024

BANCROFT PUBLIC LIBRARY FREEDOM OF INFORMATION LAW (FOIL)

APPEAL APPLICATION FOR PUBLIC ACCESS TO RECORDS

This form is for application to the Bancroft Public Library

MAIL TO: Library Director -or- EMAIL TO: slm-director@sals.edu
 Bancroft Public Library
 181 South Main Street
 P. O. Box 478
 Salem, NY 12865

I hereby apply to (1) inspect () OR (2) obtain a copy of () the following record:

Signature Date

Print Name Telephone

Representing Email

Mailing Address

FOR LIBRARY USE ONLY

- Approved ()
 Denied (for the reasons checked below) ()
 Confidential Disclosure
 () Part of investigatory files
 () Unwarranted invasion of personal privacy
 () Record of which the Bancroft Public Library is legal custodian cannot be found () Record is not maintained by the Bancroft Public Library
 () Exempted by statute other than the Freedom of Information Act ()
 Other (Specify)

Signature Date

Title

Received by Date

BANCROFT PUBLIC LIBRARY FREEDOM OF INFORMATION LAW (FOIL)

APPEAL APPLICATION FOR PUBLIC ACCESS TO RECORDS

This form is for appealing denial of application to the Bancroft Public Library

MAIL TO: President Board of Trustees -or- EMAIL TO: slm-director@sals.edu
Bancroft Public Library
181 South Main Street
P. O. Box 478
Salem, NY 12865

hereby appeals:

| | |
|-----------------------------------|-----------|
| _____ | _____ |
| Signature | Date |
| _____ | _____ |
| Print Name | Telephone |
| _____ | _____ |
| Representing | Email |
| _____ | |
| Mailing Address | |
| Date of Original Request: _____ | |
| Records Requested: _____ | |
| _____ | |
| Reason Provided for Denial: _____ | |
| _____ | |

FOR LIBRARY USE ONLY

Denial Upheld ()
Denial Reversed ()

| |
|-----------|
| _____ |
| Signature |
| _____ |
| Title |
| _____ |
| Date |